

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

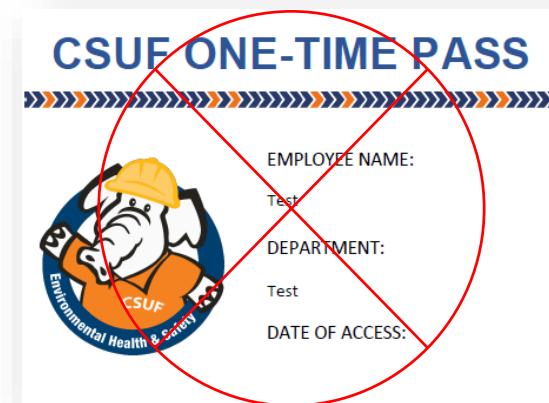
- The Single Day Access Form is integrated into a Division's existing process to grant approval for an employee to come to campus under the criteria defined by the Infectious Diseases Workgroup:

*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.

# SINGLE DAY ACCESS FORM (COVID-19)

- 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.

# SINGLE DAY ACCESS FORM (COVID-19)

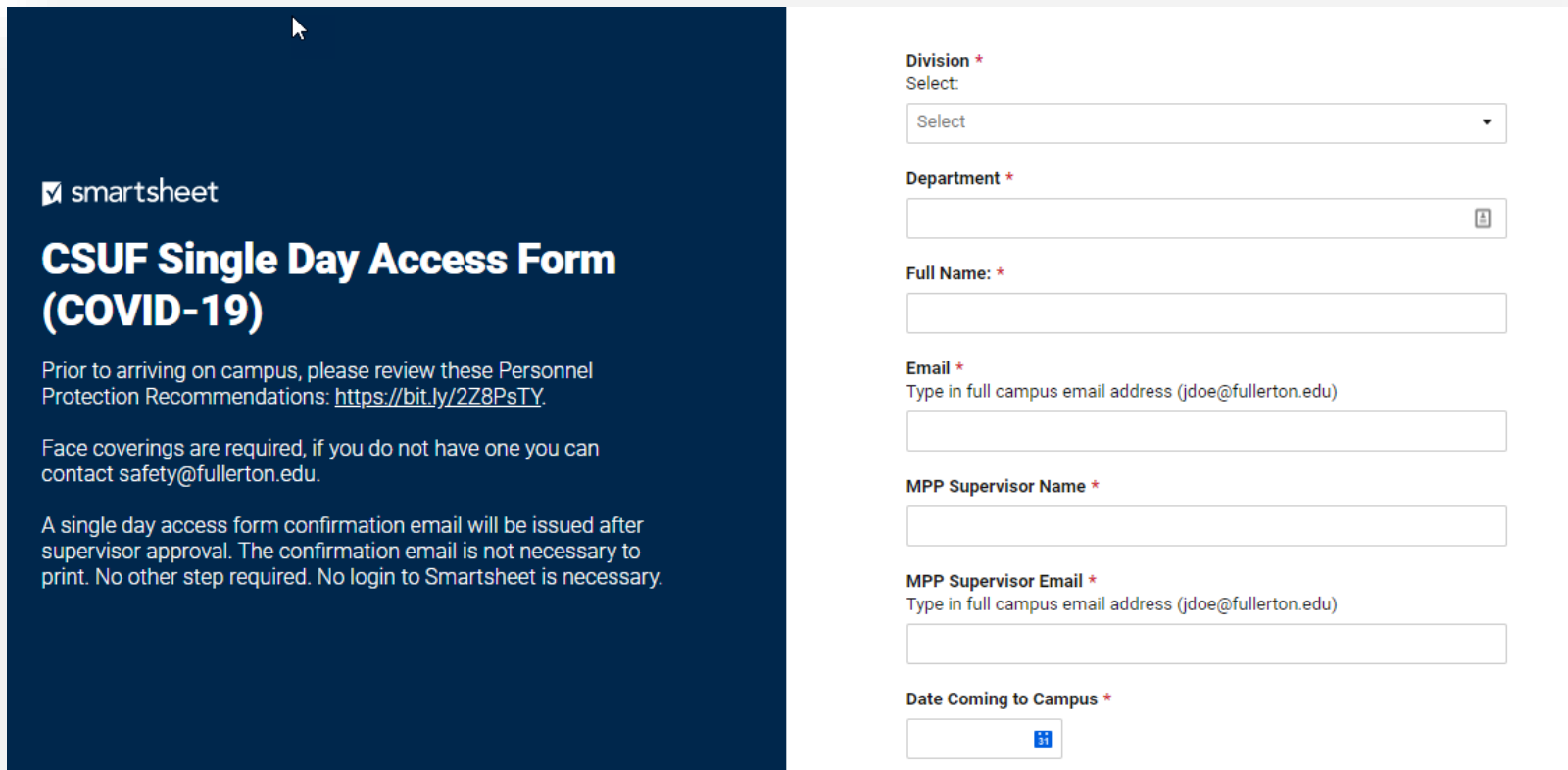
## Tips for Use:

