

Arts and Humanities Return to Campus Plan

Executive Summary

This document is to serve as a guide for faculty, graduate students and staff to be able to return to campus. It is the expectation that this plan will require revision as conditions change or unintended consequences reveal themselves.

Goals

Goal 1: Safety of our People

Goal 2: Fulfilling our societally critical missions

Goal 3: Safeguarding our reputation

Our primary goal is the safety of our people. This includes both their actual safety and their perception of being safe. Ultimately, reducing the risk of person-to-person transmission of COVID-19 will be the focus going forward and the considerations below are aligned with the Universities University's recommendations on how to do so.

The first level of protection reduces risk by limiting the number of people present in the workplace at any one time. Working remotely remains an option for those faculty, staff and students who can do so without a negative impact on their work. The fewer people on campus the better because it minimizes the overall risk to people who are required to be on campus to complete their work.

Completing the Return to Work Questionnaire available on the Western HR website is mandatory for each visit to campus regardless of the duration.

Where physical distancing isn't possible, engineering controls, including the installation of plexiglass barriers to separate people, will provide an important second level of protection. Forward-facing locations where students, faculty or other members of our community enter office spaces will be the priority for most Departments.

The third level of protection uses administrative controls such as rules and guidelines to keep people physically separated. Signage and posters are being installed across campus for elevators, dining areas, shared spaces and washrooms, to name a few examples. Simultaneous sharing of closed office spaces is not recommended or supported by the Faculty. Rotating schedules and assignments will be developed by Departments for shared spaces where applicable.

When the first three levels of protection aren't enough to control people's risk, the fourth and final level of protection is PPE. Non-medical masks, when worn properly, can reduce the spread of one's own respiratory droplets. Supplies are limited and those responsible for procurement are managing orders on a case by case basis as the return to campus phases move forward. Each Department will be required to centralize orders with their administrative support staff.

The expectation is that faculty, staff and students will take responsibility to ensure that they follow the guidelines within this framework to keep themselves and our community healthy and safe.

Arts and Humanities Return to Campus Plan

This document is to serve as a guide for faculty, graduate students and staff to be able to return to campus. It is the expectation that this plan will require revision as conditions change or unintended consequences reveal themselves.

When permitted, and in accordance with the staged return being conducted by the University, the plan for the Faculty of Arts and Humanities to return to campus in order to serve students, partners and stakeholders will follow a handful of guiding principles developed to achieve the following goals.

If anything in this plan conflicts with Federal, Provincial or University guidelines or recommendations related to COVID-19, those guidelines or recommendations shall prevail.

GOALS

Goal1: Safety of our People

Goal2: Fulfilling our socially critical missions

Goal3: Safeguarding our reputation

Our primary goal is the safety of our people. This includes both their actual safety and their perception of being safe.

PRINCIPLES

Subsidiarity: Decisions are best made by those closest to the coal face, as long as these decisions are also local in impact.

Mental Habits:

We must adapt to a safety mindset that aligns with the current situation. New habits and behaviors will need to be developed and formed through communication, education and persistent reinforcement.

Scientific Principles:

In the current pandemic we must proceed BOTH by minimizing the probability of transmission between people AND, in the event that this is ineffective, at least ensuring that people are exposed to as few other people as possible.

Minimizing Probability of Transmission:

We can minimize the probability of transmission with the right physical distancing, the right protective equipment, the right cleaning protocols, and the immediate and frank disclosure of information.

Minimizing transmission through individuals clustering together:

