

## **FACULTY OF ARCHITECTURE RETURN-TO-CAMPUS GUIDELINES**

### **FALL 2021**

Thank you for your continued proactive work to support each other and our educational mission as we move forward with the resumption of classes and activities on campus. We recognize that these last months have required extraordinary effort, time, and adaptability from everyone. Your flexibility and dedication to a safe, measured return to campus is much appreciated.

Following the guidance of the Manitoba Health Authority, the University of Manitoba (UM), the UM COVID Recovery Steering Committee (CRSC), and the Faculty of Architecture (FA), we are providing the necessary tools and measures to ensure a safe environment for educational and operational activities on and off campus.

### **CORE SAFETY MEASURES**

Core measures, which are expected to remain in place until otherwise determined by the Provincial Chief Public Health Officer and/or the University, include:

- **Completing a daily [COVID-19 self-assessment](#);**
- **Mandatory vaccination;**
- Not attending campus when ill;
- Following handwashing and hygiene protocols;
- Maintaining up-to-date campus COVID-19 Safety Plans;
- Continuing daily cleaning protocols in all indoor settings and on high touch surfaces;
- Wearing 3-ply masks in indoor common areas even when physical distancing is possible; and
- Wearing 3-ply masks outdoors on UM campus areas when physical distancing is not possible.

Please visit <https://umanitoba.ca/coronavirus> for the latest UM COVID-19 updates and information.

### **GUIDING PRINCIPLES**

The University continues to follow these guiding principles for a safe and strong start to the 2021 Fall term:

- The health and safety of students, staff, faculty, and visitors are the overarching priority.
- All activity on campus, whatever its nature, will be carried out while strictly respecting the constraints of University mandates and public health authorities and in accordance with government guidelines and directives.
- Recovery of on-campus activities will occur over the course of the Fall term in keeping with the University's stated principles and recovery plan, and with an expected full in-person return for the Winter term.
- The University will continue to take into consideration and accommodate special circumstances for students, staff, and faculty, including health conditions.

## FACULTY OF ARCHITECTURE PLAN

**Masks and physical distancing:** Currently, the University requires that masks be worn at all times indoors and that two-metre physical distancing be maintained, as well as masks worn outdoors when physical distancing is not possible. The Faculty of Architecture will continue to require adherence to these requirements. Everyone is expected to provide their own mask, however some masks are available in the main office, if needed for visitors.

**Health and safety measures:** We ask that everyone follow the signage marking entrances, exits, and safe flow within buildings. Entry screening signs are posted on all entrances, and exit signs are posted on exit doors. Occupancy counts and physical distancing reminders are displayed throughout the buildings, and hand washing reminders are posted in washrooms. Arrows taped along walls and floors assist with the direction of flow for entry and exit paths.

Hand sanitizing stations are available throughout our buildings and are maintained and refilled by Caretaking staff. The stations are available in the following locations:

### RUSSELL BUILDING

North and south entrances (200-level)  
Top of stairwell from tunnel (200-level)  
Top of stairwell to studios (300-level)  
Side stairwell (100-, 200-, 300-levels)  
By the elevators (100-level and if possible 200- and 300-levels)  
FABLab and Workshop

### ARCH 2 BUILDING

Front entrance (200-level)  
Central stairwell leading to studios/offices (200-, 300-, 400-levels)  
By the elevators (100 level and if possible 200-, 300-, 400-levels)

### EDUCATION BUILDING

Front east entrance to studio (100-level)  
West exit within studio (100-level)

Studio and course instructors, as well as staff overseeing the FABLab, CADLab, Workshop, and C.A.S.T., have access to sanitizing wipes (stored in the main office) and may use one container of wipes per classroom or space, which can be replenished throughout the term as needed. Students are expected to wipe down their workstations at the end of each studio day.

