

COVID-19 Concerns – Community and Individual Behavior Report Form

Please fill-out the form as completely as possible, save and submit it to the Department of Campus Safety at cssafety@colby-sawyer.edu with any supporting documentation (photos, video, screen shots, etc.). See the bottom of this form for saving instructions.

Background Information

Your full name:

Your phone number: _____

Your email address: _____

Person you are reporting is a :

- ☐ Student
- ☐ Faculty
- ☐ Staff
- ☐ Other

Date of incident: _____

Time of incident: _____

Specific location: _____

Involved Parties

Name or Organization: _____

[Add Another Party] _____

Questions

Which COVID-19 policy or policies are you concerned the individual student or organization is not following? Check all that apply.

- ☐ Facial covering
- ☐ Visitors and/or Guests
- ☐ Travel
- ☐ Physical Distancing
- ☐ Screening/Wellness Check
- ☐ Isolation/Quarantine
- ☐ Not Reporting Symptoms or Positive COVID Test Results
- ☐ Over COVID-19 occupancy
- ☐ Student Events, Sponsored Events & Third-Party Events
- ☐ Other _____

Please provide details of your concern. Being as detailed as possible helps staff follow up:

To save this form please do the following:

1. After completing the form, click "Ctrl" and "P" at the same time to bring up the print screen.
2. Under "Destination," select "Save as PDF". Now your "Destination" should read "Save as PDF" on the main print screen.
3. In the "File Name" bar, type in your new title for the document; Click "Save."
4. When you're ready to add it as an attachment to your email, it will be in your Documents under the name you saved it under.