

UNIVERSITY *of* GUELPH

Student Access Framework

September 14, 2020

Preface

This document is intended to provide a framework for the University of Guelph to phase in access to on-campus study- and work-spaces for undergraduate and graduate students that has been curtailed by the COVID-19 pandemic.

This document lays out a framework, including principles, responsibilities, and guidance, to enable student access to resume in a measured, gradual fashion, where a premium is placed on ensuring the collective health, safety, and well-being of the members of our community.

This document should be used by colleges, academic units, administrative units and managers of campus spaces to develop and approve the plans needed to start to allow reasonable student access to work-spaces on campus, beginning Monday, September 21, 2020.

This is a living document that may be updated as required in response to evolving University, Public Health or Government directives. This might also entail curtailing student access that has been approved under this framework.

Principles guiding student study- and work-space access

- I. Our actions place at the fore our responsibility to ensure the collective health, safety, and well-being of members of the communities in which we work and live.
- II. Access to student study- and work-spaces should be expanded in a measured way, as it is safe to do so.
- III. Provisions must be made so that any student study- or work-space that is made accessible can be quickly closed down should changing health conditions require it.
- IV. Student academic work that can safely and effectively be conducted remotely without physical presence on campus should be conducted remotely. This is true even in cases where on-campus work could be accomplished consistently with health guidelines.
- V. Student access to campus study- and work-space is intended only for students with special circumstances, including but not limited to restricted internet access, required access to campus resource materials, and unsuitable environments for successful studying. Plans to allow student access to campus study- and work-space should be approved only where no virtual equivalent is possible, with the continuing aim of limiting the number of people on campus as much as possible.
- VI. Decisions pertaining to provision of student study- and work-spaces on campus, according to the above, will largely be determined by those responsible for managing the space in question. Colleges will make decisions about spaces controlled by units within the college, such as offices and college common areas. Decisions about University-level common spaces (such as the University Centre, classrooms or the Library) will be made by the appropriate managing unit of those spaces. These decisions will be coordinated across campus.
- VII. Decisions must be made transparently and must take into account equity, diversity, and inclusion (EDI). Decisions about priority must take into account risk and liability for the students and the institution, as well as practicality and feasibility.
- VIII. Operational plans must be in place for the spaces to be made available safely.
- IX. The phasing in of access to on-campus student study- and work-spaces should not be taken to imply that students are expected to access these study- and work-spaces. Their use will be wholly optional (e.g., access to on-campus study- and work-space cannot be mandatory for satisfying course requirements).
- X. There will be ongoing institutional oversight to ensure that all approved student access to study- and work-spaces continues to adhere to the principles.

Responsibilities related to access to student study- and work-spaces

Return to Campuses committee

- Establish framework for access to student study- and work-spaces and modify as necessary.
- Provide guidance related to student study- and work-space access.
- Coordinate with other University activities related to student study- and work-space access.

Environmental Health and Safety

- Identify and facilitate best practices of COVID-19 safety.
- Conduct safety visits and audits in student study- and work-spaces as required.
- Consultation as needed.

Physical Resources

- As a resource available to space managers, assist space managers with preparing the student study- and work-spaces as necessary, in accordance with the parameters at <https://www.pr.uoguelph.ca/covid-19-physical-resources-tools-and-resources>.
- Physical resources will clean the student study- and work-spaces daily or in accordance with the parameters at <https://www.pr.uoguelph.ca/cleaning-measures>. Where possible students should clean the study space they are using prior to use.
- Provide appropriate personal hygiene supplies in the capacity that purchasing, and distribution channels, allow. Fulfil supply orders from space managers.

College Deans, Administrative Unit Heads / other space managers (or designates)

- Oversight of process for student study- and work-space access, including coordination with other building occupants (see “Student Access Plans” below).
- Confirm that measures taken to ensure appropriate physical distancing in the student study- and work-spaces comply with accessibility requirements.
- Ensure all users of the space are provided with appropriate communications, instructions, supplies and other resources (if any) as identified by the Student Access Plan.
- Monitor personal hygiene supply in student study and work-spaces and restock supplies accordingly to allow users to carry out the mandatory hygiene procedures listed the General Guidelines section below. Personal hygiene supplies should be ordered through the Physical Resources Stockroom (<https://www.pr.uoguelph.ca/ordering-covid-19-personal-hygiene-supplies>).
- Protect physical and mental health and safety by addressing employee and student concerns.
- Create and maintain a schedule or other means of fairly prioritizing access to the study- and work-space to ensure that low occupancy and two-metre physical distancing requirements are met within the study- and work-space, and monitor compliance to the schedule.
- Monitor compliance with the Student Access Plan.

Study- and work-space users

- Stay home as much as possible and only be present on campus if necessary.

- Complete the [COVID-19 Infection Prevention and Control Awareness Training course](#) before coming to campus.
- Follow the instructions on the [Before You Return page](#) of the Return to Campuses website. Every day before coming to campus, complete the [U of G COVID-19 Screening Tool](#) and follow directions provided by the tool. Do not come to campus if you are told to isolate. Stay home if feeling unwell or [experiencing symptoms](#).
- Follow instructions in the Student Access Plan for access to the space.
- If you become sick while on campus, go home as soon as possible. Avoid public transit and take measures to protect others around you.
- Ensure that high-touch shared equipment surfaces within the study- and work-space (if any) are disinfected before and after use.
- Report hazards and concerns to an appropriate authority, such as the booking office or College dean's office.
- Maintain two metres' distance from others at all times. Comply with face covering guidelines.
- Remember that some individuals with COVID-19 may be asymptomatic.

