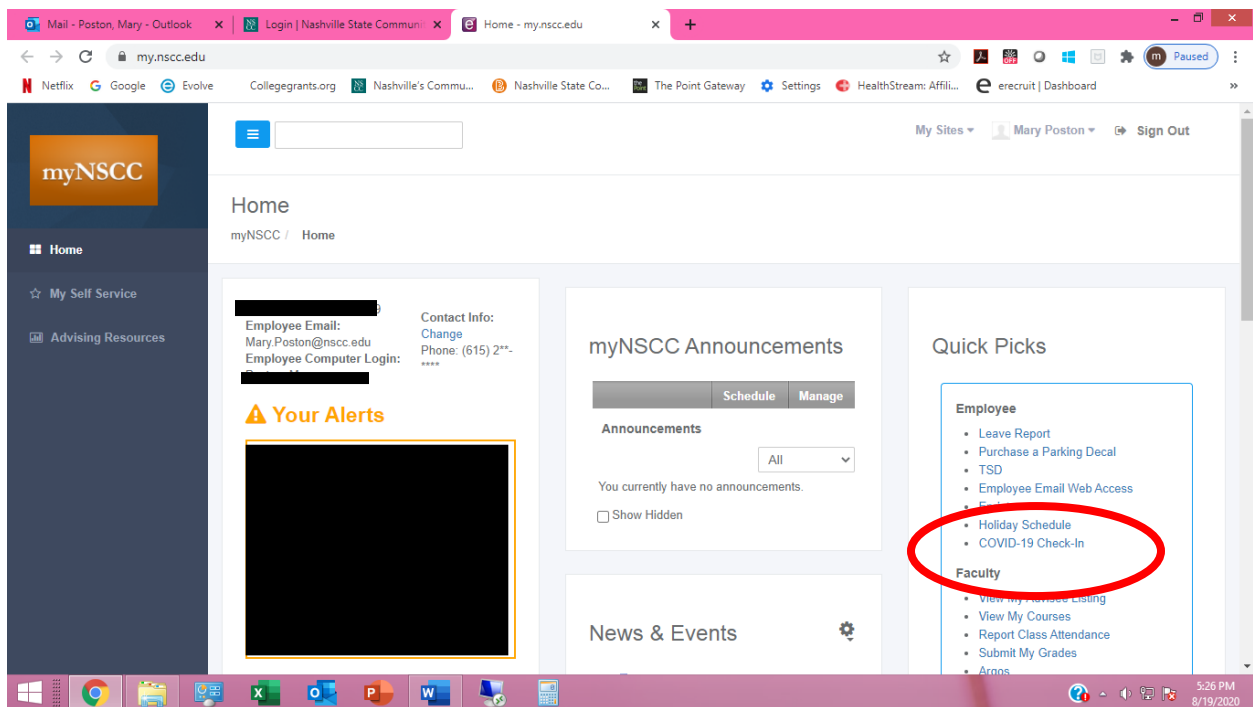# Process for Campus Access

Due to Covid-19, campus access processes have changed for the fall semester until further notice. In order to receive access to the appropriate building(s), you must do the following:

(Process is subject to change)

1. Every student must wear a face covering, i.e. cloth or surgical masks

2. The morning the student is scheduled for an appointment or class, the Covid-19 Questionnaire must be completed. The Covid-19 Questionnaire is located in the myNSCC home page under Covid-19 Check-In.

Upon completion of the Covid-19 Questionnaire, the student/ employee/ staff member will be asked to download a pdf. Download this to your phone for review by the security team. It must have a green "APPROVED" visible on the pdf document for campus access.

3. All students must arrive at least 30 minutes prior to their scheduled time on campus. This is to ensure you are able to get to the appropriate location in a timely fashion. Security will be required to check in every person to enter campus for that day. There may lines and you may be required to wait.

4. Students will park in back parking lot, walk across campus and should enter through the White Bridge Road side(front of campus) of the <mark>W-bldg</mark>. The A building doors will not be open for student entry.

5. Show the security guard your "APPROVED" pdf document (Covid-19 Check-in document), give security your name, tell them you are with nursing and notify the guard of which building you need access.

6. Security will provide the student with a sticker with the date on it.

7. Place the sticker on your shirt for view.

8. Proceed through the W building to the A building to the OTA classrooms. An OTA faculty member will be available to give you access ONLY with a sticker as verified by the security team. OTA faculty will be available to give access until 5 minutes prior to the start of class.

Scenario:

If you are scheduled to be in class at 8:00, you should arrive at least by 7:30 to be given access. You arrive at 7:50 and security has 15 students to check-in. You arrive to the A bldg at 8:00, you will need to go back to the W building door for access to ask security to give you access to A building. You are then late to your class/lab and have missed important information pertaining to your class.