Routine cleaning and sanitizing of all studios, labs, offices, and washrooms will be provided by Caretaking Services, with additional cleaning of high-touch areas, washrooms, and studios on studio days. In the Russell and Architecture 2 Buildings, studios will be cleaned at the end of each studio day. In the 100-level Education building, touchpoints will be cleaned between student groups. Touchpoints and washrooms will be cleaned throughout the day on studio days. Caretaking responsibilities will be as follows:

Russell Building – Jeff and a new hire will support the Russell Building.

Arch 2 – Tracey and Cindy will support the Arch 2 building.

C.A.S.T. – Jeff and a new hire will support the C.A.S.T. building

100-level Education – Rotating Caretaking staff for the Education building will support this area.

**Building hours:** The John A. Russell Building, Architecture 2, and the 100 level of the Education Building will be open M-F 7:30 am – 6:00 pm and closed on Saturdays, Sundays, and Stat Days. At this time, the buildings will not be open to students outside of the scheduled open hours, and students are asked to avoid travel between buildings, unless visiting service areas such as the Workshop, FABLab, CADLab, or PCC. Faculty and staff have swipe access as needed. Key Control will be provided with a list of sessional instructors for the Fall term. Any sessional instructor needing swipe access will need to make an appointment with Key Control and walk their ID cards over to Physical Plant for encoding.

**Offices:** The main office and the Partners Program office will be open M-F 8:30 am – 4:30 pm, starting no later than September 7<sup>th</sup>. Staff will be in the office on a rotating schedule, starting at 60% in September and October and increasing to 80% in November and in December, with return to 100% planned for January 2022. Most of our technical staff have been working on campus through the pandemic, and we anticipate this will continue, also building to 100% in-person staffing in January 2022. Staff members will continue to be available remotely when not working in-person. Please contact individual staff members for in-person hours and appointments.

**Visitors to offices:** Visitation is guided by the two-metre physical distancing requirement. In enclosed individual faculty and staff offices, only one visitor may enter the office at any time. For the main office and the Partners Program office, only two visitors may enter at one time and must maintain physical distancing. For example, in the main office, one visitor can sit on the sofa and another can be at the counter or waiting in a chair. Staff are requested to ask additional visitors to wait outside or in larger spaces (center space, for example), when the maximum number of visitors has been reached.

**Studios:** Studio occupancy is based on the maximum number of students who can occupy the space while maintaining two-metre physical distancing. Department heads and studio instructors are requested to collaborate to determine how studio spaces will be used equitably, and studio instructors are asked to assist students in maintaining conditions that allow for physical distancing. Staggered schedules should be used to accommodate student lunch hours. Students may eat in Centre Space and the 300-level lounge in the Russell Building and in the break-out spaces in Architecture 2 during the hours of 11:30 am – 1:30 pm (see “Food in studio” below). These spaces will be cleaned after each lunch time.

Where a faculty member essentially “controls” a space (an office or studio area), that faculty member is responsible to monitor the occupancy of that space and to ensure that students do not remain in the space (or building) after hours. Faculty members may choose to hold office hours online or in-person. Pre-approval for regular course or small meetings (20 or less) on campus is not required.

Students are asked not to work in studios or other spaces in our buildings except during scheduled class times. Exceptions allowing for the use of assigned studio desks outside of scheduled class times but during regular building open hours will be considered on a case-by-case basis for students who have demonstrated need (for example, a living situation that does not allow space for studio work). Students may apply for an exception using the [Faculty of Architecture Studio Use Permission Form](#). Students receiving exceptions must abide by the building hours and other measures set out by the Faculty of Architecture, the University, and the Province. Study spaces for students are available in the [Elizabeth Dafoe Library](#).

**Food in studios:** Students are discouraged from eating in studio spaces and should bring their own bottles of water until the water fountains are functional (see “Water fountains/refill stations” below). Lunch hours are 11:30 am – 1:30 pm. Students in the Russell Building may eat in Centre Space or the 300-level lounge, and students in Architecture 2 may eat in the break-out spaces. These spaces may be used for course activities (such as pin-ups and presentations) outside of lunch hours.

