

Start of Term Guide for On-Campus Researchers Spring and Summer 2021

SUMMARY: Enclosed here you will find vital health and safety information for a successful term of in-person research on U of A campuses. All of this information is also available online through the [COVID-19 Information for the U of A Community website](#). This quick reference resource highlights critical information in one place. If you have any questions after reviewing this document, please email phrtinfo@ualberta.ca. As always during the COVID-19 pandemic, the information enclosed here is subject to potential changes according to provincial or institutional safety measures.

➤ [See U of A's COVID-19 Response Information for Researchers and Research Groups](#)

Similar Start of Term Guides have been distributed to all students registered for in-person courses and in-person instructors. [See the Start of Term Guide for Students](#).

Mandatory campus safety e-course

For faculty and staff: *Returning to Campus - COVID-19*

This [10-minute eCourse](#) will help you understand the hazards and risks and what you can do to protect yourself, your colleagues, and family from COVID-19. All faculty and staff must complete this eCourse before going to campus. A short [refresher version](#) is also available for staff who previously completed the full course, but want to review the latest university requirements related to COVID-19.

For students: *Student Life During COVID-19*

This [10-minute online course](#) is required for all students participating in in-person learning and research activities on campus this Spring/Summer term. Before their first day on campus, students must submit their course completion certificate to their instructor(s)/supervisor(s). Please remind students to complete the course if communicating with them in advance.

Access to campus spaces

Access to university buildings

Most university buildings will remain locked during the Spring/Summer term. A properly-coded ONEcard or key will be required for you and your students to gain access to locked buildings. Please be aware that University of Alberta Protective Services (UAPS) will be **unable** to unlock doors if you forget your ONEcard.

[UAB.ca/hours](#) provides up-to-date building hours and identifies the exterior entrance for ONEcard access. Please note that you will still have the building accesses (buildings, spaces, floors, and doors -- including exterior doors) you were previously granted by your Faculty Access Control Administrator.

If your ONEcard access is not working, email bss.support@ualberta. If you do not have a ONEcard yet, visit ualberta.ca/onecard for instructions.

Access to classrooms, studios and labs

Facilities and operations staff are aware of all spaces scheduled for use this Spring/Summer term. They will ensure that the learning spaces for which they are responsible are unlocked and available for use.

Academic departments control access to labs, studios and other specialized learning spaces as per normal procedures. Discuss with your supervisor if you are unsure.

On-campus COVID-19 safety

The below information is summarized on the [U of A Campus Safety Checklist](#).

✓ Daily health checklist before coming to campus for staff and students

All staff and students are required to follow the [COVID-19 Alberta Health Daily Checklist](#) each day before going to campus. If the answer to any of the screening questions is “yes,” they must stay home and complete the *COVID-19 Self-Assessment for Albertans* (more below).

✓ Mandatory use of masks for staff and students

You and your students (and all visitors to our campuses) are required to wear a non-medical or fabric mask in all indoor spaces, except in private offices or single workstations with appropriate barriers. This includes: classrooms, labs, office, and meeting rooms. **Masks are not a substitute for physical distancing**; they are to be used in combination with physical distancing and other safety measures. Please review the [detailed information concerning use of masks](#).

✓ Physical distancing in public spaces and classrooms, studios and labs

Whether you are an instructor in a classroom, studio, office or lab, everyone must remain at least two metres from each other. Where two metre physical distancing requirements cannot be met to deliver work, service or teaching activities, other measures must be in place. This may include barriers, minimizing the amount of time doing these activities, **and** wearing masks at all times.

✓ Cleaning and sanitation in classrooms, studios and labs

Facilities and operations will [clean and sanitize classrooms once per day prior to each use](#).

Your [department is responsible](#) for cleaning and sanitizing: workbenches; laboratory benches; desktops and cabinets; fume hoods; laboratory, research, athletic and maintenance equipment; studios and specialized work and instructional spaces.

✓ COVID-19 Rapid Response & sick procedures

If one of your staff or students reports experiencing possible COVID-19 symptoms

If one of your students, staff members or participants informs you that they have tested positive for COVID-19 or are legally required to isolate AND have been on campus in the last 14 days, contact the U of A Rapid Response Triage Team as soon as possible. Email your name and the phone number where you can be reached to phrt.triage@ualberta.ca. A triage member will contact you shortly.

Please read these additional essential resources:

- [Your role in contact tracing on campus](#)
- [Sick procedures for staff and students](#)
- [U of A Rapid Response Plan](#)
- [Protocol for Notifications Regarding Confirmed Cases of COVID-19](#)

✓ **Checking in with *Here@UAlberta* for faculty and staff**

[Here@UAlberta](#) is a part of the university's efforts to enhance contact tracing on our campuses. It is a simple, online, self check-in tool that U of A employees and students use to share the buildings and rooms they visit while on campus.

Managing health and safety in your research space

This year's research experience is different. It is important to set expectations regarding the shared responsibility everyone has in community health and safety during COVID-19. At the start of this new semester, you may wish to advise your team members of the following:

1. Health and safety is a shared responsibility among all members of our community.
2. If you are feeling ill or have symptoms, stay home. If you are on campus and begin to feel unwell, return home immediately.
3. Remind team members of the importance of regularly checking their ualberta email for essential U of A information regarding COVID-19 response, including notifications of possible exposure.
4. The university encourages all on-campus community members to regularly use the [here.ualberta.ca](#) campus check-in tool as a means to support close contact notifications and accurate contact tracing.
5. If a team member appears to have [symptoms](#), a supervisor may ask them to leave.
6. If a supervisor or team leader believes that the health and safety of the team is at risk for any reason, they may choose to suspend activities.
7. Non-compliance of any campus safety measures -- including temporary COVID-19 measures -- may be subject to [U of A enforcement procedures](#) or provincial fines.
8. Up-to-date COVID-19 public safety information can be found at [uab.ca/covid19](#).

If you experience aggressive or concerning behaviour, call U of A Protective Services at 780-492-5050.

Emergencies

911 for Police/Fire/Medical Emergency | After providing details to the 911 operator, call UAPS at 780-492-5050.

Security | You are asked to pay particular attention to security during this period.

1. Prevent "tailgating." If someone tries to follow you through a door you have unlocked with your ONEcard, remind them they are required to have their own access card. If you are not comfortable doing so or the person's behaviour is concerning, call UAPS at 780-492-5050.
2. Never prop a door open. If you see a door that has been propped open, close it or contact UAPS.
3. Don't hesitate to contact UAPS if you observe anyone behaving suspiciously on campus.

Community and campus safety are a shared responsibility. By working together we increase our chances of having a safe and successful semester. Thank you in advance for doing your part.

COVID-19 information for the U of A community: [uab.ca/covid19](#)

General enquiries: U of A Public Health Response Team, phrtinfo@ualberta.ca

COVID-19 Rapid Response support for on-campus supervisors, instructors and activity coordinators: U of A Rapid Response Triage Team, phrt.triage@ualberta.ca