

**COVID-19 Recovery Steering Committee**

**EXCEPTION REQUEST FORM: IN-PERSON ACTIVITIES**

Please complete the form below to request an exception 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 COVID-19 Recovery Steering Committee at [crsc@umanitoba.ca](mailto:crsc@umanitoba.ca) ***at least 3 weeks in advance of the activity***.

**EXECUTIVE SUMMARY:**

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

Click to enter text.

**Requesting Unit:** Click to enter text.

**Date(s) of Activity\*:**

*\*The committee requests that as much as possible, please try to submit requests at least 3 weeks in advance.*

Click or tap here to enter text.

**Date of submission:** Click to enter a date.

**Contact:** Click to enter text. **Email:** Click to enter text.

**Approved by Dean/Director of Unit Head, if applicable:** Click or tap here to enter text.

**ACTIVITY REQUEST**

1. **TYPE OF ACTIVITY REQUESTED:** Please select.
2. **DESCRIPTION OF ACTIVITY**

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

Click to enter text.

1. **LOCATION OF ACTIVITY:** Please select.

Building: Click to enter text. Room #: Click to enter text.

If outdoor, please provide location: Click to enter text.

Off-Campus: Click to enter text.

1. **EXPECTED NUMBER OF STUDENTS/PARTICIPANTS:**  Click to enter text.
2. **EXTERNAL / COMMUNITY PARTNER *(where applicable)***

Click to enter text.

1. **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 incompletion of the course or delay in the student’s progression*.

Click to enter text.

1. **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.*

Click or tap here to enter text.

1. **OTHER CONSIDERATIONS**

Click or tap here to enter text.

submit TO [CRSC@UMANITOBA.CA](mailto:CRSC@UMANITOBA.CA)

FOR CRSC USE ONLY:

**INPUT FROM CRSC TEAMS**

**Academic:**

Click here to enter text.

*Dated:* Click to enter a date.

**Health and Safety:**

Click to enter text.

*Dated:* Click to enter a date.

**Operational:**

Click to enter text.

*Dated:* Click to enter a date.

**Research:**

Click to enter text.

*Dated:* Click to enter a date.

**ID#:**  Click to enter text.

**CRSC RECOMMENDATION:**   Approve  Decline  Return for Revision

**Date:**  Click to enter a date.

**PROVOST APPROVAL:**   Y  N  For Information

**Date:**  Click to enter a 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.
* Activities may not proceed unless approval is granted.
* A request for approval must be submitted to the COVID-19 Recovery Steering Committee ([crsc@umanitoba.ca](mailto:crsc@umanitoba.ca)) 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.
* The activity is required for understanding material and to achieve desired learning outcomes associated with the course/program.
* Benefit of the activity cannot be realized using remote means.
* 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 Academic Team 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 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 Academic Team 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 Academic Team 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 Student Placements (practica, and clinical placements)

* If held on-campus, then all facets of the placement 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 placement is required for understanding material and to achieve desired learning outcomes associated with the course/program.
* Benefit of the placement cannot be realized using remote means.
* The placement must be offered to allow students to progress in their program of study without excessive delay.
* All facets of any activity involving an external partner or host must also adhere to all UM health and safety requirement and protocols in place at the time the activity occurs, or more stringent if the host has such requirements.
* The Dean of the Faculty is responsible for ensuring all placements meet the above requirements and has authority for approving placements.

**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.**](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html#su)

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.
* Each request must be assessed by the UM Legal Office to determine if a Third Party or User Agreement and/or liability waiver is required. UM Legal Office will also advise if additional site license agreement and liability insurance is required and the terms of these 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) will 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.