

FACULTY OF ARCHITECTURE RETURN-TO-CAMPUS GUIDELINES

WINTER 2022 (REVISED 3/21)

Starting February 28th, we are excited to welcome you back to campus! Thank you for your continued adaptability and inspiring resilience as we navigate the twists and turns of the pandemic. It has been quite a year, and now we will focus on a strong finish with a combination of online and in-person academic and social activities. Safety remains our top priority, and these guidelines reflect best practices in academic environments.

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) Safe Return Task Force, we are providing the necessary tools and measures to ensure a safe environment for educational and operational activities on and off campus. Please visit <https://umanitoba.ca/coronavirus> for the latest UM COVID-19 updates and information.

CORE SAFETY MEASURES

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

Here's what you should do:

- Complete a daily [COVID-19 self-assessment](#) with the COVID-19 Screening Tool
- Not attend campus when ill (isolate yourself at home);
- Wear KN95 masks in indoor areas at all times;
- Avoid spending a long time indoors where people are likely to remove their masks (such as to eat or drink) – please remember that [COVID-19 is an airborne disease](#), and aerosols can hang in the air for several hours;
- Follow handwashing and hygiene protocols; and
- Report any on-campus COVID-19 cases using the [UM online report](#).

Here's what the University and Faculty are doing:

- Requiring vaccinations and KN95 masks for all students, faculty, staff, and visitors on campus;
- Maintaining up-to-date campus COVID-19 safety plans; and
- Continuing daily cleaning protocols in all indoor settings and on high touch surfaces.

GUIDING PRINCIPLES

The University continues to follow these guiding principles for a safe and strong return to in-person teaching and activities in the 2022 Winter 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 Winter Term in keeping with the University's stated principles and recovery plan.
- 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 KN95 masks be worn at all times indoors, and the Faculty of Architecture will continue to adhere to this requirement. Masks can be picked up at various locations on campus (including the Architecture / Fine Arts Library and UMSU University Centre – check [here](#) for mask pick-up locations.). A limited supply of masks is available in the main office for employees and if needed for visitors. As per Provincial guidelines, two-metre physical distancing is no longer required but is strongly encouraged wherever possible.

Health and safety measures

To monitor and maintain good air quality in our space, the Faculty is providing portable CO2 monitors and air scrubbers. The CO2 monitors allow us to understand if a space is well-ventilated, as consistently rising levels of CO2 indicate poor air flow. If a space has a CO2 reading of 600 ppm or more, it is best to vacate the space until the CO2 levels drop. CO2 monitors can be signed out from the Workshop by instructors or students for use in classes. Air scrubbers are fans that draw air through four MERV 13 filters, thus removing particles from the air. Air scrubbers are placed in all studio spaces and should be used at table height. Additional air scrubbers can be signed out for class or one-day use by instructors from the Workshop. Please do not open windows in the winter or prop open fire doors – the temperature change unbalances the mechanical ventilation system, and windows left open can lead to frozen pipes.

If you encounter poor air quality in any of our spaces, please report it to our Faculty LASH (Local Area Safety Health) Committee: email Chris.Leigh@umanitoba.ca or Kellen.Deighton@umanitoba.ca.

Hand sanitizing stations are available throughout our buildings and are maintained and refilled by Caretaking Services. 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 Ron will support the Russell Building.

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

C.A.S.T. – Jeff and Ron will support the C.A.S.T. building

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

COVID-19 cases and reporting: Any person who has been on campus and who has symptoms and/or has tested positive for COVID-19 must use the [UM online reporting form](#) to report a positive case and must self-isolate per Provincial and [UM health guidelines](#). Use the [COVID-19 Screening Tool](#) to determine whether and how long you need to isolate. Students are required to contact their instructor or academic advisor by email to inform of the missed work and make arrangements for extensions, deferrals, or make-up assignments. Please follow the online [guidelines](#), if you are unable to meet an academic requirement for your courses (scroll down to “If you miss class due to illness”). Staff members who have symptoms and/or test positive should contact their supervisor or department head.

