

## CRITICAL BUSINESS FUNCTIONS

Use this form to describe and justify critical business tasks that cannot be completed remotely.

Requester

Phone Number

Department/Division

Wellesley

Framingham

Ashland

Essential  
Function

Impact if not  
completed

Priority

High

Medium

Low

Timing

Hours on campus

Required Day?

Specific Date

Allowable downtime

Frequency

Areas to Access

Minimum employees required

Required Onsite Equipment

Needed Support Functions

**By requesting access to campus you agree to comply with the following requirements and agree to follow on campus protocols.**

You must be free of the following symptoms related to COVID-19 for the previous 24 hours:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100 degrees or more
- Chills
- Congestion or runny nose
- Muscle pain
- Headache
- Sore throat
- Fatigue
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

You may not come to campus if any of the following scenarios apply:

- Contact with an individual who has tested positive or is under investigation for COVID-19, excluding medical professionals who were wearing appropriate PPE
- Living with or caring for someone that is quarantined or furloughed related to COVID-19