



Carleton
UNIVERSITY

Canada's Capital University

*Academic
Return to Campus Plan*

For

Department of Political Science

Approved: xxxx 2021

Version 1

Department Priority

The Department of Political Science strives to offer high-quality teaching and student support services in an environment still shaped by the COVID-19 pandemic. In Fall 2021, our teaching will be partly online, partly face-to-face. Student advising services in the Department will be accessible in both formats, subject to restrictions outlined below. The health and safety of our staff, faculty, and students has been our overarching priority in drafting this return to campus plan.

Assumptions:

- The pandemic situation in Fall 2021 is difficult to predict. While it is conceivable that many public health restrictions can be lifted, a resurgence of the virus cannot be ruled out. This return to campus plans errs on the side of caution by assuming the continued presence of the virus in the community. It is not designed to deal with a large fourth wave of COVID. Should this occur, we expect the university to return to online operations, in line with applicable health regulations.
- Vaccination of the University community will continue to be underway and information regarding access and the benefit of vaccines will be disseminated to the community.
- The University will be operating with limited face-to-face services until it is deemed safe by public health authorities to lift restrictions.
- There will be no gatherings that exceed maximums set by public health regulations.
- Limited face-to-face course instruction will begin in Fall 2021 for some smaller courses. Other courses (especially, but not only, larger lectures) will continue to be offered online.
- The University has implemented physical distancing protocols throughout campus and has ordered the necessary supplies to operate (plexiglass, gloves, masks, hand sanitizers, etc.).
- Academic departments such as the Department of Political Science will be operating on campus to support student needs.
- We encourage face-to-face meetings to be held by appointment only. However, drop-ins will be accepted for student advising to avert – or respond to – crisis situations. The departmental office will be open for faculty members, contract instructors, students, delivery persons, or others that need to drop off or pick up items, or have questions.
- In line with university rules, the Department of Political Science has created a flexible schedule to reduce the number of employees within the departmental space at one time.
- The Department will operate during University business hours for academic departments, Monday to Friday, 8:30 am to 4:30 pm. It will be closed for lunch between 12:00-1:00 pm.
- 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

- In the event of a local outbreak or a provincial shutdown/lockdown, operations will rapidly switch over to a remote service delivery model.
- All Carleton University community members and visitors are expected to follow University policies and guidelines. For the fall term, we encourage limiting visitors to required only, so that floor and building limits are available for students, staff, and faculty.

Fall 2021

It is anticipated that the assumptions identified above will continue to impact operations and service delivery throughout the Fall 2021 term. Due to the unknown trajectory of the COVID-19 pandemic, Carleton University will be operating under the additional assumption that public health measures will continue to be required either partially or fully into the fall term.

Facilities

- A plexiglass **barrier** will be installed at the department's service counter in B640 Loeb Building. For those areas where barriers are not used, physical distancing measures of a minimum of two (2) metres will be implemented. This will be supported by signage.
- **Capacity limits** have been identified for each of the offices and department spaces. For those areas that are shared/common spaces, the capacity limit has been posted and communicated to department personnel. The capacity limits for the following areas are:
 - Faculty, staff, contract instructor, and visiting scholar offices – 2
 - Main departmental office (open administrative space) – 3 (including max 1 student/visitor waiting in the reception area)
 - Photocopier room (B648) and mail room (B640B) – 1 (no long-term presence in these rooms allowed)
 - Graduate student offices – A601: 6, A609: 8, A611: 2, A615: 8, A637: 8, B643: 2, C660: 2, D680: 6
 - Department Lounge (C666) – 4
 - Boardroom (A631) – 4
- **Staff workspaces** have been reviewed. Their configuration meets physical distancing guidelines.
- A **cleaning protocol** has been developed by the department to support regular internal office cleaning throughout the term.
 - The reception counter will be cleaned every morning prior to use. All unnecessary items will be removed. Plexiglass will be cleaned, and its stability will be verified before opening. Signage will be reviewed to ensure