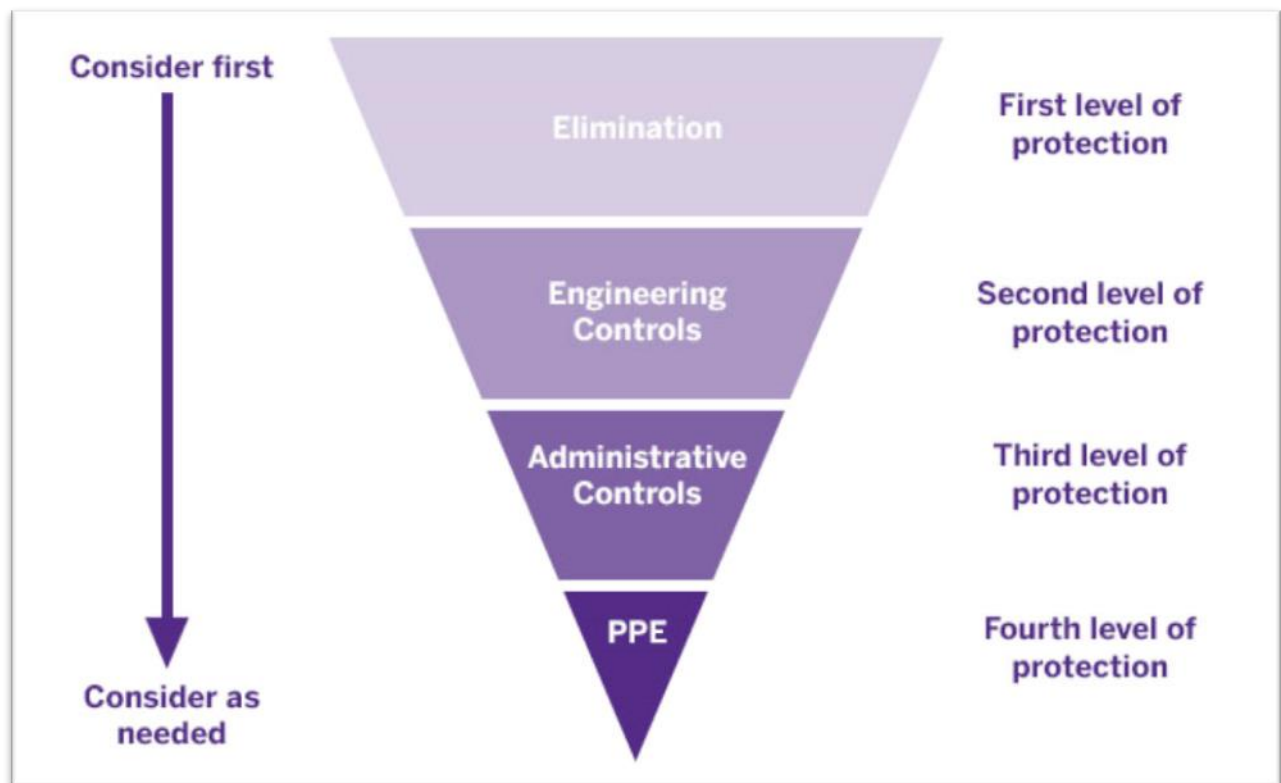
By keeping to well defined 'tracks' and minimizing the use of social space we can reduce the number of distinct individuals to whom we physically come in contact. This will reduce the potential for a large outbreak and make contact tracing easier in the event that this is needed. Much of the remainder of the plan is designed around this objective.

Openness and Honesty:

We must be open about our health status and honest with ourselves if we feel we are not safe to go to work because we are feeling ill. Contact tracing requires an honest recollection of who we came into contact with, where and when – and this is facilitated by regular, minimal, and unvarying routines.

General Planning

Each member of the Faculty is expected to have unique personal situations that will impact their willingness and/or timing of their eventual return to campus. Being flexible to the needs of our members as well as keeping Goal 1 (Safety of our People) the priority, there are several areas to address as we return. Ultimately, reducing the risk of person-to-person transmission will be the focus going forward and the considerations below are aligned with the University's recommendations on how to do so. The image in Figure 1 depicts this model using COVID-19 specific controls.



1. The first level of protection reduces risk by limiting the number of people attending the workplace. Western's phased return does just that, allowing units/faculties to permit employees who must return to campus to have a gradual, rotational, and periodic presence on campus.