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. Students will be able to access studios outside of the scheduled open hours with swipe card access from 6:00 am to 12:00 am (midnight). Students will receive an email with instructions on where to drop off their ID cards for swipe access encoding – cards that are not dropped off for encoding will not have access. Faculty and staff continue to have swipe access as needed, and Key Control will be provided with a list of sessional instructors for the Winter Term. Any sessional instructor needing swipe access will need to make an appointment with Key Control and take their ID cards 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 February 28th. Staff will be in the office on a rotating schedule, starting at 60% and increasing to 80% in mid-March, with return to 100% planned for April 2022. Most of our technical staff have been working on campus throughout the pandemic, and we anticipate this will continue, also building to 100% in-person staffing in April 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: In enclosed individual faculty and staff offices, it is recommended that only one visitor enter the office at any time. For the main office and the Partners Program office, the recommendation is that no more than two visitors enter at one time. 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. To avoid crowding in smaller spaces, staff may ask additional visitors to wait outside or in larger spaces (center space, for example).

Teaching equipment: For hybrid teaching and in-person lecturing, the CADLab office has equipment available for check-out, including webcams and a voice amplifier with a microphone headset, and will work with instructors to determine the best set-up for their needs.

Studios: It is encouraged that studio occupancy be based on the maximum number of students who can occupy the space while maintaining comfortable 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 comfortable distancing. Students are asked not to eat in studio, and 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 studios” below). These spaces will be cleaned after each lunch time, and students should wipe down their desks daily.

When arranging studio desks, please remember that extension cords are not allowed in studio, so it is necessary to avoid placing desks away from outlets, as well as exposing floor outlets, which creates a tripping hazard. Also avoid placing desks in such a way as to create egress paths that are too narrow.

Where a faculty member oversees a space (an office or studio area), that faculty member is responsible to monitor the space. Faculty members may choose to hold office hours online or in-person. Pre-approval for regular course or small meetings on campus is not required. Non-UM visitors to courses must provide proof of vaccination (to be checked by the faculty inviter).

Food in studios: Students are asked to refrain 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). Electric kettles may be used only if plugged directly into wall outlets (not on power strips). 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 for meeting and eating with comfortable physical distancing. 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 may be active on the first day of in-person classes.

First aid kits: Supplies have been replenished in first aid kits. If first aid supplies are low, please contact the main office in the Russell building.

Workshop, FABLab, CADLab Print Shop, Scanning Room, 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. Faculty are reminded to discuss planned class use of facilities with the facility director in advance to ensure student access.

The [CADLab Print Shop](#) is open for student use MWH 8:30 am – 7:30 pm and TF 8:30 am – 4:30 pm. The [Computer Lab](#) is open during business hours (M-F 8:30 am – 4:30 pm) and is available via swipe card during building hours (6:00 am – 12:00 am). [The Scanning Room](#) is unlocked during business hours and requires a punch code (available from the CADLab Print Shop) during building hours.

The [Workshop](#) is open M-F 8:30 am – 4:30 pm (closed 12:00-1:00 for lunch), and the FABLab is open M-F 9:00 am – 4:00 pm. Both facilities are 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. Please check the Workshop and FABLab doors for extended or modified 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): Starting February 28th, the Architecture / Fine Arts Library will be open M-F 8:30-4:30, including the collections area, self-checkout, and pickup lockers. Many materials remain available digitally through the [University library system](#). The [PCC](#) is open by appointment on TWH 11:30-2:30, and product samples are available for loan.

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

Extra-curricular student activities and events: In-person activities are allowed inside and outside without prior permission, as long as masking is maintained inside, alcohol is not served, and the number of people does not exceed limits set out by [provincial public health orders](#) and the [University](#) (set at 100 as of February 18th). For faculty-led activities with more than 100 people or where alcohol will be served, faculty groups must apply for permission, preferably at least three weeks before a planned event, using the [Faculty of Architecture In-person Activity Request Form](#). Student groups must apply to the Vice-Provost (Students) for approval. Faculty advisors of student groups are responsible to help establish and monitor groups' plans. For on-campus events, all non-UM visitors must provide proof of vaccination (to be checked by the inviter).

Field trips and course activities: Field trips and in-person course activities no longer require pre-approval but do require waivers (as in the past). All field trips and off-campus course activities must follow Provincial and University guidelines, including wearing KN95 masks.

Faculty research travel: Faculty wishing to travel for research purposes during the 2022 Winter or Spring/Summer Terms no longer are required to submit a Research Travel Request form. All research or University-related travel must follow Provincial and University guidelines, including wearing KN95 masks.

Questions?: Please address facilities questions to arch.facilities@umanitoba.ca.

As we continue to adjust to changing conditions, your ongoing efforts and adaptability are greatly appreciated!