

Instructions:

Please find below a template to be completed to describe a plan for your Faculty, School or Unit to increase academic and academic support activities over the summer months (June through August). As a reminder, **only activities that cannot be carried out remotely** will be considered for a return to UM facilities. You may elect to have College Deans, Department Heads/ Area leads complete the template. However, if you select this approach please integrate these into a single Plan for your Faculty, School, or Unit and submit this for review. Please ensure that you consider the impacts of your Academic Recovery Plan in relation to your unit's Research Recovery Plan.

Please submit your plan to Todd Mondor, Chair, Academic Planning Working Group in c/o Tatjana Blazevska at Tatjana.Blazevska@umanitoba.ca. The COVID-19 Academic Planning Working Group will review and provide a synthesized and consolidated plan for consideration by the Provost through to the COVID-19 Recovery Planning Working Group for consideration of the University's overall Recovery Plan.

Guiding Principles:

- The health and safety of students, staff, faculty and visitors is the over-arching priority.
- All students, staff and faculty will work remotely unless approval has been granted to work on campus.
- Any activity on campus, whatever its nature, will be carried out while strictly respecting the constraints of public health authorities and in accordance with government guidelines and directives.
- Recovery of on-campus activities will be gradual and in keeping with the University's stated principles and recovery plan.
- The University will continue to take into consideration and accommodate special circumstances for staff, faculty and students, including health conditions.

Prevention Measures:

- Each of us has a role to play to reduce the virus from spreading – continued observance of prevention measures will result in the timely restoration of services and easing of restrictions.
- Stay informed and follow public health directives.
- If you experience any symptoms of COVID-19 or have been exposed to someone diagnosed with COVID-19 stay home. See the screening tool for COVID-19 (<https://sharedhealthmb.ca/covid19/screening-tool/>)
- For general guidance on health and safety measures, please review the Provincial government guidelines for post-secondary institutions: <http://www.manitoba.ca/covid19/restoring/phase-two.html>. Units must consider these guidelines in their recovery plans.
- Limit your access to campus facilities and spaces for essential activities only.
- Health screening will play a role in assessing access to most facilities.



- Continue to practice good hygiene (hand washing, avoid touching your face, cough into your sleeve, disinfect frequently touched surfaces).
- Monitor occupancy levels to
 - maintain a physical distance between individuals of not less than 2 meters, **AND**;
 - do not exceed one individual per 10 m², **AND**;
 - limit occupancy to a maximum of 50 percent of normal capacity.
- Wear a mask or other appropriate face covering if you are unable to maintain the 2-meter distance. Wearing a mask is strongly encouraged when working in the proximity of others, even when the 2-meter distance is maintained. Cloth masks are acceptable as they protect others from you, should you be infected but still pre-symptomatic.
- Masks are not a substitute for physical distancing, good hygiene or monitoring your health. Do not go to campus when you are sick, even if you are wearing a mask.
- Ensure frequent disinfecting, especially of high-touch surfaces and objects.

Unit:
 Designed Faculty Lead (DFL):
 DFL Contact Information Email: Cell:

Section 1: Academic/Academic Support Activity Plans

ACADEMIC ACTIVITIES¹

Essential Academic Activity (s) during this period	Describe the Activity	Rationale for the Need ²	Building Name	Room #	# of people	Other comments
1. Research in multiple laboratories	Laboratory research with procedures differing by PI	Laboratory is required	Allen	Many (VPR/SS have detail)	46 (17 PI, 29 tech/stud.)	7 AM to 9 PM Monday to Saturday. Working alone procedures and lab specific safety procedures are in place.
2. Research in multiple laboratories	Laboratory research with procedures differing by PI	Laboratory is required	Biological Sciences	Many (VPR/SS have detail)	12 (4 PI, 8 tech/stud.)	7 AM to 9 PM Monday to Saturday. Working alone procedures and lab specific safety procedures are in place.
3. Research in multiple laboratories	Laboratory research with procedures differing by PI	Laboratory is required	Buller	Many (VPR/SS have detail)	79 (23 PI, 59 tech/stud.)	Daily 7 AM to 9 PM Monday to Saturday. Working alone procedures