- No Smartsheet password set up and login is required to use the form, view request, or approve/decline.
- Do not block Smartsheet emails

# SINGLE DAY ACCESS FORM (COVID-19)

**STEP 1:** Submit form for MPP Supervisor approval

[CLICK HERE FOR FORM](#)



smartsheet

## CSUF Single Day Access Form (COVID-19)

Prior to arriving on campus, please review these Personnel Protection Recommendations: <https://bit.ly/2Z8PsTY>.

Face coverings are required, if you do not have one you can contact [safety@fullerton.edu](mailto: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.

**Division \***  
Select:  
Select

**Department \***

**Full Name: \***

**Email \***  
Type in full campus email address (jdoe@fullerton.edu)

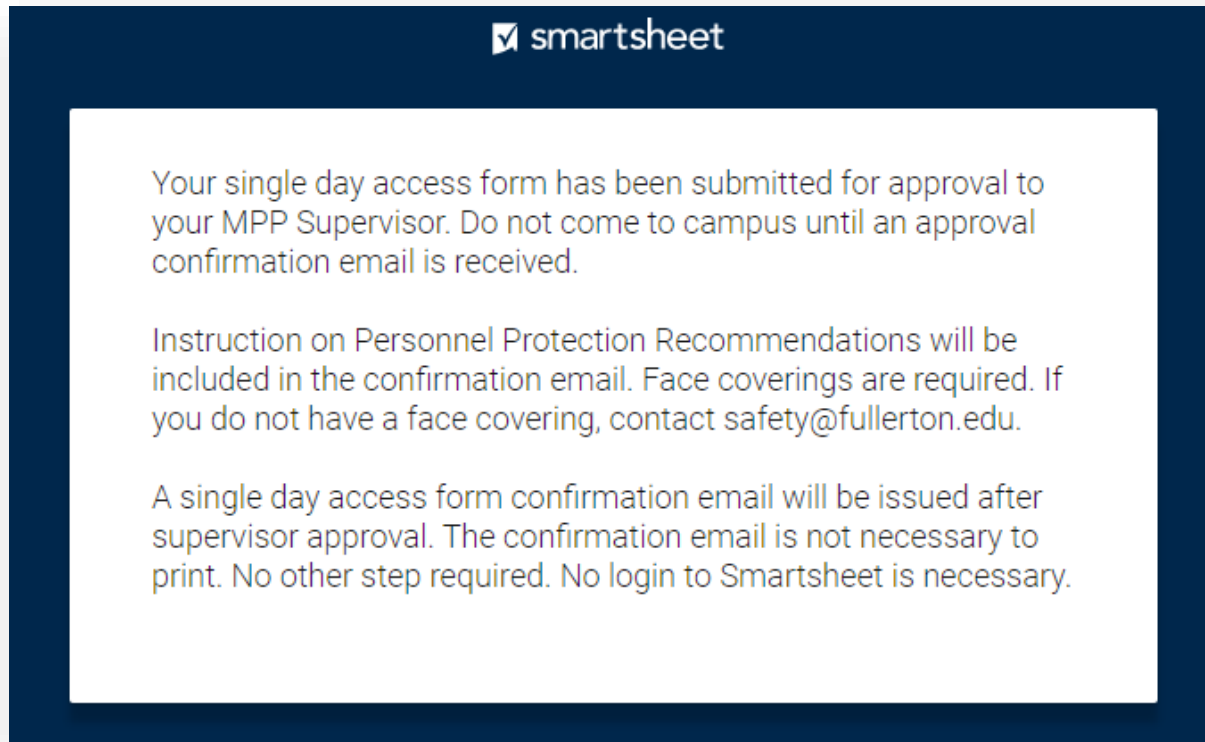
**MPP Supervisor Name \***

**MPP Supervisor Email \***  
Type in full campus email address (jdoe@fullerton.edu)

**Date Coming to Campus \***

# SINGLE DAY ACCESS FORM (COVID-19)

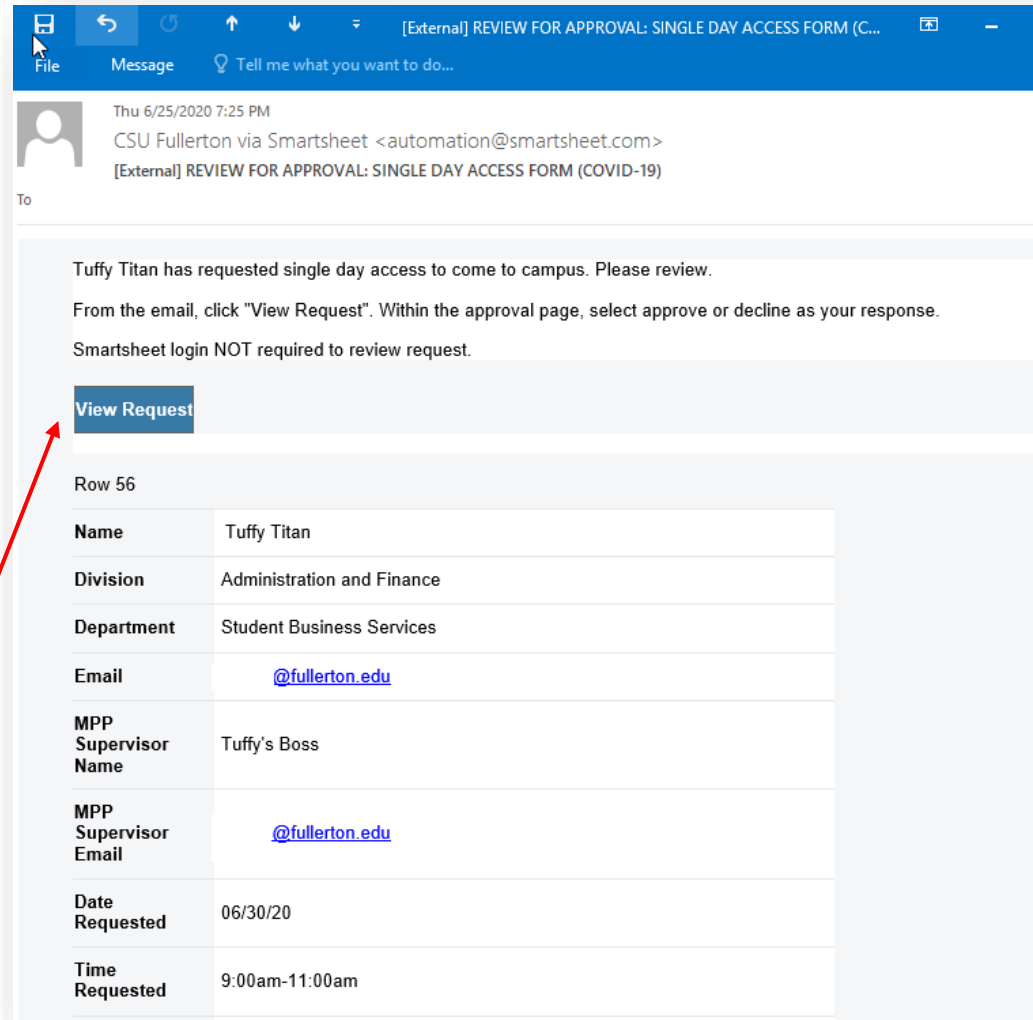
STEP 2: After form is submitted, requestor is redirected to a confirmation page.



# SINGLE DAY ACCESS FORM (COVID-19)

## STEP 3:

An automated email is delivered to the MPP Supervisor for review. The email will come from “**CSU FULLERTON VIA SMARTSHEET**”. MPP Supervisor clicks “View Request” button within the email.



