SINGLE DAY ACCESS FORM (COVID-19)
FOR EMPLOYEES WITHOUT REGULAR USE BADGES

• For Faculty, Staff, and Student Employee Use only
  • Only student employees who receive permission from their MPP Supervisor may come to campus. If a student leader must come to campus, an MPP Supervisor must submit the form on their behalf. The MPP Supervisor will need to accompany the student leader and both must wear proper face coverings.

• The Single Day Access Form is integrated into a Division’s existing process to grant approval for an employee to come to campus under the criteria defined by the Infectious Diseases Workgroup:

  Any employee who needs to come to campus occasionally to collect work related items or complete a work function that cannot be done from home must first get approval from their manager via the Single Day Access Form. Instructions on health self-check and PPE will be provided in the confirmation emails. Only approved employees are allowed on campus at this time.

• The form link can be found in the COVID-19 FAQ page and will be in the HRDI bi-weekly newsletter.
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• The Single Day Access Form replaces the need for managers to contact EH&S for a printable day pass.

• The Single Day Access Form Approval Confirmation Email serves as the documentation needed to verify permission to be on campus.

• The approval email is not a parking pass. Parking passes are required while on campus.
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Tips for Use:

• No Smartsheet password set up and login is required to use the form, view request, or approve/decline.

• Do not block Smartsheet emails
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STEP 1: Submit form for MPP
Supervisor/Dean/Associate Dean approval

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CSUF Single Day Access Form (COVID-19)

Prior to arriving on campus, please review these Personnel Protection Recommendations: [https://bit.ly/278PsTY](https://bit.ly/278PsTY)

Face coverings are required, if you do not have one you can contact safety@fullerton.edu.

A single day access form confirmation email will be issued after supervisor approval. The confirmation email is not necessary to print. No other step required. No login to Smartsheet is necessary.
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**STEP 2:** After form is submitted, requestor is redirected to a confirmation page.

Your single day access form has been submitted for approval to your MPP Supervisor. Do not come to campus until an approval confirmation email is received.

Instruction on Personnel Protection Recommendations will be included in the confirmation email. Face coverings are required. If you do not have a face covering, contact safety@fullerton.edu.

A single day access form confirmation email will be issued after supervisor approval. The confirmation email is not necessary to print. No other step required. No login to Smartsheet is necessary.
STEP 3:
An automated email is delivered to the MPP Supervisor/Dean/Associate Dean for review. The email will come from “CSU FULLERTON VIA SMARSHSHEET”. MPP Supervisor clicks “View Request” button within the email.
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STEP 4:
MPP Supervisor/Dean/Associate Dean selects Decline or Approve. Comments can be added to provide explanation.

7/22/2020
STEP 5:
Once approved or declined, confirmation emails are sent to both requestor and MPP Supervisor/Dean/Associate Dean.

An Approval Confirmation Email serves as verification for permission to be on campus at the stated date and time.

The Single Day Access APPROVAL Confirmation Email is NOT a parking pass. A valid parking permit is required when parking on campus.

No Smartsheet Login Required.