

Request to Undertake Critical AND/OR Time-Sensitive Academic Activity Requiring Physical Access to University of Guelph-Operated Facilities

This form is to be completed by any faculty member or instructor who wishes to access University of Guelph facilities for the purposes of preparing materials for Fall 2020 courses and academic activities.

Note that access should be requested only when activities cannot be completed remotely. OpenEd has developed several resources to support faculty in recording their lectures remotely. These resources are available at <https://opened.uoguelph.ca/instructor-resources/teaching-remotely>

This form should be completed by the faculty member or instructor of record for a given course and submitted to their Departmental Chair or School Director for approval or further action. Ultimately, Deans have oversight over the coordination of this process within colleges.

TO BE COMPLETED BY FACULTY MEMBER / INSTRUCTOR

Name of Faculty Member or Course Instructor of Record:
Department / College:
Title of course/ course code:
<p>Type of room for which access is required:</p> <p>1. Room booking is controlled by Departmental/College - <i>include building name and room number</i> (instructor should confirm the room is equipped with necessary audio-visual equipment)</p> <p><input type="checkbox"/> Office:</p> <p><input type="checkbox"/> Teaching Laboratory/Computer Room:</p> <p><input type="checkbox"/> Lecture Room / Hall:</p> <p><input type="checkbox"/> Seminar/Meeting room:</p> <p><input type="checkbox"/> Other (please specify):</p> <p>2. Room booking is controlled centrally (for health and safety reasons, a limited number of rooms will be equipped for recording lectures; contact OpenEd at courselink@uoguelph.ca or 519-824-4120 x56939 to schedule and arrange for access). Confirm <i>building name and room number</i> with OpenEd.</p> <p><input type="checkbox"/> Teaching Laboratory/Computer Room:</p> <p><input type="checkbox"/> Lecture Room / Hall:</p> <p><input type="checkbox"/> Seminar/Meeting room:</p> <p><input type="checkbox"/> Other (please specify):</p>
Request Summary: date(s) required, day of the week (if planned weekly), and time (morning, aft., evening)

Reason for Requiring Access (e.g. internet signal, equipment, lab materials, video expertise, etc.)

Personnel to be involved (provide number of people present in the room and names; note that undergraduates do not have access at this time)

- Faculty / Instructor, names:
- Technician or other staff, names:
- OpenEd support staff (Yes / No):
- Other staff, employee groups, names:

The following safety precautions have been reviewed with personnel involved:

- All personnel are to stay home if sick. If anyone is showing symptoms of COVID-19, they are not to attend work, but rather self-isolate at home and consult their health care provider.
- It is strongly recommended that all personnel review the [training module](#) EH&S has made available on CourseLink.
- Strict hygiene measures including avoiding touching your face, frequent hand-washing and good respiratory etiquette are to be followed.
- Physical distancing (2m separation between yourself and other people) is to be followed whenever possible
- Face coverings must be worn in all common areas (including hallways, washrooms, elevators etc.). Face coverings must also be worn in the teaching room when other workers are present and when the 2m physical distancing cannot be maintained or predicted. If you need a mask please contact your department admin.
- Frequently touched surfaces are to be disinfected prior to and after use of room
- Signage should be provided at entrance to room, including name, contact information and duration of use

Disinfectant Cleaning / Personal Hygiene Products Provided

- Personnel will be equipped by the faculty member / instructor with-disinfectant cleaning products and reusable / disposable face coverings ([order from](#) Physical Resources Storeroom)

Please refer to further information on COVID-19 guidelines on the [EHS website](#)

TO BE COMPLETED BY DIRECTOR / CHAIR

Is the room(s) requested under Departmental/College or central University booking control?

*note: if a non-central room is requested, but does not fall under your department's control, you must acquire approval from the appropriate department

If room is under Departmental/College booking control, confirm the following:

- the capacity of the room can accommodate planned usage (use either central capacity estimates or research re-opening estimates established by department or college)
- If needed, OpenEd has been contacted (at courselink@uoguelph.ca or 519-824-4120 x56939) to arrange for technical support or equipment (note that all centrally booked rooms will be fully equipped)
- Access to the room has been coordinated with units that co-book the facility, and scheduled to avoid double bookings.

If the room(s) is under central booking control, confirm the following:

- OpenEd has been contacted at courselink@uoguelph.ca or 519-824-4120 x56939 to schedule and arrange for access from Physical Resources

Department Contact - Name:

E-mail:

Plan Submitted By:

Faculty or Instructor Name

Signature

Date

Approved By:

*When required, non-central space
controlled by other departments*
Approved By:

Department Chair/ School Director Name

Building Administrator Name

Signature

Date

Signature

Date

Once approved, please include the details on the spreadsheet provided and send the updated spreadsheet to Sam Gojanovich at sgojanov@uoguelph.ca for distribution to Physical Resources and Campus Police.