- Completing the Return to Work Questionnaire available on the Western HR website is mandatory for each visit to campus regardless of the duration.
- The initial stages of return will be voluntary and occur over the course of the summer with the intention of ramping up into the fall.
- For members with underlying health concerns, including mental health conditions, accommodations may require the support of Rehab Services. If that is the case, you should work with your HR Supervisor to navigate that support.
- Working remotely remains an option for those faculty, staff and students who can do so without a negative impact on their work. This approach falls under the assumption that less people on campus minimizes the overall risk to those who are required to be on campus to complete their work.
- Time on campus should be limited to a level deemed necessary to complete one's work.

2. Where physical distancing isn't possible, engineering controls like installing plexiglass barriers to separate people are an important second level of protection. Western is reviewing several areas of campus where installing plexiglass will help prevent the spread of the virus.

- The Faculty is working with Facilities Management (FM) and has assessed each high-traffic area for proper traffic flow patterns through those areas as well as physical barrier requirements. This work is being prioritized by FM according to the Phased Return to Campus developed by the University and is expected to be completed prior to September.
- Forward-facing locations where students, faculty or members of our community enter office spaces are the priority for most Departments.
- Special consideration be given to the specific requirements of the work being done in studio spaces, labs or general-use classrooms.
- Faculty and staff will be expected to continuously clean high touch areas and the immediate area surrounding their working environment. Disinfectant wipes and hand sanitizer will be made available to complete cleaning of these surfaces after use. Examples of high-touch surfaces are electronics, keyboards, office equipment, and studio equipment.
- Physical distancing measures are expected to be observed in all areas and buildings of the Faculty. Signage has been posted near elevators, washrooms and other common spaces regarding the correct safety measures that should be taken in each instance.
- FM has installed signage and floor stickers to remind everyone of social distancing requirements and correct traffic flows which are expected to be followed for the safety of all faculty, staff and students.

- Excess seating in common areas and lounges will be removed and stored as a measure to maintain occupancy limits and social distancing requirements. Where required, fixed seating has been tied down by FM to ensure that only available seating is used.

3. The third level of protection uses administrative controls such as rules and guidelines to keep people physically separated. Western is working with a global architectural and space planning firm to inform our guidelines, signage, and wayfinding. Signage and posters are being installed across campus for places like elevators, dining areas, shared spaces and washrooms.

- Common areas like kitchenettes or lunchrooms and shared equipment like coffee machines will not be available for the foreseeable future since available resources will be used to focused on classrooms, restrooms and other high touch surfaces.
- To manage the overall capacity for workspaces, a scheduling system is in place for Departments where required and will be communicated as such. Otherwise, workspaces or areas will be assigned and scheduled by Department support personnel. The schedule will be monitored at a department level to ensure that traffic does not exceed the capacity recommended for each space.
- Simultaneous sharing of single occupancy closed office spaces is not recommended or supported by the Faculty. Keyboards, desks, computer mice, chairs and other high-touch surfaces are considered areas of risk for transmission by public health experts.
- Graduate student space, already in short supply, will be further reduced which will create pressure on availability.
- There is a high possibility that the Faculty will not be able to facilitate the lending of equipment out to students. The equipment is considered high risk due to contact with a person's face (camera) or proximity to their mouth (microphone). The Faculty will continue to seek guidance on this topic from the Health and Safety experts on campus.

4. When the first three levels of protection aren't enough to control people's risk, the fourth and final level of protection is PPE. Non-medical masks, when worn properly, can reduce the spread of one's own respiratory droplets.

- Personal Protective Equipment (PPE) is being procured centrally and is available to order through the Dean's Office. Hand sanitizer, disinfectant wipes and—until University supplied face coverings are being distributed by each Department to all faculty, staff and graduate students.
- Supplies are limited and those responsible for procurement are managing orders on a case-by-case basis as the return to campus phases move forward. Each Department will be required to coordinate orders with their administrative support staff.
- Western requires the use of non-medical masks/face coverings in the presence of others and in common and shared spaces on campus. These act as a personal hygiene measure to protect others from potential infectious droplets. If you have

- any questions or concerns about face coverings, please discuss them with your leader/ supervisor.
- Members may bring their own face covering from home rather than wearing a University-supplied face covering.

