



Student Study- and Workspace Framework

October 5, 2021

Preface

This document is intended to provide a framework for the University of Guelph to enable student access to study space for the Fall 2021 semester when there will be a mixture of both face-to-face and remote learning due to the pandemic. It is expected that students who come to campus for face-to-face components will want to stay on campus for remote work. We will need to ensure we have adequate and safe space for them. The Framework aligns with regulations from the Government of Ontario and the Ministry of Colleges of Universities related to physical distancing.

It should also be recognised that, due to the changing situation related to the pandemic, this framework may be modified, replaced, or superseded by other plans or directives as necessary. This might also entail curtailing student access that has been approved under this framework.

Principles guiding student study- and work-space access

- I. Our actions place at the fore our responsibility to ensure the collective health, safety, and well-being of members of the communities in which we work and live.
- II. Access to student study- and workspaces should be expanded in a measured way, as it is safe to do so.
- III. Provisions must be made so that any student study- or workspace that is made accessible can be quickly closed should changing health conditions require it.
- IV. Decisions must be made to consider equity, diversity, and inclusion (EDI). Decisions about priority must consider risk and liability for the students and the institution, as well as practicality and feasibility.
- V. There will be ongoing institutional oversight from Deans, Department Heads and/or Space Managers to ensure that all approved student access to study- and workspaces continues to adhere to the principles.

Responsibilities related to access to student study- and workspaces

Return to Campuses committee

- Establish framework for access to student study- and workspaces and modify as necessary.
- Provide guidance related to student study- and workspace access.
- Coordinate with other University activities related to student study- and workspace access.

Environmental Health and Safety

- Identify and facilitate best practices of COVID-19 safety.
- Conduct safety visits and audits in student study- and workspaces, as required.
- Consultation as needed.

Physical Resources

- In coordination with space managers, prepare the spaces as necessary, in accordance with the parameters on the [COVID-19: Physical Resources Tools and Resources](#) website.
- Clean the spaces daily or in accordance with the parameters for [cleaning measures](#) established by Physical Resources.
- Provide appropriate hygiene supplies ordered by space managers.

College Deans, Administrative Unit Heads / other space managers (or designates)

- Oversight of process for student study- and workspace access, including coordination with other building occupants (see “Student Access Plans” below).
- Ensure all users of the space are provided with appropriate communications, instructions, supplies and other resources (if any) as identified by the Student Access Plan.
- Protect physical and mental health and safety by addressing employee and student concerns.
- Monitor compliance with the Student Access Plan.

Study- and work-space users

- Complete the [COVID-19 Infection Prevention and Control Awareness Training](#) course before coming to campus.
- Follow the instructions on U of G's [Return to Campuses](#) webpage. Every day before coming to campus, complete the University of Guelph's [COVID-19 Screening Form](#). Do not come to campus if you are told to isolate. Stay home if feeling unwell.
- Comply with any physical distancing and occupancy requirements of the space. According to Provincial regulations, physical distancing is not required in instructional spaces, but it is required in meeting rooms and other event spaces.
- Follow instructions in the Student Access Plan for access to the space.
- Report hazards and concerns to an appropriate authority, such as the booking office or College dean's office.
- Comply with [face covering](#) guidelines.

Student Access Plans

Space managers are responsible for developing and implementing appropriate Student Access Plans for their spaces, and for ensuring users of those spaces understand appropriate physical distancing requirements in non-instructional spaces, cleaning and disinfecting responsibilities, hand hygiene, and respiratory etiquette.

All Student Access Plans should include contingencies for immediate scale back or shut down.

Student Access Plans should minimally integrate consideration of the following, and be developed in consultation with Physical Resources and Environmental Health and Safety:

- Availability of Personal Protective Equipment (PPE).
- Hygiene and disinfection protocols and materials.
- Signage and markings.
- Occupancy limits and physical distancing measures for non-instructional spaces.
- Precautions for common areas (corridors, elevators, copier rooms, etc.), if any.

The guidelines below provide directives and guidance that should be considered and, as appropriate, integrated into the Student Access Plan.

Guidelines for phase-in of student access to campus study- and workspaces

Equity, Diversity and Inclusion (EDI) Considerations

The University of Guelph recognizes that an inclusive campus and a culture of inclusion is an institutional and social imperative. Acknowledging the University's diverse population and ensuring that every member of an inclusive campus is a valued contributor is a foundational pillar of a successful post-secondary institution.

The following principles drive the University's commitment to equity, diversity, and inclusion (EDI):

- All campus community members must anticipate and encourage diverse perspectives and leverage them to drive creativity and innovation.
- A culture of inclusion begins by acknowledging the diversity among us and recognizing that some members of our community experience barriers to education, employment, study and full participation due to systemic factors.
- A culture of inclusion is possible only if the institution continually designs, reviews, and rebuilds structures—including policies, programs, and practices—that are inclusive, equitable, and accessible to all.
- A culture of inclusion necessitates the involvement of the community of diverse stakeholders—faculty, staff, and students—to drive a strategic and system-wide approach to EDI.

The University of Guelph is committed to identifying barriers to full participation that exist for equity-seeking groups and to ensuring, upon identifying and striving to eliminate those barriers, that equity-seeking groups experience a sincere and genuine sense of belonging in the campus community. Particularly, at this time, where there are multiple demands on one's time between caregiving, studying and employment responsibilities, we all bear responsibility to do our outmost to reduce barriers to those wanting to resume their studies.

- Share the handbook, "[An Equity, Diversity, and Inclusion \(EDI\) Handbook for Individuals and Organizations During COVID-19](#)", which was developed by the Office of Diversity and Human Rights.
- Provide confidential and/or alternative venues for students to provide feedback on access to study- and workspaces, including those for whom spaces don't meet their needs from an EDI perspective.

General guidelines

As preparation for and resumption of student access to study- and workspaces commences, protective measures will remain essential. Please refer to the University's COVID-19 related guidelines available on the [EHS website](#). Protective measures and preparation for resuming activities include:

- [Using provincial self-assessment criteria](#), self-assess signs or symptoms of possible COVID-19 infection before coming to University of Guelph facilities. Follow directions provided by the University of Guelph screening tool.
- Maintain good personal hygiene, including proper hand washing, respiratory etiquette (for coughing and sneezing), and avoid touching your face, eyes, nose, and mouth.

- Have hand sanitizer available at all building entrances and at access points for each floor.
- Ensure access to adequate and reliable supply of appropriate PPE, if applicable. Current guidance on appropriate PPE to be used to prevent spread of the virus can be found on the [EHS website](#).
- Clean/disinfect high-touch locations in shared spaces.
- Follow physical distancing measures and any established occupancy limits in non-instructional spaces.

Mandatory hygiene procedures for all students include:

- All students must wear appropriate face coverings when using shared study- and workspaces: see the [University guidelines on facial coverings](#).
- Regularly clean and disinfect high touch spaces and personal work areas. Refer to Physical Resources' website on [Cleaning Measures](#) for the responsibilities of community members and Custodial Services for cleaning different areas within the University. Cleaning should be with an [approved disinfectant](#) that is effective against COVID-19. Attention must be paid to disinfectant contact times; most disinfectants do not work on contact.
- Use appropriate PPE when using disinfectants/cleaning, including eye protection and chemical compatible impervious gloves.
- Establish tailored flow through doorways—e.g., designate and label an entrance and exit door for each study- and workspace where feasible—and around the space.