



## **SCHOOL FOR STUDIES IN ART AND CULTURE (SSAC):**

### **Audio Visual Resource Centre (AVRC)**

### **COVID-19 INFORMATION, FALL 2021 for the Audio-Visual Resource Centre, St. Patrick's Building (SP), 4<sup>th</sup> Floor**

V1 – Edited August 19, 2021

#### **OVERVIEW**

Following the advice and guidelines of Carleton University and health authorities, The AVRC will be returning to regular operations on August 23, 2021 while adhering to strict safety measures. The responsibility to keep students, staff, instructors, faculty and guests safe is shared by everyone. Working together and following the guidelines laid out in this document will ensure a safe and welcoming experience for all.

#### **VACCINATION REQUIREMENTS FOR CAMPUS ACCESS**

Carleton is implementing [vaccination requirements](#) for campus access for fall 2021. More details regarding how to attest to your vaccination status will be made available once the system is in place. This attestation will not be required until the beginning of September. To assist individuals in getting the COVID-19 vaccine, Health and Counselling Services will be offering vaccination clinics with Pfizer vaccines on Tuesdays, Wednesdays and Thursdays from August 24 to October 7, 2021.

#### **BUILDING OPERATIONS**

##### **Campus and Building Access –**

When arriving on campus, you will notice that the way you move around campus has changed. Please follow all posted signage for designated entrances and exits, directional flow and physical distancing markers. All members of the Carleton community are required to wear a mask while indoors and hand sanitizer should be applied upon building entry. As of Monday, to access campus you must:

- ✓ Have completed the [COVID-19: Infection Prevention and Control Training](#) in Brightspace
- ✓ Fill in the [COVID-19 Screening Self-Assessment in cuScreen](#) each day before coming to campus.
- ✓ Check-in to your final destination (where you plan on being longer than 15 minutes) within a building using the [QR location code](#).

[cuScreen](#) is Carleton's new COVID-19 screening tool that will allow everyone to complete their [COVID-19 screening self-assessment](#) prior to arriving on campus, check in to designated locations by scanning [QR location codes](#) posted in buildings across campus, and [report symptoms](#) potentially linked to COVID-19.



### **Hours of Operation –**

The AVRC circulation/reception desk will be open Monday to Friday from 8:30-4:30. The AVRC will operate through an email booking system. We ask that students contact the AVRC (avrc@carleton.ca) to make an appointment, book rooms/study spots/computers, borrow material, etc. Drop-ins will be accepted for anyone needing to drop-off or pick-up items, or, for quick questions. The AVRC's waiting area has a COVID capacity max of 2 people.

### **Floor Access and Flow –**

The main stairwell and the single elevator in SP will be bi-directional (up/down) for people coming to and leaving the 4<sup>th</sup> floor. There are three additional stairwells that can be used as exits (down only). Please follow all posted signage. The main hallways will allow bi-directional traffic. Please do not crowd the hallways and allow as much physical space when passing others.

### **Access to AVRC –**

Students will enter and exit through the double-doored main entrance. Signage will guide visitors to the front desk where they will receive/return requested material, be shown to the appropriate space, etc. Students will be able to book study/consultation space in the AVRC's various rooms, with a total of 16 spots available as follows: AVRC Library (SP 460)—5 study spaces; Student Computer Lab and Lounge (SP 462)—2 computer workstations and 4 study spaces; Digitization Room (SP 433)—1 study space), Preview Room (SP 436)—2 viewing spaces; Tolley Collection Room (SP 452)—1 study space); Emond Collection Room (SP 454)—1 study space). *There will be no access to AVRC spaces outside regular hours of operation.*

\*Please note that all classrooms on the 4<sup>th</sup> floor of St. Pat's (SP 400, 412, 415, 417, 435) are managed through the University's central booking system and not through the AVRC. All rooms have posted capacities and must be reserved in advance.

### **Staff, Faculty and Instructor Access to AVRC –**

Department personnel will enter the AVRC through the back door, across from SP 444 and exit the AVRC through the single door beside SP 462. Please follow all posted signage. As an open and shared area, masks will be worn at all times and physical distancing and capacity limits will be maintained. The AVRC has a COVID capacity max of 10 people.

### **Food & Beverage –**

No food or beverage will be permitted in common areas, shared spaces or classrooms. Bottled water is acceptable. Please bring your own bottle. Water refill stations are available around campus.



## PREVENTATIVE MEASURES

### Entrance Guidelines –

All individuals attending the university will be required to “check-in” and conduct daily screening through online form or check-in application. Most current screening and check-in requirement will be posted on the COVID-19 website at [www.carleton.ca/covid19](http://www.carleton.ca/covid19)

### Distancing –

Physical distancing of 2m must be maintained at all times. Based on local health authority recommendations, we will be limiting the number of people allowed in any given space. Please abide by any posted signage regarding maximum capacity of spaces.

### Individual Hygiene Guidelines –

All building visitors are required to bring and wear a mask, frequently wash hands, distance, and not enter the building if feeling unwell. Hand sanitizer will be available throughout the building and floor.

### Cleaning –

For shared spaces cleaning supplies and hand sanitizers will be available in each room. Users must clean any surfaces that they used before leaving.

- Custodial staff will clean internal departmental spaces once per week.
- Employees are responsible to wipe down their personal workstation (including desk surface, chair, keyboard, computer peripherals, etc.).
- High-touch shared equipment within departmental spaces such as photocopiers and computer peripherals are not cleaned by custodial staff and should be wiped down by every user with a disinfectant wipe before and after use.

**IMPORTANT:** All department waste and recycling will now be collected from one centralized location in the main foyer on the 4<sup>th</sup> floor. Please take your waste and recycling to the centralized location.

## QUESTIONS/ADDITIONAL RESOURCES

If you have any questions about this document or any COVID-19 protocols for the 4<sup>th</sup> floor of St. Patrick's Building, please contact the Kristin Guth, School Administrator at [kristin.guth@carleton.ca](mailto:kristin.guth@carleton.ca).

More information can be found on the Safe Return to Campus website <https://carleton.ca/covid19/safe-return-to-campus/> and the COVID-19 health and safety website <https://carleton.ca/covid19/health-and-safety/>.