

# Return to Work Plan for MAC CORRY

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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.

**Cultural Studies Graduate Program and the Departments of Economics, Gender Studies, Sociology, Political Studies, and Global Development Studies**

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## Overview

This document outlines the Department's plan to permit access to the unit's 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 Political Studies 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 Political Studies 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.

A “Request for Access to Mac-Corry” form must be submitted to request access to on-campus space. This form can be obtained from the department head by email request (see above contact list). The decisions on reopening will be made by the Head or Director of the relevant department or program (Cultural Studies, Economics, Gender Studies, Sociology, Political Studies) in consultation with the office of the Associate Dean (Research). Only research that requires on-site activity to minimize negative impacts that would occur by the end of 2020, access for remote course development and extenuating circumstances will be considered. Faculty members and staff should send the completed form to their Head of Department or Director for review. The information on this form should include the dates and times when individuals are requesting access to Mac-Corry.

Graduate Students should send the completed request form to their supervisor for approval and then to the Graduate Chair and then to the Head. These requests are then submitted to the Associate Dean (Graduate Studies) and Associate Dean (Research) for further approval. In the case of graduate students, it will be necessary to show a lack of progress over this recent time period, and then it will also be necessary to show continued progress on a rolling two-week basis if permission to use campus office space is granted. We are assured that this level of oversight will be reduced once the process is in place.

Department Heads or Directors are required to keep a log of those granted on-campus access and to save this information in a secure location until further notice. Access will be granted based on availability of space.

### 4. Health and Safety Requirements.

This section outlines requirements for all people accessing spaces in Political Studies. 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 Political Studies 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](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)
- 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.

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. Faculty who are working with graduate students or staff who need to enter Mac-Corry Hall must check in with them daily.
- ii. Surfaces that are frequently touched by more than one person, such as doorknobs, railings, elevator buttons, floor phones, common phones, and automatic-door-opener buttons, must be disinfected frequently. DO NOT use a flammable disinfectant or sanitizer on any electrical device such as elevator buttons or light switches, as the vapours may ignite. Occupants of offices are responsible for ensuring these surfaces are kept disinfected throughout their shift. REMEMBER: Never trust a surface you touch, irrespective of when it may have been cleaned.
- iii. Meetings should continue to be held electronically rather than in person.
- iv. All people with leadership roles (Heads, Directors, main office staff, committee chairs, supervisors) need to have a designated replacement in case they become sick
- v. For the present, administrative staff will continue to work remotely unless there is a need for essential work to be completed in the Department/Program's Main Office. Administrative staff will be available by email and virtual meetings during regular work hours (Monday to Friday, 8:30am - 4:30pm). Staff required to return to in-person work will be determined on a case-by-case basis and in accordance with Public Health recommendations.
- vi. Users should understand that services will remain at reduced availability for some time, plan accordingly, and be patient. Heads of Department/Directors will communicate with users to manage expectations and set realistic timelines for requests.

## 5. Unit Space Information.

- vii. 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.
- viii. Visitors and the public should not be brought into Mac-Corry Hall until the partial ban is lifted, except with authorization from your Head of Department/Director.
- ix. Before entering a washroom, knock, open the door (without touching the handle), and call out to see if anyone is there. If the washroom is occupied, exit immediately.
- x. Heads/Directors should create schedules when it is necessary to allow a subset of a department/program'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/Director – should develop the schedule together