**Return to Campus Plan for the**

**Department of Geography and Planning**

**March 8, 2021**

Contact Information:

* Department Head: Paul Treitz – [paul.treitz@queensu.ca](mailto:paul.treitz@queensu.ca)
* Department Manager: Kathy Hoover – [kathy.hoover@queensu.ca](mailto:kathy.hoover@queensu.ca)
* Safety Committee: Kathy Hoover, Melissa Lafrenière, Maxwell Hart, Neal Scott, Paul Treitz, Jackie Hung, Liv Matthews and Brandon Archibald

**Updated to include access categories for extenuating circumstances, data collection outside of research priority timelines 1 and 2, and for critical graduate student exams.**

Overview

This document outlines the Department of Geography and Planning’s (GPPL) plan to permit access to the GPPL spaces in Mackintosh-Corry Hall for approved course preparation and research. Those who wish to apply for such access should read this document carefully. The general process for accessing spaces within GPPL is:

1. Review the activities qualifying for access at this time (section 2).
2. Follow the GPPL process for applying to access on-campus spaces (section 3). Applying for access involves justifying why access is needed (section 2) and explaining how you will adhere to all safety requirements (sections 4).
3. If access is granted, you may access the space according to the approved schedule. When doing so, all safety requirements (section 4) must be followed and access to the spaces must proceed according to the approved rules for movement within the unit (section 5) or access will be revoked.

**Note**: You no longer need to contact the Department Head or Manager if you are simply picking up materials (e.g., books) from your office or lab. These visits are expected to be short (i.e., less than 20 minutes) and It is expected that all safety measures will be followed (see Section 4).

# 1. Introduction.

As restrictions associated with the COVID-19 pandemic begin to ease, Queen’s University is implementing a [phased return to campus](https://www.queensu.ca/vpfa/covid-19/campus-operations-group/phased-return-campus). Access to campus has now been approved for researchers who qualify under [Priority Timelines 1 and 2](https://www.queensu.ca/vpr/about/covid-19/facility) and educators who require intermittent access to on-campus resources for remote course development. Queen’s employees who have been granted site access should regularly check the [Queen’s University Covid-19 website](https://www.queensu.ca/covidinfo/) for up-to-date information.

This document outlines the mechanism for requesting access to spaces within GPPL and the requirements that must be met while using those spaces. It is critical that people adhere to these guidelines that describe various safety protocols. Flexibility is key to the process because the situation could change rapidly based on the local situation and government directives. Please see attached applications for on-site access for: (i) teaching; and (ii) research.

Permission to conduct work involving the Animal Care Facilities, human participants, or field work cannot be approved through the process outlined in this document.Individuals requiring access for these kinds of research should follow the procedures available on the [VPR’s COVID-19 site](https://www.queensu.ca/vpr/covid-19).

# 2. Qualifying for Access.

Access to a unit’s on-campus spaces can be approved by the unit in cases that meet **all three** of the following criteria:

1. Access can be provided without exceeding room capacities and while meeting all relevant health and safety laws, regulations, and guidelines.
2. The activity requiring on-campus access requires the use of resources that cannot be reasonably relocated to a remote work environment.
3. The activity requiring on-campus access will involve one or more of the following:
   1. Preparing for remote or in person teaching in Fall 2021 (see section 2.1) (see Application 1).
   2. Conducting research falling within Research Priority Timelines 1 and 2 (see sections 2.2 and 2.3) (see Application 2).
   3. Graduate students who do not have sufficient data to continue to make progress on their research but who do not fall within priority timelines 1 and 2 (see section 2.4) (see Application 3).
   4. Employees and graduate students who have not made the progress expected since moving to a remote working environment Note that access is only granted for the period of time needed to conduct work that meets these three criteria (see sections 2.5 and 2.6) (see Application 3).
   5. Critical graduate student exams (see section 2.7) (see Application 3).

Note that access is only granted for the period of time needed to conduct work that meets these three criteria.

2.1. Intermittent access to develop courses for remote delivery:This category is intended to provide instructors with access to on-campus spaces/resources in order to conduct activities that cannot be reasonably completed at home in support of the remote or approved in person delivery of Fall 2021 courses. Examples of such activities include recording lectures or demonstrations. Access to offices for quiet spaces to record material for remote delivery is permitted, but access is not permitted for individuals to conduct work related to teaching that can be achieved while working from home.

