



REQUEST TO DELIVER A BOOT CAMP

Instructors who wish to deliver a face-to-face class via a Boot Camp must submit, via electronic mail, a completed ***Request to Deliver a Boot Camp*** form to the relevant Head of Department (HOD).

The HOD will consult with the Safety Officer/Designate, confirm that the requested facility meets social distancing protocols and is outfitted with hand sanitising/washing stations and forward the form to the Dean/Campus Administrator for final approval.

Once approved, the Dean/Campus Administrator will forward the form to the Health and Safety Department/Designate, copied the relevant Campus and Security Department representatives.

Instructor's Name: _____	Course Code: _____
Course Name: _____	Session Time: _____
Building and Room Number: _____	Semester/Session: Fall/Spring/Summer: _____

Class Meeting Dates	Class Times		Duration (hours)	Student Count
	Start Time	End Time		

Student list is to be attached to this request form.

_____ Instructor's Signature	_____ Instructor's Name	_____ Date
Approved by: Head of Department: _____		Date: _____
Dean/Campus Administrator: _____		Date: _____
Health and Safety Officer: _____		Date: _____

Policy on Boot Camps