# Campus Access Procedures

### **STUDENTS**

1. Please proceed to key entrance(s) on map to access buildings.

2. Have your Student ID (9 or 10 digit number) and Photo ID ready. You will be asked to provide your contact information to check in to the building.

Access buildings through key entrances only. If the Check-In Station is closed, please proceed to Security (located across from the Bookstore).

### EMPLOYEES

1. Tap your Langara Employee ID card for access.

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2. Ensure door is closed behind you before walking away. DO NOT grant access to others.

3. Colleagues near you should be physically distanced and MUST tap their own card to gain entry. This is to fulfill contact tracing requirements.

Access buildings through any doors using your Employee ID card. Key entrances are for students.

**Employees without card access: Please proceed to the Security Office to gain entry.** 

### MAP OF KEY BUILDING ENTRANCE POINTS (ALL OTHER DOORS WILL BE LOCKED)



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