2.2. Priority Timeline 1 Research:This category is intended to provide access to on-campus spaces to conduct research in order to avoid, or minimize, negative outcomes that would occur if the work was not conducted by the end of the current academic term. Examples of activities that qualify within Priority Timeline 1 are available on the VPR’s [website](https://www.queensu.ca/vpr/about/covid-19).

2.3. Priority Timeline 2 Research: This category is intended to provide access to on-campus spaces to conduct research in order to avoid, or minimize, negative outcomes that would occur if the work was not conducted by the end of the next academic term. Examples of activities that qualify within Priority Timeline 2 are available on the VPR’s [website](https://www.queensu.ca/vpr/about/covid-19).

2.4. Collecting Data to Continue Remote Work: This category is intended to provide access for students who can no longer make research progress through remote work, but whose research does not fall within Priority Timelines 1 and 2. The goal is to provide students in this category brief access to collect a sufficient amount of data to continue to make progress through remote work. Researchers requesting access in this category must demonstrate that they cannot continue to work remotely with available data, provide a clear description of the work that must be done to collect sufficient data to continue to work remotely, and provide an estimate of how long access will be required to collect that data.

2.5. Extenuating Circumstances (Graduate Students, Postdoctoral Fellows): This category is intended to provide access to on-campus office spaces to conduct research and other academic work for graduate students who are unable to make effective progress on their research while working remotely. **Requests for access to offices in cases where remote research and/or scholarship progress has been inadequate should include a clear statement illustrating how progress has been insufficient while working remotely. This statement will be assessed by the Supervisor, Graduate Coordinator, Unit Head/Director, and Associate Deans Research and Graduate Studies in FAS.** **Initial access will be for a period of two weeks. Continued access will be granted based on evidence of progress as determined by the supervisor in consultation with the Department Head.** If the student does not indicate satisfactory progress during that period based on the assessment of the supervisor and unit Head, the matter will be discussed with the student to determine if additional/different supports are required.

2.6. Extenuating Circumstances (Faculty and Staff): This category is intended to provide intermittent access to on-campus workspaces for employees who are experiencing extenuating circumstances. Some examples of extenuating circumstances include but are not limited to: the physical layout of the space is not conducive to productivity, the presence of roommates, the presence of small children, care giving responsibilities, insufficient internet access, an inability to separate work life and home life and/or due to mental health issues that are exacerbated through remote work. This process is not intended to allow any full-time returns, but rather to enable limited and controlled access to campus, as allowed by capacities and health and safety considerations, in support of overall success, safety, and well-being. Access requires approval of the employee’s direct supervisor. In the case of faculty members, the supervisor is the Unit Head/Director.

2.7. Critical Graduate Student Exams: This category is intended to provide one-time access for students and others, e.g. proctors, who need an on-campus space to conduct key graduate examinations such as thesis examinations, comprehensive examinations or field exams. Efforts should be made to conduct these exams remotely to the greatest extent possible, but this category provides students with interruption-free access to on-campus spaces with reliable internet and items such as white boards to participate in exams that may otherwise be held remotely. The faculty member conducting the exam should apply for access and the approval requires endorsement of the Unit Head/Director and the Associate Dean (Graduate Studies and Global Engagement) in FAS.

# 3. Process for Requesting Access.

The process for requesting access to space in GPPL involves the following steps:

1. Complete the appropriate **Geography and Planning Access Application Form (i.e., Application Form 1, 2, or 3)** and submit to Kathy Hoover at [kathy.hoover@queensu.ca](mailto:kathy.hoover@queensu.ca). There are separate forms for teaching (Section 2.1 – Application 1); research priority timelines 1 and 2 (Sections 2.2 and 2.3; Application 2) and other requirements (Sections 2.4, 2.5, 2.6, 2.7; Application 3).
2. Forms will be reviewed by the Safety Committee. The Safety Committee will approve, reject, or ask for revisions to the application as quickly as possible (hopefully within five business days of submission). There may be additional approvals beyond the Department (i.e., Associate Dean – Research; VP Research) so plan your timelines accordingly.

