VIU Limited Return to Campus Event/Activity Intake Form

**All VIU events or activities requiring access to any VIU campus/site or off campus must receive prior approval.**

Please note that VIU is taking a conservative approach to limit personnel, events and activities on our campuses and sites as well as limiting off campus VIU activity. If the event or activity can be held remotely or postponed, this should be the first consideration. Exclusions: internal VIU meetings within room capacity

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| --- | --- | --- | --- |
| Requestor's Name: |  | Requestor's Contact Info: |  |
| Faculty / Division: |  | Sponsoring Manager: |  |
| Event Name: |  | If External Host- Name: |  |
| Type of Event/Activity | Essential Industry  Retail  Childcare & Day Camps  Arts & Culture  Office / Meetings  Food Services  Personal Services  Gym and Fitness  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Description of Event/Activity: |  | | |
| Campus/site: |  | Location(s) (Building/Room): |  |
| Number of People: |  | Duration (hours): |  |
| Frequency:  (Recurring events only require approval once) | One-time Request  Recurring Request | Date or  Range of Dates: |  |
| Rationale for Event/Activity on campus/site: |  | | |

**If approved, a safety plan needs to be developed with the following steps in compliance with WorkSafe BC before access can be granted:**

* Review the Exposure Control Plan for COVID-19
* Identification and risk assessment of critical tasks
* Safe work procedures
* People Management
* Facility access/cleaning plan
* Training requirements
* Oversight/compliance

**Next Steps**

Please forward this to the OCC via [safety@viu.ca](mailto:safety@viu.ca). Once reviewed, Health and Safety will notify you and send you instructions on how to complete the safety plan.