¹ Although Summer term is Remote Learning (RL), we recognize that preparation for the primarily RL Fall term may require some on-site preparation (eg., labs)

² Why the activity cannot be conducted remotely; type of personnel leading the activity (i.e., faculty, staff, student, public), etc.

						and lab specific safety procedures are in place.
4. Research in multiple laboratories	Laboratory research with procedures differing by PI	Laboratory is required	Duff Roblin	Many (VPR/SS have detail)	57 (21 PI, 36 tech/stud.)	7 AM to 9 PM Monday to Saturday. . Working alone procedures and lab specific safety procedures are in place.
5. Research in multiple laboratories	Laboratory research with procedures differing by PI	Laboratory is required	EITC-2	Many (VPR/SS have detail)	29 (19 PI, 10 tech/stud.)	7 AM to 9 PM Monday to Saturday. Working alone procedures and lab specific safety procedures are in place.
6. Research in multiple laboratories	Laboratory research with procedures differing by PI	In person consultation is required	Machray	Many (VPR/SS have detail)	43 (13 PI, 30 tech/stud.)	7 AM to 9 PM Monday to Saturday. . Working alone procedures and lab specific safety procedures are in place.
7. Research in multiple laboratories	Laboratory research with procedures differing by PI	Laboratory is required	Parker	Many (VPR/SS have detail)	57 (21 PI, 36 tech/stud.)	7 AM to 9 PM Monday to Saturday. Working alone procedures and lab specific safety procedures are in place.
8. Instruction and preparation of instructional materials	Preparation of lecture material and lecture presentation	Faculty members require a work environment, including highspeed internet, administrative support and freedom from interruptions, that allows them to prepare and present online lectures and laboratories in an efficient and effective manner.	Allen	Many. SS will have names, locations and contact information	25 There may be some overlap with the research list.	Variable hours. The Head, after polling faculty, staff and researchers, to determine their needs to come on campus, will establish a schedule of attendance, to be reviewed

						with the Dean, that ensures <25% of normal occupancy. Login will be required and the Head will review the login records against actual attendance, as assessed by regular spot checks, to ensure compliance.
9. Instruction and preparation of instructional materials	Preparation of lecture material and lecture presentation	Faculty members require a work environment, including highspeed internet, administrative support and freedom from interruptions, that allows them to prepare and present online lectures and laboratories in an efficient and effective manner.	Biological Sciences	Many. SS will have names, locations and contact information	19 There may be some overlap with the research list.	Variable hours. The Head, after polling faculty, staff and researchers, to determine their needs to come on campus, will establish a schedule of attendance, to be reviewed with the Dean, that ensures <25% of normal occupancy. Login will be required and the Head will review the login records against actual attendance, as assessed by regular spot checks, to ensure compliance.
10. Instruction and preparation of instructional materials	Preparation of lecture material and lecture presentation	Faculty members require a work environment, including highspeed internet, administrative support and freedom from interruptions, that allows them to prepare	Buller	Many. SS will have names, locations	34 There may be some overlap	Variable hours. The Head, after polling faculty, staff and researchers, to determine their needs to

		and present online lectures and laboratories in an efficient and effective manner.		and contact information	with the research list.	come on campus, will establish a schedule of attendance, to be reviewed with the Dean, that ensures <25% of normal occupancy. Login will be required and the Head will review the login records against actual attendance, as assessed by regular spot checks, to ensure compliance.
11. Instruction and preparation of instructional materials	Preparation of lecture material and lecture presentation	Faculty members require a work environment, including highspeed internet, administrative support and freedom from interruptions, that allows them to prepare and present online lectures and laboratories in an efficient and effective manner.	Duff Roblin	Many. SS will have names, locations and contact information	13 There may be some overlap with the research list.	Variable hours. The Head, after polling faculty, staff and researchers, to determine their needs to come on campus, will establish a schedule of attendance, to be reviewed with the Dean, that ensures <25% of normal occupancy. Login will be required and the Head will review the login records against actual attendance, as assessed by regular spot checks, to ensure compliance.