Local Considerations and Safety Plan

STAFF, FACULTY GRADUATE TRAINING AND HEALTH PROTOCOLS

Prior to coming back to campus, faculty, staff, graduate students, and researchers must complete the following training:

- View the eight-minute **COVID-19: Return to Campus Essentials** training module video on OWL. (mandatory, watch and check the box confirming you've watched the training video.)
- Complete the '**Return to Campus**' questionnaire before each work shift/visit to campus. The questionnaire is accessed by logging in to **My Human Resources**.
- You do not need to complete the questionnaire if you are feeling sick. Just complete the **Absence Notification Tool** and notify your supervisor.
- Practice **physical distancing**. When possible, stay two metres, or six feet apart.
- Western requires the use **of non-medical masks/face coverings** indoors in the presence of others and in common and shared spaces on campus. Should you require a non-medical mask/face covering, contact your Department administrative support.
- Wash hands thoroughly and often and avoid touching your face.
- Complete orientation of new practices that may be specific to your Department outlined in this procedure by the faculty or staff overseeing the area. For example, please connect with the Technician in charge of the studio lab in Visual Arts.

HEALTH AND SAFETY RESPONSIBILITIES

Supervisors

- Submit requests for return to campus to the Department Chair and/or Dean
- Provide orientation through a written plan and ensure all staff returning to campus have completed the required training.
- Enforce all criteria within this plan.
- Ensure appropriate hand hygiene and surface disinfection supplies are provided for workers.
- Physically visit and inspect spaces within your Department or area on a monthly basis:
 - to identify hazards as per the Occupational Health and Safety Act; and,
 - to ensure the adequacy and adherence to this workplan.

Faculty and Staff

- Follow all guidance within this plan.
- Notify their HR supervisor, Department Chair or Dean if supplies are not sufficient to maintain hand hygiene and surface decontamination requirements.
- Notify their HR supervisor, Department Chair or Dean if any issues are discovered while working that may conflict with the overall goals and objectives of this plan.
- Stay home if they are feeling ill, and report all illnesses to their HR supervisor, Department Chair or Dean.

Students

- Follow all guidance within this plan
- Work from home when possible.
- Notify faculty or staff in their respective Department if PPE supplies are not sufficient to maintain hand hygiene and surface decontamination requirements.
- Notify faculty or staff in their respective Department of any potential safety hazards that are discovered while on campus.
- Should not to come to campus if ill, and report all illnesses using the student absence notification tool.

OTHER HEALTH PROTOCOLS

Hand hygiene should be performed regularly throughout the day. At minimum faculty, staff and students shall wash hands or perform hand sanitization when:

- They enter or leave a new space.
- If required to wear gloves in an area, when they remove gloves.
- After using shared equipment.

If hands are soiled (dirt, debris, oils, grease, and other contaminants), hand sanitizers will not be effective. Use soap and warm water in these cases.

[REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS](#)

USE OF COMMON AREAS

- Elevators
 - Maximum occupancy of elevators is posted outside of the elevators.
- Stairwells
 - Can be used to go up, and down.
 - Individuals descending will have priority in stairwells that are too narrow for two-way traffic.

- Copier Areas
 - Departments to ensure that sanitizer and disinfectant wipes are kept close to each copier so that users can clean their hands and the machine after each use.
- Mail Room(s)
 - Hand sanitizer and disinfectant wipes to be provided for users accessing mailboxes.
 - Stevenson, Lawson Secure Mail Room
 - University College Dean's Office
 - WIRB
 - VAC, 200
 - Mail room areas should be limited to only person at a time.
- Lunchroom(s)
 - Staff lunchrooms are to remain closed pending review.
 - Eateries will be available on campus at designated locations.
- Kitchenettes, Coffee Stations, other beverage or food points etc.
 - **When opened for use** – users are required to keep these tidy and to wash hands thoroughly before and after use.
 - Cleaning should include common touch surfaces such as counter handles and taps with a soapy cloth or a disinfectant wipe.
- Personal Protective Equipment (PPE)
 - Hand sanitizer and wipes will be placed throughout the buildings. Please take only what you need since supplies are short. Stock shortages should be reported to your Departmental support staff.

