HCO/ASTRONOMY

COVID-19: ONE-TIME BUILDING ACCESS REQUEST FORM: 60 GARDEN STREET

HUID: _____ Name (First & Last): _____

Affiliation: _____ Email: _____

Building/Office: _____ _____ Office Type (Shared or Private): _____

Building *Room Number*

Requested Dates of Access: _____ Requested Times: _____ to _____

mm/dd/yy *hh:mm AM/PM* *hh:mm AM/PM*

_____ _____ to _____

mm/dd/yy *hh:mm AM/PM* *hh:mm AM/PM*

_____ _____ to _____

mm/dd/yy *hh:mm AM/PM* *hh:mm AM/PM*

Request Justification:

Please complete/observe the following building access requirements before entry.

(1) **Training** - Take the mandatory COVID-19 Awareness Training course via the Harvard Training Portal. Have you completed this training?

(2) **Attestation** - Attest to your wellness status via the web app Crimson Clear before accessing the building.

(3) **Face Covering** - Wear a face-covering: face coverings are required at all times per Massachusetts Order effective November 6. Please review the Harvard Environment, Health, and Safety, EHS proper face-covering guide.

Auxiliary Information

Building Access points - 60 Garden Street building access is restricted to three (3) access points:

(1) Main lobby (Perkin),
(2) Bond Street loading dock, and
(3) Red deck entry via Building B/C courtyard.

All access points are open to emergency personnel.

Parking - Paid parking is now in effect. Discounted daily parking permits are available here for purchase.

Updated 11/18/2020

Submit via email to Andrea Moore