[External] REVIEW FOR APPROVAL: SINGLE DAY ACCESS FORM (C...  
File Message Tell me what you want to do...

Thu 6/25/2020 7:25 PM  
CSU Fullerton via Smartsheet <automation@smartsheet.com>  
[External] REVIEW FOR APPROVAL: SINGLE DAY ACCESS FORM (COVID-19)

To

Tuffy Titan has requested single day access to come to campus. Please review.  
From the email, click "View Request". Within the approval page, select approve or decline as your response.  
Smartsheet login NOT required to review request.

[View Request](#)

Row 56

Name	Tuffy Titan
Division	Administration and Finance
Department	Student Business Services
Email	<a href="#">@fullerton.edu</a>
MPP Supervisor Name	Tuffy's Boss
MPP Supervisor Email	<a href="#">@fullerton.edu</a>
Date Requested	06/30/20
Time Requested	9:00am-11:00am

# SINGLE DAY ACCESS FORM (COVID-19)

## STEP 4:

MPP Supervisor selects Decline or Approve. Comments can be added to provide explanation.

**REVIEW FOR APPROVAL: SINGLE DAY ACCESS FORM (COVID-19)**  
Tuffy Titan has requested single day access to come to campus. Please review.

From the email, click "View Request". Within the approval page, select approve or decline as your response.

Smartsheet login NOT required to review request.

