



# University of Manitoba Faculty of Architecture In-Person Activity Request Form

## IN-PERSON ACTIVITY REQUEST FORM:

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Please complete the form below to request permission for on- or off-campus activities. Please refer to the end of this document for governing principles for each activity type. All requests must be submitted to the Dean at [Mira.Locher@umanitoba.ca](mailto:Mira.Locher@umanitoba.ca), Philippa Alexiuk at [Philippa.Alexiuk@umanitoba.ca](mailto:Philippa.Alexiuk@umanitoba.ca) and cc'd to your Department Head *at least 3 weeks in advance of the activity*.

## EXECUTIVE SUMMARY:

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### Brief Summary of the Activity (program, course, event etc.):

Requesting Unit or Organization:

Date(s) of Activity\*:

*\*Please submit requests at least 3 weeks in advance.*

Date of submission:

Contact name:

Email:

## ACTIVITY REQUEST

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### 1. TYPE OF ACTIVITY REQUESTED:

### 2. DESCRIPTION OF ACTIVITY

*Describe the proposed activity. For academic activities, clearly articulate learning outcomes associated with the proposed activity.*

**3. LOCATION OF ACTIVITY:**

Building: \_\_\_\_\_ Room #:

If outdoor, please provide location:

Off-Campus:

**4. EXPECTED NUMBER OF STUDENTS/PARTICIPANTS:**

**5. EXTERNAL HOST ORGANIZATION / COMMUNITY PARTNER (*where applicable*)**

**6. RATIONALE**

*Explain why this activity cannot be delivered remotely. If this is an academic program activity, why was this activity not considered as part of the process for determination of in-person activities for that term? Is this activity a core part of the course? Is the activity a program or degree requirement? Will failure to offer this activity result in incompleteness of the course or delay in the student's progression.*

## 7. OPERATIONAL PLANS OR NEEDS

*Outline operational plans/needs for the activity (including caretaking, security, and occupancy details).*

*Please consider and respond, if relevant, to the following:*

- *What supports are required by the University for these activities?*
- *What supports are provided by the requestor?*
- *If the activity is taking place off-campus, how will participants arrive to the location safely?*
- *Is the activity maintaining physical distancing at all time? If 'no', describe your mitigation measures.*
- *If the activity involved external parties, did you consult with Legal regarding liability/waivers.*

*\*Note that all facets of any activity must adhere to all provincial and UM health and safety requirements and protocols in place at the time the activity occurs.*

## 8. OTHER CONSIDERATIONS

FOR DEAN'S OFFICE USE ONLY:

**DEAN APPROVAL:**  Approve       Decline       Return for Revision

**Date:**

# PRINCIPLES GOVERNING ACTIVITIES

## General Guidelines applicable to all Principles:

- Approvals are subject to change based on the evolving provincial public health guidelines, COVID-19 risks and UM responses to these risks. Please consult the following websites (among others): <https://www.gov.mb.ca/covid19/prs/index.html> and <https://umanitoba.ca/coronavirus/latest-updates-and-safety>.
- Activities may not proceed unless approval is granted.
- A request for approval must be submitted to the Dean at least three weeks in advance of the planned activity.

## Principles Governing Exceptions for Off-Campus Instructional Activities

- All facets of the activity must adhere to all Provincial health and safety requirements and protocols in place for the relevant sector at the time the activity occurs.
- Benefit of the activity cannot be realized using remote means.
- If part of a course, the activity is required for understanding material and to achieve desired learning outcomes associated with the course/program.
- If part of a course, the activity must be offered to allow students to progress in their program of study without excessive delay.
- An operational plan for the event (including caretaking, security, and occupancy detail) must be submitted to the Dean's Office at least 3 weeks in advance of any planned activity. This plan must also include a clear articulation of the learning outcomes associated with any proposed academic activity. The activity may not proceed unless approval is granted.

## Principles Governing Exceptions for Off-Campus Professional Development Activities

- All facets of the activity must adhere to all Provincial health and safety requirements and protocols in place for the relevant sector at the time the activity occurs.
- The activity is required to achieve desired learning outcomes associated with the course/program.
- Benefit of the activity cannot be realized using remote means.
- Participation must be voluntary; the activity must not be mandatory.
- An operational plan for the event (including caretaking, security, and occupancy detail) must be submitted to the Deans' Office at least 3 weeks in advance of any planned activity. This plan must also include a clear articulation of the learning outcomes associated with the proposed activity. The activity may not proceed unless approval is granted.

## Principles Governing Exceptions for On-Campus Professional Development Activities

- All facets of the activity must adhere to all UM and Provincial health and safety requirements and protocols in place at the time the activity occurs.
- The activity may only be held if it does not interfere with any on-campus academic or research activities.
- The activity is required to achieve desired learning outcomes associated with the course/program.
- Benefit of the activity cannot be realized using remote means.
- Participation must be voluntary; the activity must not be mandatory.
- An operational plan for the event (including caretaking, security, and occupancy detail) must be submitted to the Dean's Office at least 3 weeks in advance of any planned activity. This plan must

also include a clear articulation of the learning outcomes associated with the proposed activity. The activity may not proceed unless approval is granted.

**While the UM recognizes the importance of supporting the larger community and the social bonds, sense of community and wellness supports that celebratory and social events build, our priority must maintain the health and safety our UM community. The UM will align its considerations and guidelines of such requests with the mitigation strategies set forth by the [Federal Government](#).**

#### **Principles Governing Activities or Celebratory Events by External Parties, Student Unions, Student Groups or Faculties/School/College/Units**

- If held on-campus, then all facets of the activity must adhere to all UM and Provincial health and safety requirements and protocols in place at the time the activity occurs.
- If held off-campus, then all facets of the placement must adhere to all Provincial health and safety requirements and protocols in place for the relevant sector at the time the activity occurs
- The interests of the University's teaching, research and operational priorities must take priority.
- Priority consideration will be given to student unions and internal requests including, student groups, faculties, schools, colleges, departments and other units.
- Contact between external groups and members of the UM community must be minimized, including common spaces (i.e., washrooms, study spaces, dining areas).
- Events should be organized outdoors if possible. If indoors, events should be held during the evenings/weekends and in spaces with low occupancy to limit exposure potential of the UM community.
- If held at UM, then the requested activity will only be considered if capacity in the requested spaces is available.
- All facets of any activity involving an external partner or host must also adhere to all UM health and safety requirements and protocols in place at the time the activity occurs, including self-screening, physical distancing and masking requirements, or more stringent protocols if the host has such requirements.
- The plan for all events must include entry/exit points with contact tracing processes in place (i.e., sign in/contact sheets).
- The UM will take responsibility for cleaning UM spaces but a cleaning surcharge (\$100 surcharge per room booked/per day) may be applied to each request for the allocated spaces.
- Approvals are subject to change based on the evolving COVID-19 risks and UM responses to these risks.