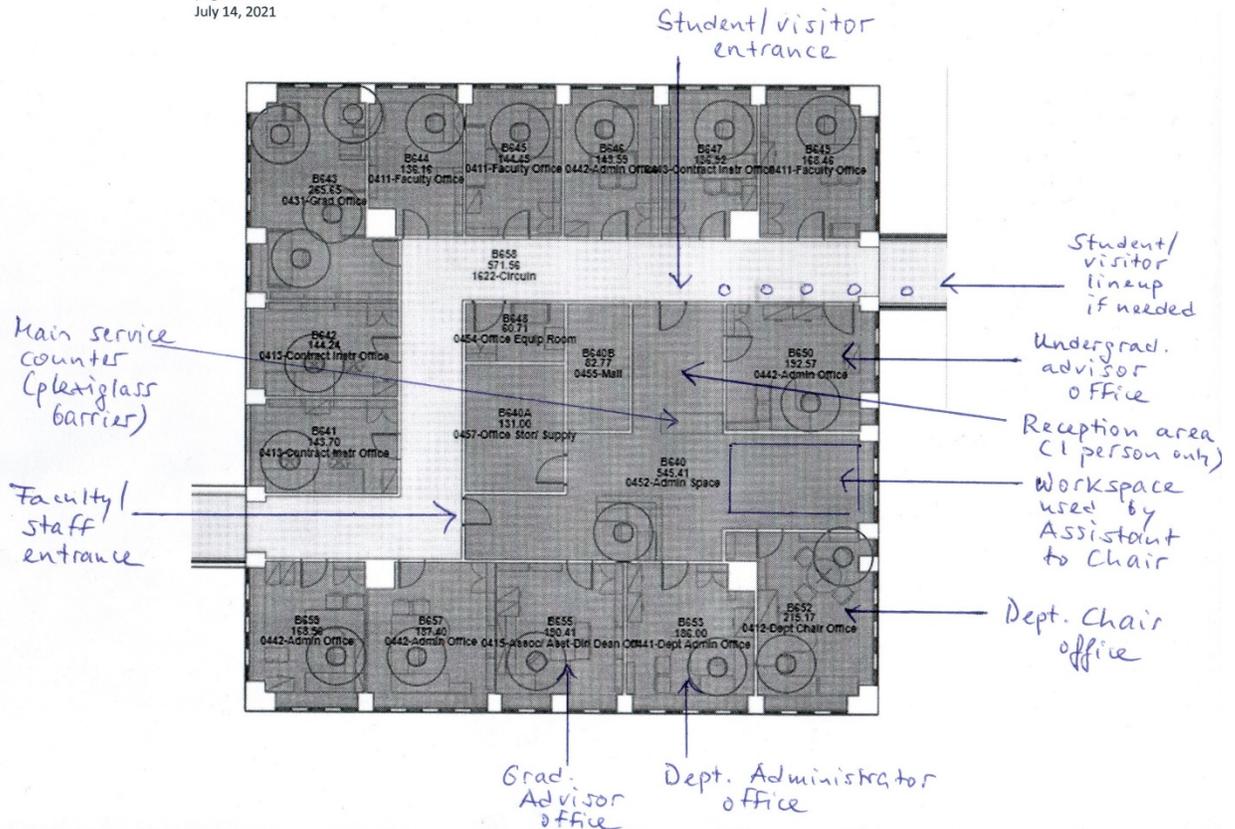
it has not been tampered with. Hand sanitizer will be checked to ensure adequate supply available. Any additional equipment needed for the day will be gathered and put aside.

- Needed supplies, including wipes and cleaning solutions have been procured and are readily available to personnel for both routine cleaning and as-needed cleaning. Supplies will be regularly monitored and restocked if needed, to ensure adequate supply is maintained. We currently have the following supplies available for our department; these were ordered in July 2020 and have been in a storage room (Loeb B640A) in the main office since that time.

Supply order for return to work	# ordered	Size	cost
Posters			
Social Distancing			
1 birds	5	8.5x11 removal vinyl	free
2 birds	5	8.5x11 removal vinyl	free
Warning !	10	8.5x11 removal vinyl	free
Staff entrance only	1		
Student entrance only	1		
Please only 1 person in at once	3		
Floor Decals:			
Footprint	10	8.5x11 removal vinyl	free
Please stay 2M from this work place	10	8.5x11 removal vinyl	free
Nitrile Gloves			
9" L	1 box		free
9" M	1 box		free
Masks	4	pack of 50	free
Papertowels brown roll	2		1.13 each
Plexiglas Barrier 52 1/2W x 39 1/4 h with 18' Ft	1		free
Personal Care Kit	60		free
Hand Sanitizer - 1 Pump	2		free
Personal hand sanitizer	50	500 ml	\$17.00
Disinfectant wipes	6	200 wipes pop-up dispen	\$13.25
Disinfectant Spray	6	Purell 946 ml	\$33.29
Red Tape	6 rolls ?		Canadian Tire

- **Shared workspaces** in graduate student offices are to be disinfected before use or as needed. Disinfectant spray or wipes will be provided in these offices.
 - **Shared and common spaces**, especially the Departmental Lounge (C666) and the photocopier room (B648), are to be cleaned after use. Disinfectant spray or wipes will be provided in these rooms.
 - **Department waste removal** will be completed by department personnel, as needed, and moved to a centralized location.
 - Staff will be encouraged to clean personal space, at the start and end of their workday.
 - Personnel will be required to wash or sanitize their hands before/upon entry.
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- **Signage** will be posted throughout the office and in waiting areas before the beginning of the fall term to support physical distancing; to identify traffic flow; and to indicate to the community what is expected within that department space.
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- **Entry and exit procedures** into the main departmental office have been developed.
 - Students and other visitors will enter and exit the main office only through the main entrance (opposite B657). Only one person will be allowed in the reception area at one time.
 - Lineups in the hallway outside the main office will be reduced through adoption of the Qless appointment system for undergraduate advising. Should people be waiting in the hallway, they will be instructed to stand by the wall and in 2m distance to allow others to move past them. Appropriate signage will be installed.
 - Staff working in the main office, as well as faculty members, will enter and exit the main office through the back entrance (adjacent to B647), using their keys. The door to this entrance will remain closed. Procedures have been communicated to department personnel; signage will be installed.

