



SCHOOL FOR STUDIES IN ART AND CULTURE (SSAC) COVID-19 INFORMATION, Winter 2022 for St. Patrick's Building (SP), 4th Floor

V3 – Edited February 4, 2022

OVERVIEW

Following the advice and guidelines of Carleton University and health authorities, SSAC 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 SSAC Administrative Office in 423 St. Patrick's will be open Monday to Friday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 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. Please note the 423



SP waiting area is closed and only those whose offices are in this space can enter the area. All visitors will be asked to wait outside 423 at the welcome table (behind plexiglass).

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 4th 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.

Classrooms –

All classrooms on the 4th floor of SP are managed through the University's central booking system and not through SSAC. All rooms have posted capacities and must be reserved in advance.

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).

Graduate Student Office Access –

Graduate students can arrange for study space 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 SSAC spaces.

Meeting with Students –

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, instructors and teaching assistance can reserve 472 SP to meet with a student if more space is needed. Contact ssac@carleton.ca to book 472 SP.

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. For staff and faculty – the kitchen (419 SP) is available but the lunchroom (420 SP) is closed for Winter 2022. Food and drink may be consumed in your own office.



PREVENTATIVE MEASURES

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 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 4th floor of St. Patrick's 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/>.