<b>Name</b>	Tuffy Titan
<b>Division</b>	Administration and Finance
<b>Department</b>	Student Business Services
<b>Email</b>	rtton.edu
<b>Supervisor Name</b>	
<b>Supervisor Email</b>	rtton.edu
<b>Time Requested</b>	9:00am-11:00am

**Comments**

Add a comment

**Decline** **Approve**

# SINGLE DAY ACCESS FORM (COVID-19)

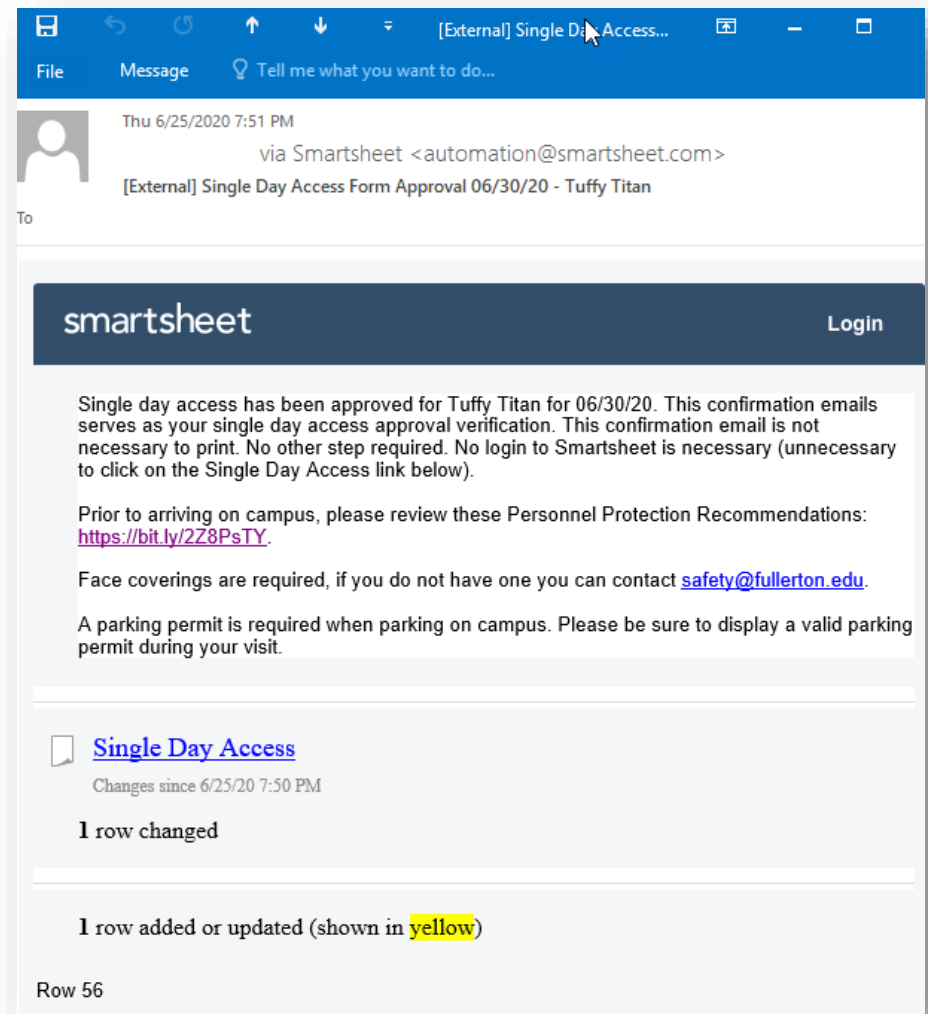
## STEP 5:

Once approved or declined, confirmation emails are sent to both requestor and MPP Supervisor.

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.



The screenshot shows an email interface with a blue header bar containing navigation icons and the text "[External] Single Day Access...". Below the header, the email content is displayed. It starts with a "To:" field containing a profile icon and the text "Thu 6/25/2020 7:51 PM via Smartsheet <automation@smartsheet.com> [External] Single Day Access Form Approval 06/30/20 - Tuffy Titan". The main body of the email features a dark blue banner with the "smartsheet" logo and a "Login" link. The text below the banner reads: "Single day access has been approved for Tuffy Titan for 06/30/20. This confirmation email serves as your single day access approval verification. This confirmation email is not necessary to print. No other step required. No login to Smartsheet is necessary (unnecessary to click on the Single Day Access link below). Prior to arriving on campus, please review these Personnel Protection Recommendations: <https://bit.ly/2Z8PsTY>. Face coverings are required, if you do not have one you can contact [safety@fullerton.edu](mailto:safety@fullerton.edu). A parking permit is required when parking on campus. Please be sure to display a valid parking permit during your visit." Below this text is a section titled "Single Day Access" with a document icon, indicating "Changes since 6/25/20 7:50 PM" and "1 row changed". At the bottom of this section, it says "1 row added or updated (shown in yellow)". The email ends with "Row 56".