<p>12. Instruction and preparation of instructional materials</p>	<p>Preparation of lecture material and lecture presentation</p>	<p>Faculty members require a work environment, including highspeed internet, administrative support and freedom from interruptions, that allows them to prepare and present online lectures and laboratories in an efficient and effective manner.</p>	<p>EITC-2</p>	<p>Many. SS will have names, locations and contact information</p>	<p>32 There may be some overlap with the research list.</p>	<p>Variable hours. The Head, after polling faculty, staff and researchers, to determine their needs to come on campus, will establish a schedule of attendance, to be reviewed with the Dean, that ensures <25% of normal occupancy. Login will be required and the Head will review the login records against actual attendance, as assessed by regular spot checks, to ensure compliance.</p>
<p>13. Instruction and preparation of instructional materials</p>	<p>Preparation of lecture material and lecture presentation</p>	<p>Faculty members require a work environment, including highspeed internet, administrative support and freedom from interruptions, that allows them to prepare and present online lectures and laboratories in an efficient and effective manner.</p>	<p>Machray</p>	<p>Many. SS will have names, locations and contact information</p>	<p>68 There may be some overlap with the research list.</p>	<p>Variable hours. The Head, after polling faculty, staff and researchers, to determine their needs to come on campus, will establish a schedule of attendance, to be reviewed with the Dean, that ensures <25% of normal occupancy. Login will be required and the Head will review the login records against actual attendance,</p>

						as assessed by regular spot checks, to ensure compliance.
14. Instruction and preparation of instructional materials	Preparation of lecture material and lecture presentation	Faculty members require a work environment, including highspeed internet, administrative support and freedom from interruptions, that allows them to prepare and present online lectures and laboratories in an efficient and effective manner.	Parker	Many. SS will have names, locations and contact information	29 There may be some overlap with the research list.	Variable hours. The Head, after polling faculty, staff and researchers, to determine their needs to come on campus, will establish a schedule of attendance, to be reviewed with the Dean, that ensures <25% of normal occupancy. Login will be required and the Head will review the login records against actual attendance, as assessed by regular spot checks, to ensure compliance.

FACULTY/SCHOOL STUDENT SUPPORT SERVICES³

³ We recognize that some services for students may require the need for periodic on-site attendance.

Essential Academic Activity (s) during this period	Describe the Activity	Rationale for the Need ⁴	Building Name	Room #	# of people	Other comments
1. Student advising	Advising students	Students, including Indigenous students, require academic advising	Done remotely by phone, chat lines, email and zoom		8	Director (Kate Yee) is on campus only rarely to pick up files
2.						

⁴ Why the activity cannot be conducted remotely; type of personnel leading the activity (i.e., faculty, staff, student, public), etc.

ADMINISTRATIVE/TECHNICAL SUPPORT SERVICES⁵						
Essential Admin Support Activity (s) during this period	Describe Activity	Rationale for the Need⁶	Building Name	Room #	# of people	Other comments
1. IT support	Equipment and server oversight	Required for server and equipment maintenance to support ongoing administration and research	Machray	230	4	Mainly remote but 1-2 days per week on campus
2. IT support	Equipment and server oversight	Required for server and equipment maintenance to support ongoing administration and research	EITC-2	592	2	Mainly remote but 1-2 days per week on campus
3. Technical Support	Equipment and server oversight	Required for equipment maintenance to support ongoing research	Parker	Various (SS has details)	4	Daily from 9 to 5
4. Technical Support	Equipment and server oversight	Required for equipment maintenance to support ongoing research	Allen	106, 403	2	Daily from 9 to 5
5. Technical Support	Equipment and server oversight	Required for equipment maintenance and preparation services to support ongoing research	Buller	106, 209, 307	5	Daily from 9 to 5
6. Technical Support	Equipment and server oversight	Required for animal care and equipment maintenance to support ongoing research	Duff Roblin	240, AHF	4	Daily from 9 to 5
7. Technical Support	Stores and technical services	Required for support of ongoing research for ordering supplies and delivering to labs	Parker	140	4	Daily from 9 to 5
8. Dean & Associate Deans	Personnel oversight	See rest of plan.	Machray	230	6	Up to daily 7 AM to 9 PM as needed
9. Head – Robert Stamps	Personnel oversight	See rest of plan.	Allen	301A	1	Up to daily 7 AM to 9 PM as needed

⁵ We recognize that some administrative services may require the need for periodic on-site attendance

⁶ Why the activity cannot be conducted remotely; type of personnel leading the activity (i.e., faculty, staff, student, public), etc.