USE OF SHARED OFFICE SPACES

- Graduate Student Offices
 - The risk of transmission of COVID-19 is believed to be higher the longer one spends in an enclosed space with others who may be infected, even when one is physically distant from them. Limiting time in such an environment will mitigate the risk.
 - Based on maximum occupancy rates, graduate students may share a physical space on a rotating basis. More clearly, if two people share an office, they are expected to limit use to their own designated area and belongings within the shared space. No sharing of phones, keyboards, etc. is permitted.
 - Exceptions may occur where students are otherwise related and/or share a living space off campus. These scenarios will be handled on a case by case basis by the Department.
 - Schedules are to be determined by Departments with respect to available spaces.
 - High-touch surfaces like door handles, light switches, equipment etc. should be cleaned with disinfectant wipes before and after each use.
- Faculty Offices
 - If faculty decide to volunteer their offices to their students, please expect to do so for the duration of the term. Offices are considered single occupant spaces so rotating a schedule is not permitted at this time.
- Department Offices

- Department offices have been assessed for maximum occupancy and optimal traffic flows. Signage has been put in place indicating direction of traffic flows and entrance or exits, where applicable.
- Physical barriers will be put in place where recommended by the assessors in addition to other PPE being made available.
- These high traffic areas will need to be cleaned regularly using the available supplies and low inventory on stock of PPE should be reported immediately to the Department support staff who can, in turn, report to the Dean's Office.

ADDITIONAL NOTES

APPENDIX – Visual Arts Centre Guidelines – Fall 2020

We can't wait to welcome you back to the Department of Visual Arts this Fall. In order to ensure a safe and healthy work environment for our campus community, your experience in the Visual Arts Centre will be different than in previous years. All decisions surrounding our policies for the Fall 2020 term have been made in line with the current University and Health Unit directives. They may change as the COVID-19 Situation evolves. The safety of our students, faculty, and staff is our top priority; it is a shared responsibility and we all play a critical role. In addition to the guidelines outlined by the University on the Health and Safety website, the directives below apply to the Visual Arts Centre to ensure a safe year for all.

Visual Arts Centre (VAC) Building Guidelines

University Health and Safety Measures

- The Department of Visual Arts will be adhering to all directives outlined by Western University and the MLHU. These include:
 - requiring a non-medical face covering in all indoor spaces
 - completing the daily return to campus questionnaire
 - practicing physical distancing (6ft)
 - frequent handwashing
 - staying home if feeling unwell
- Up-to-date guidelines can be found at: <https://www.uwo.ca/coronavirus/health-safety.html>

Building Safety Measures

- **Building Occupancy:** in order to keep building occupancy low and allow for physical distancing, **only students enrolled in in-person classes will be allowed in the VAC for the Fall 2020 term.**
 - The doors will be locked and accessible via card access only for any authorized students.
 - Each student must access the door individually with their Western One card, so that we may have a record of who has been in the building. Letting anyone in behind you is strictly forbidden; it may jeopardize your safety and those working in the building.
 - At this time, all AH & MCS classes are being offered online, unless students are also enrolled in VAS in-person courses, they are not allowed in the VAC at this time.
- **Work from Home:** students are encouraged to work from home when possible, and only to come to the Visual Arts Centre for class or completion of assignments.
- **Food and Drink:** are not permitted in the Visual Arts Centre, please consume your meals at your home or in designated campus eateries.
- **Clean-in, Clean-out:** students will be provided with spray disinfectant, and disinfectant wipes for shared tools and surfaces. Any shared equipment must be sanitized by the user **before and after** each use.

Artlab Gallery

- The Artlab Gallery will be operating by appointment only and face coverings are required.
- Visitor capacity is limited to 16 visitors at a time, and all visitors must complete a health questionnaire and provide contact information in the event contact tracing may be required.
- Please email artlab@uwo.ca for additional details and to schedule a visit.

