

MEMORANDUM

TO: Associate Deans Research and PIs approved for Return to Research (R2R)

FROM: Dr. Alice B. Aiken, Vice-President Research and Innovation

DATE: 11 December 2020

RE: **Managing unauthorized building access - follow-up memo**

Please see the following memo that was sent to unit heads today from the Provost and the VP F&A. It delineates extra vigilance to be taken when accessing your research space over the holidays.

My best to all for a safe and happy holiday,
Alice

From: Dal Provost <provost@dal.ca>
Sent: December 11, 2020 12:54 PM
To: Dal Provost <provost@dal.ca>
Cc: Gitta Kulczycki <Gitta@dal.ca>
Subject: Managing unauthorized building access - follow-up memo

MEMORANDUM

To: Deans and unit leaders

From: Frank Harvey, Provost & Vice-President Academic (Acting)
Gitta Kulczycki, Vice-President, Finance & Administration

Date: Friday, December 10, 2020

Re: **Managing unauthorized building access - follow-up memo**

As noted in our December 3 memo, our buildings continue to be accessed by individuals who have not been approved to return under either a Return to Campus (RTC) or Return to Research (R2R) plan. However, Deans and Unit Leaders have noted that some faculty and staff may require brief, one-time access to their workspace for very short period of time.

To avoid the need to process multiple RTC approvals for these occasional requests, this document provides some additional guidance on how temporary access can be managed:

1. Faculty and staff approved to return as part of their Faculty or Unit RTC/R2R approvals can continue to have access in accordance with their plans.

2. Faculty and staff without approval who require access to a building must seek and receive approval from their Dean or Unit Lead for attendance on a specific day and time.
3. Deans and Unit Leads are responsible for assessing and approving building access requests. Access should be coordinated with other access requests to ensure multiple employees are not accessing the same space at the same time, and that overall occupancy levels are within acceptable levels to allow proper physical distancing.
4. All access requests and approvals must be recorded by name, date, time and location. These records may be important to assist public health with contact tracing in the event of a positive case or if we receive safety related inquiries from the Department of Labour. We suggest maintaining them on an ongoing basis and having them available should we need to request them from you.
5. To ensure reasonable compliance with guidelines established in approved RTC/R2R plans, swipe card access will continue to be monitored.

It's important for faculty and staff to understand that all building operational support activities such as disinfection, cleaning, HVAC, security, and waste management have been designed specifically to support approved RTC and R2R (Return to Research) occupancy levels and schedules. Accessing buildings outside of the approved RTC or R2R plans may result in increased health risks related to a lack of disinfection or proper ventilation.

Holiday Access

We expect there will be building access during the holiday closure by faculty and researchers **approved** to be on campus. However, access to buildings during the holiday closure, **if not required**, should be discouraged. This will support the management and prioritization of custodial services during this time. Please note the following points:

1. There will be no custodial and only skeleton security services on campus during the holiday break. We would appreciate it if any researchers who are not under pressure to return to their labs to conduct time-sensitive work delay their return until after the break. Time-sensitive work may include such things as cruise and field work preparation, and work on graduate research for which there is significant time-pressure for on-time completion.
2. Any researchers who return to campus must observe strict health and safety protocols. These include:
 - a. **Carefully following all health and safety measures specified in your approved R2R plans.**
 - b. **Minimizing activity in common areas: washrooms, corridors, stairwells, and elevators.**
 - c. **Removing all food/organic waste from the building when you leave.**
3. Essential services, such as animal care and building services *will remain in place*.

We understand how difficult it has been to work through this crisis, but we will be returning to our classrooms, labs and offices soon.