10. Head – Steve Harris	Personnel oversight	See rest of plan.	Biological Sciences	206	1	Up to daily 7 AM to 9 PM as needed
11. Head – Deb Court	Personnel oversight	See rest of plan.	Buller	301A	1	Up to daily 7 AM to 9 PM as needed
12. Head – Mike Domaratzki	Personnel oversight	See rest of plan.	EITC-2	445B	1	Up to daily 7 AM to 9 PM as needed
13. Head – Stephen Kirkland	Personnel oversight	See rest of plan.	Machray	420A	1	Up to daily 7 AM to 9 PM as needed
14. Head – Liqun Wang	Personnel oversight	See rest of plan.	Machray	318A	1	Up to daily 7 AM to 9 PM as needed
15. Head – Joe O'Neil	Personnel oversight	See rest of plan.	Parker	360A	1	Up to daily 7 AM to 9 PM as needed
OTHER⁷						
1.						

Please identify any adjacent units (and their location) not covered by this Plan and that may be impacted.

Duff Roblin is shared with the Faculties of Arts and Agriculture; EITC2 is shared with Engineering; the ex-Monsanto greenhouses are shared with Agriculture. In addition, the Buller Greenhouse, the planetarium and observatory in UCollege and the Glenlea Observatory will see some activity mainly for instruction.

⁷ Describe here any other services are required to support your academic planning needs that we have not identified.

Section 2: Health and Safety Protocols

1. Describe how you will ensure health and safety protocols are followed (e.g., shift staggering; alternating workdays; handwashing access etc.).
 - a) All faculty, staff and students have been advised in writing and via the training slides to stay home if they are not feeling well. The on-line [Self-Screening Tool](#) has been recommended to them for regular consultation.
 - b) If a faculty, staff or student becomes ill at work, they are to go home immediately and to inform their supervisor at the earliest convenient time.
 - c) Upon arriving in their office or laboratory, all faculty, staff and students will sign in and record their arrival and exit times using the web-based login page. http://drop.physics.umanitoba.ca/Science_login/ .
 - d) Where physical distancing is not possible, masks should be worn. Procedures for physical distancing and wearing of personal protective equipment (PPE) should meet the [Provincial Guidelines](#).
 - e) PIs are responsible for obtaining necessary PPE and cleaning supplies through Science Stores.
 - f) Meetings of more persons than allowed by the [Provincial Guidelines](#) will continue to be held electronically, and smaller in-person meetings will be held only if physical distancing is possible.
 - g) The Dean of Science will review all applications for starting research work in the Faculty to ensure that all those submitted to the VP (Research) meet the University and Provincial criteria. In addition, all requests for instructors to work on campus are approved by the Dean and the names submitted to Security Services.
 - h) All researchers and instructors who can work remotely have been advised in writing to continue to work remotely and to not return to campus at this time.
2. Describe how you will ensure prevention measures are followed.
 - a) PIs will be responsible for monitoring staff and students in their laboratories, and Heads will be responsible for monitoring all faculty and for general oversight of personnel in their department.
 - b) Any changes to the operating guidelines or return to work plans will be communicated directly to all faculty, staff and students by e-mail.
 - c) PIs are responsible for ensuring physical distancing of personnel under their supervision, and the Heads will ensure that proper practices are being followed by all.
 - d) PIs are responsible for obtaining necessary PPE and cleaning supplies through Science Stores.