Printmaking Studio

- **Restricted for use by students enrolled in SA 2630A/B and SA 3633 only.**
- Personal Protective Equipment (PPE) guidelines will be outlined during your first day of class.
- Students will be required to wash their hands upon entering the classroom and before leaving.
- Nitrile gloves will be required for use of shared tools such as presses, and must be disposed of after each class.
- Students will be provided with instructions from their professors on when they can access the space, in order to ensure room capacities are not exceeded, physical distancing is maintained, and that safety protocols are followed. Professors Johnston and Mahon will provide additional details to students enrolled in the course regarding scheduling.

Sculpture Studio

- **Restricted to use by students enrolled in SA 2643.**
- Graduate students, faculty, and students enrolled in sculpture classes will be required to book an appointment to ensure occupancy capacities are respected in each area of the sculpture studio. Please contact Sculpture Technician Andrew Silk (asilk3@uwo.ca) to book an appointment.
- Hands must be washed upon entry and before leaving.
- Shared hand tools need to be disinfected before and after each use; in other words, "Clean-in, Clean-out."

Media Lab & Cohen Lab

- All Fall 2020 Media Courses are being offered online, as such **the media lab is closed to undergraduate students.**
- Graduate students requiring access, should contact Media Technician Jennifer Slauenwhite (jslauen@uwo.ca) to book an appointment.
- Two iMac computers with the adobe creative suite are available by appointment in the Cohen Lab. Please contact Kim Neudorf (kneudorf@uwo.ca) to book an appointment.
- All media lab users will be required to wash their hands before entering, and wipe down their work station before, and after use with a provided disinfectant; in other words, "Clean-in, Clean-out."

Sound Booth

- As all Fall 2020 Media Courses are being offered online and due to the risk of droplet transmission inherent with audio recordings, **the sound booth will be closed to undergraduate students for the Fall 2020 year.**
- Graduate students and faculty wishing to conduct research in the sound booth will need to do so while wearing a non-medical face covering (including during the recording) as is required by the MLHU bylaw and Western Policies, and will need to be trained on disinfecting the equipment before and after each use.

Photography/Videography Studios

- As all Fall 2020 Media Courses are being offered online, **the photography studio and creativity studio will be closed to undergraduate students.**
- Graduate students and faculty wishing to conduct research in the photo studios will need to do so while wearing a non-medical face covering (including during the recording) as is required by the MLHU bylaw and Western Policies, and will need to be trained on disinfecting the equipment before and after each use.
- Portraiture, for example, cannot at this time be completed in an indoor studio without a face covering. As an alternative, portraits could take place outdoors, with 6ft of distancing if your subject wishes to remove their face covering.

Sign-Out Equipment

- As all Fall 2020 Media Courses are being offered online and due to the risks of transmission inherent with high-touch shared equipment **sign-out equipment will not be available to undergraduate students for the Fall 2020 year.**
- Graduate students and faculty wishing to conduct research with shared equipment in indoor spaces will need to do so while wearing a non-medical face covering (including during the recording) as is required by the MLHU bylaw and Western Policies, and will need to be trained on disinfecting the equipment before and after each use. A 72-hour quarantine period is required for all returned equipment, please be mindful, this may impact equipment access.
- Equipment will only be loaned for research-related use; personal projects will not be supported for this year.
- Instructions on pickup and return will be provided at the time of the booking.
- For bookings please contact Julia Beltrano (jbeltra3@uwo.ca) or Kim Neudorf (kneudorf@uwo.ca).

Painting Studio

- **Restricted to use by students enrolled in SA 3623.**
- Room capacity is limited, and thus a schedule will be established by Professor Glabush in order to ensure less than 16 people in the studio at any time.
- Students may only enter the painting studio during their scheduled timeslot.

Drawing Studio & Foundations Studio

- Closed at this time due to capacity restrictions and all drawing courses being offered online.

Practicum Studio

- Closed at this time due to capacity restrictions and SA 4605 being offered online.

Main Office

- The Main Office Staff will continue to support students, faculty and staff both virtually, as well as during scheduled office hours.
- Please email visarts@uwo.ca for inquiries or visit VAC 200 Tuesday-Friday between 10am-2pm.

Students enrolled in in-person studio classes will also receive additional information and training from their instructor and technicians in their course syllabus.

If you have any questions, please contact your instructor, or the technician overseeing the area you need to use.

Thank you.