# 4. Health and Safety Requirements.

This section outlines requirements for all people accessing spaces in GPPL. Failure to follow any of these guidelines will result in permission to access the unit’s spaces being revoked. Depending on the severity of any violations, access may be revoked for an individual, a research group, or even a whole unit.

4.1 Queen’s University Return to Work Guidelines:Queen’s University has developed [**Return to Campus Guidelines**](https://www.queensu.ca/vpfa/sites/webpublish.queensu.ca.vpfawww/files/files/Return_to_Campus_Guidelines.pdf)based on recommendations from government and public health officials that **must be reviewed and followed by all campus users**. These Guidelines will be updated as additional information is available and as regional and provincial measures are amended. As necessary edits are made, a summary of the changes from previous versions are available on the Campus Operations Group [webpage](https://www.queensu.ca/vpfa/covid-19/campus-operations-group/cog-resources). Approval for access to university space can be rescinded if university and public health guidelines are not followed.

The Queen’s University Return to Work Guidelines cover a wide range of scenarios for people accessing campus. The following guidelines are particularly relevant for those accessing spaces in Geography and Planning / Mac Corry through the process outlined in this document:

1. Supervisors and employees should familiarize themselves with the [passive and active monitoring guidelines](https://www.queensu.ca/vpr/sites/vprwww/files/uploaded_files/COVID-19/Return_to_Campus_Guidelines_Published_2020_06_05.pdf), and follow these practices. All those accessing campus space must complete the COVID-19 assessment tool in the [SeQure app](https://www.queensu.ca/security/services/sequre-app). [Web versions](https://queensu.apparmor.com/WebApp/default.aspx?menu=New+Web+Assessment) and [document versions](https://www.queensu.ca/security/sites/webpublish.queensu.ca.cseswww/files/files/COVID_Screening_Paper_Version.pdf) of the assessment are also available. In particular, **research personnel should check-in daily with their supervisor** to confirm that they are not exhibiting symptoms of COVID-19. (requirement)
2. Anyone who is sick or is awaiting results from a COVID-19 test should not attempt to access on-campus spaces under any circumstances. If you become unwell during the working day, please leave campus. If you notice a colleague appearing unwell, encourage them to go home and inform your direct supervisor. (requirement)
3. In the case of a **confirmed positive case** the supervisor/manager must immediately inform Dan Langham, Director Environmental Health and Safety (613-533-6000 x74980, [dan.langham@queensu.ca](mailto:dan.langham@queensu.ca)). Personal health information must be treated confidentially and emails with the infected individuals name should not be sent. No other action is to be taken unless instructed to do so by Environmental Health & Safety. (requirement)
4. Proper hand hygiene and maintaining physical distancing of at least 2 metres (6 feet) remains the most effect way to reduce the risk of exposure to COVID-19. When physical distancing is not possible, e.g. when passing individuals in a hallway, any contact with less than 2 metres of separation must be kept as brief as possible. (requirement)
5. Queen’s is requiring anyone on campus to wear a face covering in all common areas; particularly in spaces where maintaining physical distancing is challenging. [2 masks/employee](https://www.queensu.ca/gazette/stories/queen-s-steps-face-mask-recommendations-and-requirements-campus) are available for free through Print and Postal Services.

4.2. FAS Return to Work Guidelines: Further to the requirement to review and adhere to the University’s Return to Work Guidelines, the following requirements and recommendations should be followed when accessing spaces in FAS:

1. Returning to work on campus is voluntary and it should be clear that no one is required to return to work until the department is completely opened. **No penalties** **should be assessed against anyone for declining to enter the building to continue** **on-site work.** A person that does not feel comfortable returning to work should continue to work remotely. (requirement)
2. Access will only be granted as permitted by the capacities of spaces indicated in the unit’s space plan. If access must be declined due to capacity limitations, access for teaching and priority timeline 1 research takes priority over access for priority timeline 2 research. (requirement)
3. Normal safety rules still apply. Do not allow the focus on Covid-19 to distract you from practicing normal safety protocols. (requirement)

4.3. Department Return to Work Guidelines: Further to the requirements and recommendations of Queen’s and FAS, the department issues the following recommendations:

