

COVID-19 Recovery Steering Committee

**ACADEMIC TEAM**

**IN-PERSON COURSE EXCEPTION**   
**FIELD TRIP/STUDY REQUEST FORM**

Please complete the form below to submit a request for in-person field trip/studies course activities that take place outside of the City of Winnipeg or involve overnight stays. Note that field trip or field study activities taking place within the City of Winnipeg and occurring within the course of a day may be approved by the Dean/Director of the relevant Faculty/College/School.

Please refer to the end of this document for governing principles on field trip and field study activity.

All requests must be submitted to the COVID-19 Steering Recovery Committee at [crsc@umanitoba.ca](mailto:crsc@umanitoba.ca)  **by Wednesday, July 7, 2021.**

**Contact Information**

**Name:** Click or tap here to enter text. Dean/Associate Dean: Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Course Information**

**Term:** **Fall 2021** **Course Number:** Click or tap here to enter text.

**Section(s):** Click or tap here to enter text. **CRN(s):** Click or tap here to enter text.

**Course Title:** Click or tap here to enter text.

**Location:** Click or tap here to enter text. **Enrolment:** Click or tap here to enter text.

**Date(s)/Date Range:** Click or tap here to enter text. **Time:** Click or tap here to enter text.

**Day(s) of the Week (if applicable): M  T  W  R  F  S  U**

**Rationale for In-Person Field Trip/Study Activity**

*(Provide a short description of the field trip/study activity and outline how the trip(s) enhance the objectives of the course. Explain why the course (or sections of it) must be delivered in-person and what activities or learning outcomes cannot be met using remote learning.)*

Click or tap here to enter text.

**Type of In-Person Field Trip/Study Activities**

***(Provide a description of the in-person field trip/study activities. Please ensure to address details on transportation, accommodation, and meals.)***

Click or tap here to enter text.

**Operationalization of Activities**

*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?*
* *If the activity it taking place overnight, where will participants stay?*
* *If the activity is for an extended period of time, how will meals be facilitated? How will access to*  *washrooms be accommodated?*
* *Is the activity maintaining physical distancing at all times? If ‘NO’, describe your mitigation*  *measures.*
* *If the activity involves external parties, did you consult with Legal regarding liability/waivers.*

Please refer to the *Principles Governing Field Trip and Field Study Activities* at the end of this form for additional details.

*\*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.

**Contingency Plans**

***(Outline how students could complete the activities or learning outcomes or whether an adjustment to assessment would be required should in-person activity need to be cancelled as a result of a change in the COVID-19 Provincial Response Level, or should a student be unable to attend the activity for reasons such as illness or required self-isolation.)***

Click or tap here to enter text.

**Additional Information or Comments**

Click or tap here to enter text.

**Principles Governing Field Trip and Field Study Activities**

**The CRSC Steering Committee will review/recommend field** trip or field study activities that take place at sites outside of the City of Winnipeg or involve overnight stays.

All field trip or field study activities taking place within the City of Winnipeg and occurring within the course of a day may be approved by the Dean/Director of the relevant Faculty/College/School.

The following principles shall be taken into consideration for all field strip/study activities:

* Activities must adhere to all Provincial, UM health and safety requirements and any site-specific protocols in place at the time the activity occurs.
* In planning of the activity, consideration will be given to the safety and protection of vulnerable persons potentially impacted by the activity, including students participating in the activity, faculty or instructors participating in the activity, and vulnerable community members that may come into contact with students during the activity.
* Students must be provided with sufficient advance notice of the activity, including dates and locations of activities, prior to the start of the course in order to help inform the decision to register in the course.
* The activity is required to achieve desired learning outcomes associated with the course/program.
* All activities must be operationalized using the following criteria:
  + that all participants self-monitor and use the province’s COVID-19 [online screening tool](https://www.gov.mb.ca/covid19/index.html) in advance of the activity; any participants experiencing symptoms or that have been exposed to someone diagnosed with COVID-19 must not participate in the activity (see contingency plans below);
  + that the site allows for appropriate social distancing between participants;
  + that all participants are appropriately masked at minimum UM standards throughout the course of the activity, both indoors and outdoors;
  + that participants are able to get to and from the site safely, and that carpooling is discouraged, and where necessary, vehicle carpooling protocols be met;
  + that individuals are responsible for their own food and water and that appropriate space is provided to eat in a safe manner (where applicable); and
  + that participants have safe access to washroom facilities (where applicable).
* Individuals participating in non-curricular activities on campus or as part of a University program (but which are not mandatory for successful completion of the program) may be required to sign a waiver. Please check with the Office of Legal Counsel to confirm whether a waiver is required.