

Return to Work Plan for Jeffery Hall

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Updated: August 12, 2020 to include access categories for extenuating circumstances, data collection outside of research priority timelines 1 and 2, and for critical graduate student exams.

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Overview

This document outlines the plan to permit access to the Jeffery Hall spaces for approved course preparation and purposes. Those who wish to apply for such access should read this document carefully. The general process for accessing spaces within Jeffery Hall is:

1. Review the activities qualifying for access at this time (section 2).
2. Follow the unit's 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.

1. Introduction.

As restrictions associated with the COVID-19 pandemic begin to ease, Queen's University is implementing a [phased return to campus](#). Access to campus has now been approved for researchers who qualify under Priority Timelines 1 and 2 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](#) for up-to-date information.

This document outlines the mechanism for requesting access to spaces within Jeffery Hall 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 following process because the situation could change rapidly based on the local situation and government directives.

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](#).

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:

- a. Access can be provided without exceeding room capacities and while meeting all relevant health and safety laws, regulations, and guidelines.
- b. The activity requiring on-campus access requires the use of resources that cannot be reasonably relocated to a remote work environment.
- c. The activity requiring on-campus access will involve one or more of the following:
 - i. **Preparing for remote or in-person teaching** (see section 2.1).
 - ii. Conducting research falling within Research Priority Timelines 1 and 2 (see sections 2.2 and 2.3).
 - iii. 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).
 - iv. 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).
 - v. Critical graduate student exams (see section 2.7).

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 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**.

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**.

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 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.

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.

Individuals who require access and meet the criteria outlined in section 2 can apply for access on the Mathematics and Statistics website: <https://www.queensu.ca/mathstat/jeffery-hall-covid19>

4. Health and Safety Requirements.

This section outlines requirements for all people accessing spaces in Jeffery Hall. 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](#) 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](#). 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 Jeffery Hall through the process outlined in this document:

- i. Supervisors and employees should familiarize themselves with the [passive and active monitoring guidelines](#), and follow these practices. **All those accessing campus space must complete the COVID-19 assessment tool in the [SeQure app](#). [Web versions and document versions](#) 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)
- ii. 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)
- iii. 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). 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)
- iv. 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)
- v. 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](#) are available for free through Print and Postal Services. (requirement)

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:

- i. 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)

- ii. 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)
- iii. 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:

- i. Surfaces that are frequently touched by more than one person, such as doorknobs, common phones and light switches must be disinfected frequently (several times per day). This is the responsibility of the researchers accessing those rooms (with the exception of washrooms). DO NOT use a flammable disinfectant or sanitizer on any electrical device such as elevator buttons or light switches, as the vapours may ignite.

5. Jeffery Hall Space Information.

Physical distancing is the preferred means of preventing the transmission of COVID-19. To facilitate physical distancing to the greatest extent possible:

- i. Signage has been placed throughout Jeffery to indicate appropriate measures regarding movement in stairwells, access to washrooms, etc.
- ii. The northeast stairwell (floors 3-5) has been designated for upwards travel and the southeast (floors 3-5) one has been designated for downwards travel. The remaining stairwells are wide enough to accommodate people travelling in both directions to maintain 6 feet of distance.
- iii. Limit the number of people in an elevator to one. If someone is already on the elevator, you will need to wait until it is vacant.
- iv. The Head will create schedules when it is necessary to allow a subset of a department's researchers (other faculty, students or casual staff) to work without violating these restrictions. If a room is shared between two or more researchers, those researchers – with approval of the Head – should develop the schedule together.

6. Health Related Measures

When accessing Jeffery:

- Only access space during approved times

- Access individual offices only and do not hold meetings within them
- Avoid congregating or conversing in the hallways or common spaces
- Practice physical distancing in corridors and entry points
- Follow all directional arrows and other instruction posted to direct foot traffic flow
- Remain in your office as much as possible
- If you are diagnosed with COVID-19, do not come to Jeffery Hall and immediately inform Dan Langham, Director of Environmental Health and Safety (613-533-6000 ext. 74980; dan.langham@queensu.ca) for further instructions.
- If you experience COVID-like symptoms, do not enter Jeffery Hall and report this to the Head immediately
- Students who are approved to access on-campus spaces must confirm daily with their faculty supervisor that they are not experiencing COVID-related symptoms.
- Any violation of the terms upon which office access is granted may result in revocation of that access.