1. Faculty should ensure the integrity of any safety systems that were in place prior to the shutdown. Items to address for this purpose include:

* Supervisors should inspect their own labs for safety and maintenance deficiencies before they reopen their labs. This safety review should include, but not be limited to, concerns identified in the early-2020 safety inspections. Supervisors do not, however, need to check things like eyewash stations, safety shower, fire extinguisher, and fire alarms because the department has continued all of those monthly safety checks during the suspension.
* Supervisors should review the maintenance and operation of all laboratory instrumentation prior to initiating research.
  1. Establish NEW protocols for accessing the instrumentation, which could either limit the number of people in a room or establish a service system that requires samples to be deposited at a central location to maintain *physical distancing*.
  2. Data should be sent to the researcher electronically to be analyzed remotely.
* Reconfigure or close communal areas to prevent students from congregating. For example, remove chairs, mark specific areas, and provide the right signage to reinforce *physical distancing*. When occupying communal spaces, or when more than one person is working in a lab/office, **face masks must be worn as physical distancing is not always possible in hallways, stairwells, etc.**
* Each faculty member should develop an individual work plan that details the safe operation of their groups within the space. This would consider the following:
  1. Maximum and minimum number of people working at any given time. Detail any shift like situations and how the process would be managed.
  2. Protocols for using communal equipment in the laboratory.
  3. Coordinate with other groups also using the space, particularly for shared laboratories to avoid crowding.
  4. Provide an exit plan in the case that the group has to cease research rapidly because of a change in the criteria for work.
* The Department Head, with the assistance of members of the Safety Committee, will review all of the plans with the Departmental Manager to ensure the plan is robust and safe.

1. **The contact tracing spreadsheet must be completed daily by all people using departmental facilities (this is critical information needed to ensure a safe working environment). John Bond will be granting access to this spreadsheet once your application has been approved.** <https://queensuca.sharepoint.com/:x:/s/GPPL/EYQohwPm911Lu0xirPMC3bMBnrrGqIO_nPH3oCA95d7rmQ?e=ipzEqE>
2. Courier or other delivery personnel delivering material for authorized research can enter the building via the ramp at the basement level at the south end of Mac-Corry. Access will need to be coordinated with the supplier by the PI (the door should NOT be left unlocked). The PI is also responsible for recording the relevant contact tracing information (e.g. delivery time, date, and courier service).

# 5. GPPL Space Information.

## The following sections outline information relevant to different spaces in GPPL.

## **5.1. Floor Plans for Mackintosh-Corry Hall**

# Please refer to document entitled ‘Floor Plans for GPPL in Mackintosh-Corry Hall’ for the most up-to-date occupancy mapping.

**5.2. General Rules applying to all research labs:**

## Masks

* When there is more than one person in a single lab space, face masks **must** be worn.

## Hand hygiene

* Upon entering the laboratory space, users should wash/disinfect their hands and put on a fresh pair of gloves.
* If you leave, re-wash and re-glove upon returning to the lab.
* It is imperative to wash your hands before and after using gloves.
* Avoid touching your face and/or eyes with your gloves!
* Do not reuse the disposable gloves!

## Physical Distancing

* Occupancy limits for each room are posted on the entry door for each room, and are shown in Figure 1 above.
* If a schedule has been set by the lab supervisor, users should not be arriving before their scheduled times so that there is a window between users on any common-use pieces of equipment.

## Surfaces

* Users will disinfect all surfaces (e.g. counters, instruments, computers, fridges and freezers) after completing work (alcohol wipe).

**5.3 Specific Safety Plans for Individual Lab Spaces (as needed):**

## **5.3.1 FaBRECC lab (E118-E120)**

Although these are listed as two rooms, they are connected, and contain some shared equipment. Hence, they are being treated as a single space.

Supervisors: E118 Neal Scott, E120: Melissa Lafreniere

## Physical Distancing:

* The occupancy limit for E118: 3 people
* The occupancy limit for E120: 4 people
* Practice PHYSICAL DISTANCING (2 m = 6.6 ft = (or approximately 7 tiles on the floor).
* Users will have to move between the instrumentation and fridges/freezers and water system, fume hoods, waste containers etc…
* E118 and E120 are linked and share the water system and other equipment. If a user from E118 would like to enter E120 to use shared equipment, they must confirm that no one is already using that space, or if someone is using that equipment, communicate verbally that they would like to access that particular space. They will not enter the other room until they can do so safely.