- A **diagram/layout** of the department space is available below.



Staffing

- **Administrative and Support Staff:** Office staff will work on an adjusted schedule that combines work from home and work from the office. Administrative staff will alternate schedules in order to maintain operational hours (8:30 – 4:30) based on University business hours.
 - The Departmental Administrator will be on campus three days a week (Mondays, Wednesdays, Fridays) and will work from home on two days.
 - The Assistant to the Chair will be on campus two days a week (Tuesdays and Thursdays) and will work from home on three days.
 - The Graduate Administrator will be on campus five days a week, with adjusted work hours (8:00 am to 4:00 pm) on Mondays, Tuesday and Wednesdays.
 - The Undergraduate Administrator will be on campus three days a week (Monday to Wednesday), and will work from home on two days.
 - The Special Projects Administrator will work from home in the Fall term.

- The following diagram visualizes this schedule.

	Mon	Tue	Wed	Thu	Fri
Departmental Administrator	C	H	C	H	C
Assistant to Chair	C	C	H	C	H
Graduate Administrator	C	C	C	C	C
Undergraduate Administrator	C	C	C	H	H
Special Projects Administrator	H	H	H	H	H

C = work on Campus; H = work at Home

- Faculty members may use their campus offices. They are encouraged to conduct office hours in a virtual format, and to hold face-to-face meetings by appointment only.
- Due to limited office space, contract instructors will be encouraged to hold office hours in a virtual format from their home office. Contract instructors can request use of our contract instructor and visiting professor offices, subject to availability of space. These requests will be reviewed and approved by the Departmental Administrator.
- Shared offices for graduate students will be accessible subject to the capacity limits mentioned above. A schedule and a booking system for office access will be managed by the Graduate Administrator. Graduate students serving as Teaching Assistants will be asked to hold consultations with students in a virtual format. Graduate student offices must not be used for this purpose.
- All members are required to abide by regulations and University policy regarding COVID-19 screening requirements, including utilizing the screening tool prior to attending campus. This is required daily when attending campus. Current and most up-to-date screening requirements will be posted on Carleton's COVID-19 website. Any member or visitor that fails the COVID-19 screening, is not to attend campus and is to follow appropriate University and/or health authority protocols.
- All members are also required to conduct passive COVID-19 health screening at building entry points to ensure there has been no change in their response to screening questions. Any member that fails the COVID-19 passive health screening posted at building entry points, is expected not to enter the building, immediately self-isolate and advise their supervisor. A report via the centralized reporting system for "COVID-19 Illness Tracing" is to be completed by the staff member or their supervisor upon the report.
- In the case of illness, the affected personnel member is expected to call in sick and seek medical attention as per University Policy.
 - If the individual becomes sick while at work, they are expected to immediately leave campus and call their supervisor to report their absence.

Operations

- All administrative staff and faculty have been directed and will complete online COVID-19 infection prevention and control training prior to their first day back on campus.
 - This will be verified by the week prior to the department's return.
 - We do not anticipate any issues with the completion of training within our department.
- Communication to all department members will be provided through email regarding all procedures and protocols. The Return to Campus Plan will also be distributed, as well as all University guidelines and protocols.
- In open and shared areas, masks will be worn at all times in accordance with University policy.
- While at work, all personnel will maintain two (2) metres of physical distancing at all times.
- The departmental front desk will be monitored by the Departmental Administrator and the Assistant to the Chair. One of these staff members is scheduled to work on each day.
- Hours for graduate and undergraduate advising have been set as follows. Scheduling will occur through QLess (undergraduate advising) or email (graduate advising).
 - Undergraduate advising: Mon-Wed mornings: By appointment (face-to-face or online), Mon-Wed afternoons: Walk-ins (face-to-face), Thu: By appointment (online only), Fri: No advising
 - Graduate advising: Mon-Fri mornings: Walk-ins (face-to-face), Mon-Fri afternoons: by appointment (face-to-face or online)
- In-person advising appointments with students will be conducted with masks and will maintain a two (2) metre distance between each individual.
 - Visitors will be asked to use hand sanitizer upon arrival.
 - Virtual meetings will be requested for any visitors that are not able to wear a mask.
- Faculty members, contract instructors and teaching assistants will be encouraged to hold office hours in an online format. If face-to-face meetings with students are arranged on appointment, the rules for advising appointments will apply.
- Department meetings will be conducted in an online format.
- MA thesis defences or PhD proposal defences will be conducted in an online format, unless other instructions are issued by the Faculty of Graduate and Postdoctoral Affairs (FGPA).
- In the event of a confirmed COVID-19 case that has attended the department space, Facilities Management & Planning (FMP) and Environmental Health & Safety (EHS) will be notified for support.

NOTE: Service levels may be modified by management during any of the identified phases, as needed, based on the current situation and guidelines as provided by the University and by Public

Health Authorities. Considerations or accommodations may be required for any personnel considered high risk and/or if space limitations exist. Personnel may also be authorized to continue to work remotely as HR policy dictates and upon authorization by management.