



SCHOOL FOR STUDIES IN ART AND CULTURE (SSAC): MUSIC COVID-19 INFORMATION, WINTER 2022 for Loeb Building, Floors 8 & 9, Tower A

V2 – Edited February 4, 2022

OVERVIEW

Following the advice and guidelines of Carleton University and health authorities, SSAC: Music will be returning to regular operations on February 7, 2022, 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

All individuals who are coming on to campus **must attest to being [fully vaccinated](#)**. Drop-in vaccination clinics are available at any [community clinic, pop-up clinic, or neighbourhood vaccination hub in Ottawa](#). All individuals participating in in-person activities at Carleton will be required to upload their enhanced vaccine certificate or equivalent document(s) that provide proof of vaccination through [cuScreen](#).

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 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.



Administrative Office Hours –

The Music Main office in A911 Loeb will be open Monday to Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. We request that appointments are made in advance to meet with any member of our staff. We will offer both virtual and in-person appointments as needed. Drop-ins will be accepted for anyone needing to drop-off or pick-up items, or, for quick questions. The A911 waiting area has a COVID capacity max of 2 people (marked with 'stand-here' stickers). NOTE: A911 LA may only be accessed by the Music Program Coordinator. Please contact music@carleton.ca if you need supplies or items from this office, and do not enter without permission.

Floor Access –

The Music floor (9th floor Loeb Tower A) will be open Monday to Thursday, 8:00 AM to 10:00 PM, Friday 8:00 AM – 4:00 PM. Masks and physical distancing are required at all times, with a few special exceptions for masks noted below *. We ask all students and instructors to arrive on the floor no more than 10 minutes in advance of the scheduled class/lesson, and promptly depart the floor afterwards to alleviate any congestion in the limited space around offices, classrooms, and practice rooms.

There is one elevator that services the 9th floor of Loeb, situated between towers A and B. Elevator priority will be given to students/visitors with instruments and equipment (by way of signage). The stairwell in front of the 9th floor elevator will be for entry only. The stairwell across the 9th floor, past A901 and beside the single washroom will be exit (down) only. The main 9th floor hallway (in front of A900) will be bi-directional, with limited seating available. All people in the office hallway must make room for anyone moving from area to area as the hallway is not wide enough for safe distancing. The u-shaped hallway on 9th floor that goes around the practice rooms will be 1-way flow from A916 (entry) around u-shape to A939 (exit). The 8th floor hallways will be bi-directional.

Classrooms and teaching spaces – All rooms have posted capacities and must be reserved in advance. Performance lessons must be scheduled through the Music Program Coordinator music@carleton.ca.

- **A900** Capacity for lectures/seminars = 30, Capacity for ensembles/performance = 12. *For ensembles/performance, one everyone is seated, masks can be removed when singing or playing instruments while physical distancing of **3** meters (9 feet) is maintained.
- **A916** Capacity for lectures/seminars = 9, Capacity for ensembles/performance = 6. This room can be reserved for one-on-one lessons, with physical distancing of **3** meters (9 feet) maintained at all times. Once everyone is seated, *masks can be removed when singing or playing instruments.
- **A931** COVID CAP for lectures/seminars = 5, COVID CAP for ensembles/performance = 2. Can be used for one-on-one lessons, with physical distancing of **3** meters (9 feet) maintained at all times. Once everyone is seated, *masks can be removed when singing or playing instruments.



Practice rooms (A917, 925, 937, 939, 901, 901A) –

The department is allowing Bachelor of Music students who do not have access to their specialty musical instruments to use the **one-person-at-a-time** practice rooms and practice booths that exist on Loeb 9. Practice rooms can be reserved between 8:00 AM and 10:00 PM Monday to Thursday and 8:00 AM – 4:00 PM Fridays. Permission is required from the Supervisor of Performance (John Higney) and space must be reserved in advance through an online booking system. Cleaning supplies will be provided in each room, and users must clean surfaces they have touched before leaving. Students must wear masks at all times, up until they are alone in the assigned practice space, *then masks can be removed. Only one person allowed is allowed in each practice room. NOTE: Fenn Lounge and the Jacob Siskind Music Resource Centre (ML 503) are unavailable in Winter 2022.

Staff, Faculty and Instructor Office Access –

Staff and faculty will have full access to their assigned offices. Contract Instructors can arrange for office access through the School Administrator. If you are alone in your office, you may *remove your mask while working. All offices have been assessed and have a COVID capacity max of 2 people. If you invite someone into your office, both people must wear masks and maintain a physical distance of 2 meters (6 feet). Please do not enter other faculty or staff offices without permission.

Graduate Student Office Access –

Graduate students and teaching assistants can arrange for space in two rooms (A830 and A832 LA) through the Graduate Administrator kristopher.waddell@carleton.ca. These offices are shared spaces with capacity limits. Masks must be worn at all times and users will be assigned specific desks. All rules in the document apply to graduate students using Music spaces.

Meeting with Students in Offices –

In-person appointments with students must be conducted with masks and with maintaining a 2-metre distance between each individual. Room capacities must be respected (2 max per office). Visitors will be asked to use hand sanitizer upon arrival. **Virtual meetings shall be requested for any visitor unable to wear a mask.** Please monitor any lineups outside office doors and ask students to return at a specific time to avoid crowding the hallways. Faculty, staff, and instructors may be able to reserve A916 or A931 if more space is needed. Contact music@carleton.ca for any space requests.

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. A water refill station is available beside the 9th floor elevator. For staff and faculty – the small fridge in the mailroom is available. Food and drink may be consumed in your own office.



PREVENTATIVE MEASURES

Distancing in common and shared spaces –

Physical distancing of 2m or 3m (for ensembles/performance) 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 offices (mailroom, kitchen, graduate spaces, instructor offices, specialty rooms) 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 such as main offices, graduate offices and teaching assistant offices 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 offices and departmental spaces such as photocopiers, fridges and microwaves are not cleaned by custodial staff and should be wiped down by every user with a disinfectant wipe before and after use.
- Individual office spaces are cleaned by custodial staff with varying frequencies depending on serviceability. If you need cleaning supplies, please contact ssac@carleton.ca.

IMPORTANT: All department waste and recycling will now be collected from one centralized location in the main foyer on the 4th floor. **Custodial Services will no longer empty garbage bins in individual offices.** 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 Loeb Building, please contact the Kristin Guth, School Administrator at 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/>.