Student Access Plans

Space managers are responsible for developing and implementing appropriate Student Access Plans for their spaces, and for ensuring users of those spaces understand appropriate cleaning and disinfecting responsibilities, hand hygiene, and respiratory etiquette.

All Student Access Plans should include contingencies for immediate scale back or shut down.

Student Access Plans should minimally integrate consideration of the following, and be developed in consultation with Physical Resources and Environmental Health and Safety:

- Availability of Personal Protective Equipment (PPE).
- Physical distancing.
- Hygiene and disinfection protocols and materials.
- Signage and markings.
- Control of flow of traffic.
- Precautions for common areas (corridors, elevators, copier rooms, etc.), if any.

Note that if graduate students need access to their office or other workspace *solely in order to pick up materials they need for their off-campus work and then immediately leave again*, no special Student Access Plan is required. In these cases, graduate students should obtain approval for this campus visit from the chair/director of their department (or their designate), and the chair/director will supply a note with details on date/time be provided to campus police via info@police.uoguelph.ca.

The guidelines below provide directives and guidance that should be considered and, as appropriate, integrated into the Student Access Plan.

Guidelines for phase-in of student access to campus study- and work-spaces

Equity, Diversity and Inclusion (EDI) Considerations

The University of Guelph recognizes that an inclusive campus and a culture of inclusion is an institutional and social imperative. Acknowledging the University's diverse population and ensuring that every member of an inclusive campus is a valued contributor is a foundational pillar of a successful post-secondary institution.

The following principles drive the University's commitment to equity, diversity, and inclusion (EDI):

- All campus community members must anticipate and encourage diverse perspectives and leverage them to drive creativity and innovation;
- A culture of inclusion begins by acknowledging the diversity among us and recognizing that some members of our community experience barriers to education, employment, study and full participation due to systemic factors;
- A culture of inclusion is possible only if the institution continually designs, reviews, and rebuilds structures—including policies, programs, and practices—that are inclusive, equitable, and accessible to all; and

- A culture of inclusion necessitates the involvement of the community of diverse stakeholders—faculty, staff, and students—to drive a strategic and system-wide approach to EDI.

The University of Guelph is committed to identifying barriers to full participation that exist for equity-seeking groups and to ensuring, upon identifying and striving to eliminate those barriers, that equity-seeking groups experience a sincere and genuine sense of belonging in the campus community. Particularly at this time, where there are multiple demands on one's time between caregiving, studying and employment responsibilities, we all bear responsibility to do our utmost to reduce barriers to those wanting to resume their studies.

- Share the handbook, "[An Equity, Diversity, and Inclusion \(EDI\) Handbook for Individuals and Organizations During COVID-19](#)", which was developed by the Office of Diversity and Human Rights.
- Provide confidential and/or alternative venues for students to provide feedback on access to study- and work-spaces, including those for whom spaces don't meet their needs from an EDI perspective.

General guidelines

As preparation for and resumption of student access to study- and work-spaces commences, protective measures will remain essential. Please refer to the University's COVID-19 related guidelines available on the [EHS website](#). Protective measures and preparation for resuming activities include:

- [Using provincial self-assessment criteria](#), self-assess signs or symptoms of possible COVID-19 infection before coming to University of Guelph facilities. Follow directions provided by the University of Guelph screening tool.
- Maintain 2 meters of physical distancing at all times.
- Maintain good personal hygiene, including proper hand washing, respiratory etiquette (for coughing and sneezing), and avoid touching your face, eyes, nose, and mouth.
- Have hand sanitizer available at all building entrances and at access points for each floor.
- Ensure access to adequate and reliable supply of appropriate PPE, if applicable. Current guidance on appropriate PPE to be used to prevent spread of the virus can be found on the [EHS website](#).
- Clean/disinfect high-touch locations in shared spaces.

Mandatory hygiene procedures for all students include:

- All students must wear appropriate face coverings when using shared study- and work-spaces: see the [University guidelines on facial coverings](#).
- Cleaning of all door and cabinet handles, bench surfaces, keyboards, instrument control panels, etc. at the beginning and end of using the space.
- All shared equipment, including computer keyboards and tables should have user interface surfaces cleaned by users before and after use by users.
- Other high touch items such as chair backs and arm rests, photocopiers, pens and whiteboard markers should be cleaned before and after use by users.

- Cleaning should be with an [approved disinfectant](#) that is effective against COVID-19. Attention must be paid to disinfectant contact times because most disinfectants do not work on contact.
- Use appropriate PPE when using disinfectants/cleaning, including eye protection and chemical compatible impervious gloves.
- Maximum density should be kept to less than 1 person per 9.2 m².
- Establish tailored flow through doorways—e.g., designate and label an entrance and exit door for each study- and work-space where feasible—and around the space.