

John H. Daniels Faculty of Architecture, Landscape and Design
Resumption of On Campus Work
August 31, 2020

I. GUIDING VISION

This is a Stage III reopening plan, in line with Provincial guidelines for relaxing emergency restrictions on workplaces while maintaining physical distancing and limiting large gatherings of people in one place.

All of the Faculty's Fall 2020 classes will be online. However, it is important to ensure that students have access to the fullest range possible of the Faculty's services, whether they are online or on campus.

Following University safety guidelines, students will be able to access their labs and studios, and various divisional services such as student services, printing and plotting, plastic and wood fabrication, and business services. Student-facing services will deploy only part of their staff complement on campus, while the remainder will continue to work from home on a rotating basis. Additionally, on-campus service points will be protected with plexiglass shielding, physical distancing, and appropriate signage.

II. STUDENTS' RETURN TO CAMPUS

While classes are provided online this Fall, students will be able to access their labs and studios, along with all services, such as student services, digital fabrication, printing and plotting, and workshop services, provided that they adhere to physical distancing and safety protocols and can be supported with the reduced staff.

Access to studios will be moderated by a sign-up process. This sign-up process will be coordinated between faculty members and the Manager of Workshops and Building Services to ensure safe, effective, and equitable use of studio spaces.

Graduate students in research programs can access their offices if they adhere to physical distancing guidelines — only one student will be permitted to use a shared office at a time. The Faculty will establish a digital office sign-up sheet to coordinate this process.

Classroom sign-up sheets will also be established for students wishing to hold small group discussions.

III. THE GENERAL PUBLIC'S RETURN TO CAMPUS

The Faculty's facilities (located at One Spadina, Borden, and the Earth Sciences Centre) will be closed to the general public. To minimize unnecessary traffic, all on-site public events (public lectures, art and design exhibitions, etc.) and venue bookings by external organizations are cancelled.

Only delivery services and individuals invited to scheduled business meetings will be allowed onto the Faculty's premises. Invited visitors to the Faculty's premises (i.e., delivery services and business meeting attendees) will be expected to comply with signage, mask wearing, physical distancing, and other protocols itemized in Section VI.

IV. INGREDIENTS OF A COVID-19 PREPPED WORKSPACE

Measures will be put in place with respect to each ingredient (physical distancing, protective shields, signage, hygiene, masks, and HVAC systems). These measures are described below.

1. Physical Distancing

- All on-campus staff will be deployed at least two meters apart or will be separated by walls or high dividers.
- Signage will be posted throughout the Faculty's entrances and buildings to remind faculty, students, staff, and guests about COVID-19 safety guidelines.
- Floor stickers and signage will be deployed in elevators to indicate maximum occupancy and at each front-line service counter to organize line-ups in two-meter increments.
- Seats in common areas (lounges, studios, classrooms, the student commons) will be marked as available or not available or removed to enable physical distancing.
- Bathroom stalls and urinals will be marked as available or not available to enable physical distancing.
- There will be no restrictions on student locker allocations, but no two students may simultaneously be at their lockers within two meters of each other.
- The Dean's Office will admit visitors/guests and limit their number to one party at a time per administrative unit.
- Staff in public facing roles will be advised of where to position themselves and how documents or objects can be safely exchanged.
- Desks and chairs in studios and classrooms will be rearranged to restrict the number of people who can safely occupy these spaces in accordance with University guidelines.
- Signage/stickers will be posted to direct the flow of traffic. Circulation through narrow staircases will be controlled to limit the chances of interactions when moving through the building.

2. Protective Shields

- Protective shields and disinfectant stations will be deployed.
- Staff who will face students/clients at their counters will have protective shields/plexiglass barriers installed at their stations.
- Staff in public facing roles will be advised of where to position themselves and how documents or objects can be safely exchanged through barriers/shields.
- Installation of signage, protective barriers, and modifications of tasks will contemplate accessibility requirements and consultations will be made with the AODA Officer and Facilities & Services as required.

3. Signage

- COVID-19 prevention/precautions and COVID-19 assessment posters have been posted at entrances to the workplace. Before their return to campus, every staff member will be briefed by their manager about the measures contained in this document.
- Visitors and guests who forget physical distancing protocols will be verbally reminded by their host(s).
- Signage will be posted at entrances to communal staff spaces such as kitchens and lunchrooms to indicate maximum occupancy.
- Floor stickers will be deployed in elevators to indicate maximum occupancy.

- Floor stickers will be deployed at each front-tine service counter to organize line-ups in 6 feet increments.
- Seats in common areas (lounges, studios, classrooms, the student commons) will be marked as available or not available to enable social distancing.
- Signage will be posted at shared computer labs as a reminder to clean one's hands after using the equipment.
- Bathroom stalls and urinals will be marked as available or not available to enable social distancing.

4. Hygiene (Cleaning, Disinfecting, Handwashing)

- Hygiene stations will be deployed throughout the building. Each station will provide hand sanitizer, cleaning solutions, gloves and paper towels.
- High touch surfaces will be cleaned daily by central caretaking.
- While it is not possible to have caretaking clean a room or workstation after every session, individual faculty/staff members are free to clean and wipe their workspaces at whatever frequency gives them the most comfort. The University will provide cleaning materials and cleaning solutions.
- Handwashing and cough/sneeze etiquette posters are deployed throughout the building.

5. Face Masks

- As part of its commitment to providing a safe and healthy environment, the University has implemented a temporary [Policy on Non-Medical Masks and Face Coverings](#) requiring non-medical masks or face coverings to be worn indoors in all common-use spaces on University property.
- Two non-medical, reusable masks will be made available to every faculty, student and staff that wants one. Since Daniels is a small Faculty the face mask distribution protocol is simple: the face masks will be kept in ORSS and will be handed out to every eligible individual requesting them. These masks will be kept well into 2021, so there is no need to make a special trip just to pick up a mask.
- The Environmental Health & Safety (EHS) office will determine whether employees and students should be provided with the appropriate medical masks (N95 masks, surgical masks etc.) when working in specific environments, for example, some research labs and health care settings. Where physical distancing is not possible when conducting assigned work, employees will be provided with the appropriate masks based on EHS assessment of risk.
- For work in private offices, masks are not necessary if other precautions are in place, such as physical distancing or other protective measures. Masks are not necessary when just passing by a co-worker's station, as the transmission risk is negligible. However, masks are advised if two co-workers engage in a conversation, are less than two meters apart, and are not separated by a shield.
- Staff will be reminded that if they wear a non-medical mask while commuting, to change masks when arriving on campus.
- Staff who are required to use PPEs as part of their work will receive training/instructions on usage, maintenance and disinfecting/cleaning (for reusable PPE).

7. HVAC Systems

The University's HVAC strategy is based on a review of and alignment with relevant legislative requirements and credible industry guidelines, including Public Health Ontario, the Ontario

Building Code, the Centres for Disease Control and Prevention (CDC), and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).

ASHRAE, the CDC's and Ontario's primary authority on HVAC, has published COVID-19 guidelines for the industry (guidelines pertaining to air filtration, air flow, and the mix of recirculated air and fresh air), and the University has inspected and reviewed every building it operates to ensure that its physical plant is compliant with these guidelines.