**Phase 3 Recovery (September to December, 2020)**

**Instructions:**

1. Each Faculty/Unit (‘units’) is to submit one occupancy plan per building. Please include the following in your submission:
	1. Employees within your unit (do not include anyone who does not report to you; these people will be reported by the units within which they report). Please keep in mind you may allow up to a maximum of 40% of your employees.
	2. Students not counted in a) [for example, those who are not employees but who were included in approved research plans].
	3. Contractors/third party individuals which you have contracted with directly.
2. Students enrolled in courses will be captured centrally and is not to be reported by units.
3. Faculties may request any new in-person research activities as part of this form/process and the VPRI will continue to review.
4. Requests for exceptions to exceed the allowable percentage (40%) of employees may be considered. Requests are to be submitted to the UM COVID-19 Recovery Working Group.
5. It is recognized that schedules may be staggered or inconsistent. Please capture the highest number of employees expected to be present at any given day/time.

**Questions:**

Academic: Pam Trupish – pam.trupish@umanitoba.ca

Administrative/Ancillary: Colleen Limon – colleen.limon@umanitoba.ca

Research: Rowena Krentz – rowena.krentz@umanitoba.ca

FACULTY:

COLLEGE:

DEPARTMENT/AREA:

**Academic Activities**

BUILDING SCHEDULE:

Identify the number of individuals (administrators, faculty, instructors, staff, student employees, student researchers who are not paid and not attending class, and other individuals on campus by the initiation of the Faculty/Unit) who are expected to attend in-person to support the academic mission.  Please include ANY third party individuals (i.e., contractors) with whom the faculty/college/school has engaged with on and not part of central support services.  Please note that central support units will report on staff under their supervision but in your buildings (i.e., Libraries will report on librarians/staff). You are **not** required to report on students enrolled in courses.

Identify the estimated number of individuals scheduled by day/time in each building.

BUILDING 1 NAME:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |  | MON | TUES | WED | THUR | FRI | SAT | SUN |
| AM | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff  |  |  |  |  |  |  |  |
|  | Other  |  |  |  |  |  |  |  |
| PM | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
| >4:30 | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |

What is the % of employees that you expect to return?

BUILDING 2 NAME:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |  | MON | TUES | WED | THUR | FRI | SAT | SUN |
| AM | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff  |  |  |  |  |  |  |  |
|  | Other  |  |  |  |  |  |  |  |
| PM | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
| >4:30 | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |

What is the % of employees you expect to return?

BUILDING 3 NAME:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |  | MON | TUES | WED | THUR | FRI | SAT | SUN |
| AM | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff  |  |  |  |  |  |  |  |
|  | Other  |  |  |  |  |  |  |  |
| PM | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff  |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
| >4:30 | Administrators |  |  |  |  |  |  |  |
|  | Faculty |  |  |  |  |  |  |  |
|  | Staff |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |

What is the % of employees that you expect to return?

**PLEASE CUT/COPY AND ADD MORE BUILDINGS AS REQUIRED**

**RESEARCH ACTIVITIES**

IS THIS A PREVIOUSLY APPROVED RESEARCH ACTIVITY: YES or NO

**IF YES ,COMPLETE:**

BUILDING 1 NAME:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |  | MON | TUES | WED | THUR | FRI | SAT | SUN |
| AM | Researchers |  |  |  |  |  |  |  |
|  | Post Docs/RAs |  |  |  |  |  |  |  |
|  | Technicians |  |  |  |  |  |  |  |
|  | Students |  |  |  |  |  |  |  |
| PM | Researchers |  |  |  |  |  |  |  |
|  | Post Docs/RAs |  |  |  |  |  |  |  |
|  | Technicians |  |  |  |  |  |  |  |
|  | Students |  |  |  |  |  |  |  |
| >4:30 | Researchers |  |  |  |  |  |  |  |
|  | Post Docs/RAs |  |  |  |  |  |  |  |
|  | Technicians |  |  |  |  |  |  |  |
|  | Students |  |  |  |  |  |  |  |

What is the expected % of employees that you expect to return?

**IF NO, COMPLETE**

DEPARTMENT/UNIT/RESEARCH CENTRE

PI FIRST NAME:

PI LAST NAME:

PI EMAIL:

PI PHONE:

RATIONALE:

BUILDING 1 NAME:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |  | MON | TUES | WED | THUR | FRI | SAT | SUN |
| AM | Researchers |  |  |  |  |  |  |  |
|  | Post Docs/RAs |  |  |  |  |  |  |  |
|  | Technicians |  |  |  |  |  |  |  |
|  | Students |  |  |  |  |  |  |  |
| PM | Researchers |  |  |  |  |  |  |  |
|  | Post Docs/RAs |  |  |  |  |  |  |  |
|  | Technicians |  |  |  |  |  |  |  |
|  | Students |  |  |  |  |  |  |  |
| >4:30 | Researchers |  |  |  |  |  |  |  |
|  | Post Docs/RAs |  |  |  |  |  |  |  |
|  | Technicians |  |  |  |  |  |  |  |
|  | Students |  |  |  |  |  |  |  |

**What is the expected % of employees that you expect to return?**

**PLEASE CUT/COPY AND ADD MORE BUILDINGS AS REQUIRED**

*SUBMIT TO: unit to insert name and email*

*DEADLINE DATE: unit to insert internal unit deadline*