



RETURN-TO-CAMPUS PROTOCOLS

Before going to campus, it is important that you self-screen using the [online tool from Manitoba Shared Health](#). *If you feel ill or have any cold or flu symptoms, you must not come to campus.*

Although you are returning, please remember that we are operating at a reduced capacity with limited available services — it will be like you are “working remotely” on campus. Moving freely throughout campus is discouraged and is limited to areas where activity has been pre-approved.

Please review the following information, which will familiarize you with the processes required to enable increased access to campus spaces, as well as safety considerations for faculty, staff, and students amidst the current health crisis. Your cooperation will allow our operations personnel to focus on the designated areas where enhanced cleaning and safe protocols have been prioritized.

ACCESS

- There is a single point of entry and exit to each building. Everyone must sign in upon arrival and sign out upon departure at a digital sign-in station. The process will ensure a record of campus attendance in the event of a COVID-19 exposure. This information can be provided to Manitoba Public Health for contact tracing purposes.
- Those who are approved for a return to campus will need their Salto access credentials (card/fob) programmed for use at these stations. This update can be done at the Campus Access Office, located in Room 1C34 (in Centennial Hall, adjacent to the Security Office).
- Check-in locations for faculty and staff are as follows:

| If you work in: | Check in at: |
|---|---|
| Centennial, Lockhart, Manitoba, Ashdown, Graham, Riddell, Buhler Centre, AnX (PACE) | Centennial Hall – main entrance |
| RCFE | RCFE – main entrance |
| Duckworth Centre, Axworthy RecPlex | Duckworth – main entrance |
| Asper Theatre Centre | Asper Theatre Centre – main doors |
| Helen Betty Osborne Building | Helen Betty Osborne Building – main doors |

Note : For all buildings not listed above, sign-in should take place at Centennial Hall. Plans are being developed to determine where additional check-in stations may be added.

CAMPUS SAFETY

Face Masks

- The wearing of face masks is required at all times while occupying indoor public and common spaces on campus, or outdoors when physical distancing cannot be reasonably maintained.
- Masks are not mandatory in individual office spaces, except when others are in the space.
- The University will provide returning faculty and staff with two cloth reusable masks. These may be acquired at the Security Office on Main Campus and/or at the check-in station in the designated building where you are returning.



Signs & Directions

- You will see red COVID-19-related signage across campus — indicating direction of travel, distancing requirements, classroom seating, hygiene practices, and courtesy protocols. Please follow the directions, which are in place to provide information and ensure your safety while on campus.

Hand-washing

- Hand-sanitizing stations have been strategically located throughout campus for your use.
- In addition to frequent hand washing, the use of hand sanitizing stations can mitigate the potential for exposure to the coronavirus and will assist in keeping our campus safe.

Gatherings

- While on campus, it is important to avoid gathering or meeting outside of established protocols.
- The University discourages the use of personal offices as meeting spaces at this time.

CLEANING

- The Facilities team has increased scheduled cleaning activities related to the designated “pods” for research and in-class instruction. Outside of the pods, cleaning is focused on designated touch points such as door handles and railings.
- As the campus is largely closed, not all washroom facilities are receiving the same depth of cleaning as in normal circumstances.
- Cleaning of spaces near the pre-approved pods may not be on the same schedule as normal campus operations.
- Faculty and staff are encouraged to maintain the cleanliness and sanitization of their interior office spaces, as Bee Clean will not be providing in-office cleaning services.
- Place your garbage receptacle outside of your office at the end of the day for collection.

(LIMITED) SERVICES

Food services

- Diversity Food Services is ready to take your orders online while their app is still in development. You can [place your lunch orders at this link](#) (preferably the evening prior). Note that credit card is the only form of payment accepted at this time.
- In addition to lunch service, Diversity will deliver coffee and snack orders to your office or a pick-up point as designated within the pods.

Mail

- The campus mailroom remains open and serviced.
- Although regular mail delivery is not occurring, faculty and staff may access the mailroom to pick up deliveries during scheduled hours of operation.

Thank you for your continued patience and assistance in helping us all ensure we have a safe and healthy campus community!