3. Describe how other spaces not identified in this Plan (e.g., conference rooms, offices, etc.) will remain inaccessible.
 - a) Meetings of more persons than allowed by the [Provincial Guidelines](#) will continue to be held electronically, and smaller in-person meetings will be held only if physical distancing is possible.
4. Determine where staff, faculty, and students can take a break and/or eat lunch (particularly for lab staff and faculty who cannot eat in the lab). Please assume common areas will remain closed. Explain how these areas will be accessed, monitored and cleaned.
 - a) PIs in conjunction with the Head will make arrangements subject to the [Provincial Guidelines](#) for lunch room use on a department by department basis.
5. Hand sanitization at entry/exit points is recommended. Do hand hygiene stations currently exist at entry and exit for the buildings identified in your Plan and what, if any, steps to address this need?
 - a) Stations currently exist.
 - b) PIs and Heads will ensure that all horizontal laboratory, office and lunch work spaces, door knobs and light switches are cleaned at the beginning and end of each work day with a solution of 70% alcohol available from Science Stores.

Section 3: Coordination

Who is your designated coordinator and what is their contact information?

Peter Loewen

Peter.loewen@umanitoba.ca

204-797-2134

How are you administering a scheduling plan to ensure health and safety principles are met?

The Heads, in consultation with the faculty coordinator and AD (Research), are responsible for the oversight of all faculty, staff and students in their departments. They will meet weekly to review the numbers of staff and students who have logged in to work on campus to ensure that no more than 50% of employees are ever on campus at any one time.

Have you considered Research Recovery activities in development of this Plan?

Research recovery activities are largely laboratory or PI specific and will have been considered at that level. However, some departments with communal equipment such as autoclaves and analytical instrumentation have plans for reactivation and utilization on a case by case basis.

Section 4: Central Functions to Support Academic Unit Recovery Plans

Instructional and IST Supports ⁸	Minimal requirement for CATL or IST. Instructors are busy preparing lecture and laboratory materials. The Faculty employs six IT specialists who have maintained all necessary equipment to date and will continue to do so in the future. Obviously, IST must maintain the core infrastructure.
Health and Safety ⁹	Nothing out of the ordinary.
COVID related supplies ¹⁰ <ul style="list-style-type: none"> • Face masks • Hand sanitizers • Screening equip. • Other 	<p>1) FoS currently has 7000 surgical masks (4000 more on order) and 500 cloth masks available. Each restarting lab will have available to them 50+ mask to reinitiate their programs and will be able to buy more from Faculty of Science Stores as needed.</p> <p>2) 20 25L drums of ethanol plus a dozen or 2 4L bottles for making 70% ethanol solutions, as well as spray bottles. These will be provided to all research groups that reopen.</p> <p>3) 100 boxes of disinfectant wipes are also available for office/administrative spaces.</p> <p>4) Hand sanitizer dispensers and re-fills are on order. 70% ethanol solution and disinfectant wipes will suffice in the interim.</p>
Operational Supports <ul style="list-style-type: none"> • Caretaking • Daycare • Security (e.g., bldg. access) • Other 	Normal caretaking (floor sweeping, garbage removal, door handle wiping, etc) is essential particularly in offices, hallways and laboratories that are occupied by returning staff and students is <u>essential</u>.

⁸ Describe any additional supports for faculty/instructors that may be required.

⁹ Describe any additional health and safety protocols required to support your plan.

¹⁰ Describe what you have available AND/ OR what you may need to be procured for this Phase

Human Resources ¹¹	The Faculty HR Officer will require continued contact with and advice from HR for processing appointments, changes in appointments and layoffs.
Liability/Legal matters ¹²	Help in this area will only be needed once research programs have been reactivated to a point where new contracts are required.
COVID-related Financial Impacts	<p>The Faculty has had to fund a considerable amount of hardware and PPE to make possible the rapid transition to online teaching and opening of laboratories.</p> <p>It should also be noted that faculty members and staff are having to pay for the internet access in their homes that is essential for the University to function. Has any consideration been given to compensation for this expense?</p>

¹¹ Identify HR matters such as issuing Return to Work orders, staff training, dealing with employees not comfortable to return to work but deemed essential, etc.

¹² Describe concerns relating to Academic legal agreements, MOUs, etc. that may require consideration

Section 5: Closing Comments

Describe any others concerns not identified in this Plan.

FOR CENTRAL USE ONLY

Date Received:

Date Reviewed by APWG:

Date Reviewed by UM COVID-19 Recovery Planning Working Group:

Approval Date: