

## Graduate Student Shared Study Space GUIDELINES & Usage Agreement

### Graduate Student Shared Study Space

The Faculty of Education is committed to providing a shared study space as a support for Faculty of Education graduate students. The Associate Dean (ADGR), the Facilities Coordinator, and EdGSA collaborate to establish the procedures for the use of the study space.

### Access

All graduate students are eligible to access the study space. To access the space the student will submit the Study Space Usage Agreement form (below) to the Graduate and Research Office [adgr.education@umanitoba.ca](mailto:adgr.education@umanitoba.ca)

Once approved, the Facilities Coordinator will:

- a) facilitate an appointment for the student with the Physical Plant Office to activate the student ID card for building access;
- b) provide the student with the door access code for the study space, room 316;

### General Guidelines & Conditions for Use

The study space (currently room 316) is a shared space that normally has spaces for 16 students at one time. Masks must continue to be worn in all indoor spaces on UM campuses. Beginning May 4, KN95 masks are highly recommended, but 3-ply medical masks (minimum ASTM Grade 2) will also be acceptable. **Please stay home when you are sick.**

Students must have their student ID card with building access and their door access code to enter the building and must not allow others into the building or the study space.

In order to keep the study space welcoming, clean and safe, students are responsible for:

- being respectful of others while in the space;
- cleaning up and sanitizing all items used;
- removing all items when leaving the room (the University and Faculty of Education are not responsible for lost or damaged items).

In regards to access, please note that:

- students can access the study space during the faculty's open hours (Monday-Sunday 8:30am-8:30pm).
- the study space will be closed during statutory holidays including Winter Break closure. UM holiday closures can be found here: <https://umanitoba.ca/registrar/important-dates-deadlines>

- sometimes the study space will be closed during maintenance or service disruptions. Students will be emailed when building closures occur. UM service disruptions can be found here: [https://umanitoba.ca/admin/vp\\_admin/ofp/ohrcm/accessibility/service-disruptions.html](https://umanitoba.ca/admin/vp_admin/ofp/ohrcm/accessibility/service-disruptions.html)
- students must exit the building during a fire alarm and cannot re-enter until cleared by Emergency Fire personnel or UM Fire wardens.

## COVID-19 Safety Measures

Students should not be on campus if they have any symptoms of COVID-19 or if there is any chance of having COVID-19 based on the Shared Health Manitoba Screening protocol:

<https://sharedhealthmb.ca/covid19/screening-tool/>

It is the responsibility of all students to comply with the most recent UM Covid-related guidelines:

<https://umanitoba.ca/coronavirus>, as well as the Government of Manitoba's Restrictions

<https://manitoba.ca/covid19/fundamentals/focus-on-the-fundamentals.html>

All students using the room are expected to use hand sanitizer upon entry and disinfect work spaces using antibacterial wipes provided to clean the desk, chair, door handles and any items before and after use. Students must wear a facemask in the study space if there is more than one student in the room, avoid greetings that involve touching and maintain a physical distance as per the safety guidelines.

## Contact Information

### In case of Emergency:

Dial 911

### Campus Emergency Security contact:

555 from any University phone

(pound) #555 from MTS and Rogers wireless

204-474-9341 from all other phones

**Non-Emergency Campus contact:** 204-474-9312 **Non-Emergency Winnipeg police:** 204-986-6222

### Maintenance & Service:

To report a concern with the maintenance or cleanliness of the study space or to request more wipes or sanitizer contact: Cindy Lewkiw

phone: 204-474-7929

email: [cindy.lewkiw@umanitoba.ca](mailto:cindy.lewkiw@umanitoba.ca)

## Graduate Student Shared Study Space Usage Agreement

### Usage Agreement

I have reviewed this usage agreement and agree to all terms and conditions.

I have reviewed, understand and will follow the UM Covid Protocols as well as the Manitoba Public Health Restrictions and Guidelines at all times while on campus and in the study space.

I will review these regularly:

<https://umanitoba.ca/coronavirus>

<https://manitoba.ca/covid19/fundamentals/focus-on-the-fundamentals.html>

I understand that by not abiding by this agreement, my access to the shared study space will be discontinued.

My signature below indicates that I have read, understand, and agree with the Policies and Procedures contained within the use of Shared Study Space Usage Agreement, including COVID-19 safety measures:

Name:	Student Number:
UM Student Email:	Phone Number:
Program: M.Ed.                  Ph.D.	Program Advisor:
Request start (Month/Year):	Request end (Month/Year):
Signature:	Date (MM/DD/YYYY):
<b>Office Use:</b>	<b>Approved By:</b>