In the Russell Building, Centre Space and the 300-level lounge are set-up with physical distancing and occupancy restrictions. Occupancy counts and physical distancing must be adhered to in those areas at all times. One microwave and refrigerator are available in Centre Space, and one microwave and refrigerator are available in the 300-level lounge. Students are responsible for keeping the area clean and sanitized after use and must practice physical distancing while retrieving and preparing food. If these areas are found to be unclean at any time, the refrigerator and microwave will be removed. Caretaking staff will clean tables in Centre Space and the student lounge after each lunch break.

In the Architecture 2 building, the use of microwaves and refrigerators will not be permitted. Students are encouraged to bring cooler bags for daily food storage and may bring an electric kettle. Caretaking staff will clean the tables in the break-out spaces after each lunch break.

**Water fountains/refill stations:** Water fountains/refill stations will be reactivated once water usage has increased in the buildings. Not all will be active on the first day of classes and will be a work-in-progress during the first few weeks of the Fall term.

**First aid kits:** Supplies will be replenished in first aid kits in all studios prior to the start of the Fall Term.

**Workshop, FABLab, CADLab, Computer Lab, and C.A.S.T.:** Our making spaces and printing and scanning services are open and available for student use with limited occupancies. The [Computer Lab](#) is arranged for physical distancing and open for student use during work hours (M-F 8:30 am – 4:30 pm). The [CADLab Print Shop](#) and the [Scanning Room](#) are open by [appointment](#) only. The [FABLab](#) and [Workshop](#) are open MTHF 8:30 am – 4:30 pm and W 1:00-4:30 pm and available for use on a first come, first served basis with paper sign-in at the entrances. Preference will be given to students in FAUM courses. By mid-October, the Workshop will add evening hours. Please check the Workshop and FABLab doors for current schedules. The process and procedures for remote access to the FABLab and Workshop are outlined on the [FABLab webpage](#). [C.A.S.T.](#) is open by appointment and in conjunction with the CAST coordinator.

**Architecture / Fine Arts Library and Product Catalogue Collection (PCC):** The Architecture / Fine Arts Library will remain closed during the fall term. Many materials are available digitally through the [University library system](#). The [PCC](#) is open by appointment, and product samples are available for loan.

**Student cabinet keys/deposits:** No keys will be distributed for the 2021 Fall term. This will be reviewed once full-time scheduling resumes in the 2022 Winter term.

**Extra-curricular student activities and events:** In-person activities are allowed inside and outside with prior permission, as long as masking and physical distancing are maintained and the number of people does not exceed limits set out by [provincial public health orders](#) and the [University](#). Faculty or student groups must apply for permission, preferably at least three weeks before a planned event, using the [Faculty of Architecture In-person Activity Request Form](#). Faculty advisors of student groups are responsible to help establish and monitor groups' plans.

**Field trips and course activities:** Field trips and off-campus course activities that have not received pre-approval from the UM COVID-19 Recovery Steering Committee must receive approval from the Dean's Office. Please use the [Faculty of Architecture In-person Activity Request Form](#), and note that that approvals are subject to change based on the evolving Provincial public health guidelines, COVID-19 risks, and University responses to these risks.

**Faculty research travel:** Faculty wishing to travel for research purposes during the 2021 Fall term must submit a [Research Travel Request Form](#) at least three weeks in advance of the activity start date. Please note that approvals are subject to change based on the evolving Provincial public health guidelines, COVID-19 risks, and University responses to these risks.

**Questions?:** Please address facilities questions to Laura Kryger, Administrative Services & Facilities Coordinator, at [Laura.Kryger@umanitoba.ca](mailto:Laura.Kryger@umanitoba.ca).

**We greatly appreciate everyone's ongoing efforts and adaptability, as we continue to adjust to changing conditions.**

**Please remember that University of Manitoba has mandated vaccinations for all students, faculty, staff, and visitors on the University of Manitoba campus, with initial vaccinations required by September 22, 2021, and second vaccinations by the end of October 2021. If you're not yet vaccinated and are able to be, please do so to keep yourself and others safe – and to facilitate our goal of a completely in-person Winter term!**