## Rapid shutdown:

* Put all samples away in appropriate storage.
* TOC: If you just started the measuring the samples on the TOC, press the STOP button in the Analysis Window. Leave the room as soon as possible and inform the PI via email thereafter to discuss steps for continuing the analyses.
  + If the measurement is running already for quite some time and you feel sick at home, contact the PI. The PI will look after your measurements and send you the data. Do not enter the room to check on your experiment!
* Aqualog: You should STOP the sample you are currently running, shut down the instrument. Rinse cuvette with DI water and return it to the acid bath in the fume hood. Leave the room as soon as possible and inform the PI via email thereafter to discuss steps for continuing the analyses.
* Astoria Pacific: Stop sample analysis run. Place all reagent lines in rinse solution long enough to clear reagents out of the sample lines (about 5 minutes). Then place in DI water for about 5 minutes. Release pump platen. Leave the room as soon as possible and inform the PI via email thereafter to discuss steps for continuing the analyses.
* LECO: Stop sample run once individual sample analysis is complete. Place instrument in Standby mode. Any samples left in sampler tray should be removed and returned to their sample storage tray and then returned to a dessicator. Leave the room as soon as possible and inform the PI via email thereafter to discuss steps for continuing the analyses.

## **5.3.2 Danby Lab (E105, E106, E107)**

Capacity: 3 in total (for all spaces listed above)

PI in Charge: Ryan Danby

Rapid shutdown plans:

All lab activities are amenable to rapid shutdown since operations will be limited to sample preparation and measurement and image and data analysis. There are no ongoing experiments operating in the lab and no equipment or facilities that require extended care or frequent maintenance.

* End-of-day procedures will be conducted with the acknowledgement that there is no guarantee of returning the next day. For example, computers will be shut down and data backed up off site at the end of each day. Microscopes will be covered and samples stored appropriately.
* The only equipment that would be operational on an overnight basis would be the drying oven, but it can be turned off at any time without risk to samples. Should immediate shutdown be required we would simply enter the lab and unplug the oven.

## **5.3.3 Evex Lab (E108, E109, E110)**

E108: Capacity 2:

PI in Charge: Scott Lamoureux

Rapid shutdown Plan: LGR Isotope analyser: stop the sample run. Remove the syringe and store it in the water bath. Shutdown the instrument as per the instructions in the instrument manual. Power down the pump and LGR instrument. Leave the room as soon as possible.

## **5.3.4 LaRSEES (D117)**

D117: Capacity 3:

PI in Charge: Paul Treitz

Rapid shutdown Plan: Shutdown computer systems and any field instruments being tested (e.g. ASD spectroradiometer) as appropriate. [There should be minimal systems running at any given time.] Leave the room as soon as possible. Contact the PI to discuss next steps.

## **5.3.5 ICELab (E113a, E113b)**

E113a: Capacity 1  
E113b: Capacity 2

PI in Charge: Laura Thomson

Rapid shutdown Plan: These facilities are amenable to rapid shutdown since operations will be limited to short-term instrument testing (<8 hour; nothing overnight) and image and data analysis at computer workstations. Upon rapid shutdown orders, lab users should prepare computer systems for remote access, disconnect power from any field instruments being tested (e.g.  GPR; AWS equipment), and disconnect any batteries being charged. Leave the room as soon as possible ensuring windows and doors are closed and locked, and that the blinds are closed. Contact the PI to discuss next steps.

## **5.4 Details for common-use spaces:**

E104 Capacity: 2

PI in charge: Neal Scott

Rapid Shutdown Plan: Put away any hazardous material (chemicals, sharps, etc.) and leave the room as quickly as possible. Ovens and incubators can be left on as needed. Contact the PI to discuss next steps.

D103 Capacity: 2

PI in charge: Neal Scott

Rapid Shutdown Plan: Put away any hazardous material (chemicals, sharps, etc.) and leave the room as quickly as possible. Turn off sanding equipment. Contact the PI to discuss next steps.