

Limited Return of On-Campus SRC Activities: Requesting Access to On-Campus Facilities

The reopening of Ryerson's on-campus SRC activities will follow a cautious, coordinated, phased-in process that is first and foremost guided by a commitment to the safety and security of our faculty, students, staff, and research infrastructure and facilities.

Ryerson abides by public health directives and takes into advisement provincial reopening guidelines.

Step 1: Determine if SRC activities can be continued remotely

If your SRC activity can continue remotely with little impact on the efficiency or quality of outcomes, and no sacrifice or compromise of ethical standards or confidentiality, please do not apply to resume on-campus activities at this time.

Return to on-campus SRC activity will only be considered based on the following:

1. Adequate personnel (students, staff) are available to safely conduct the research while respecting physical distancing measures outlined by the provincial government.
2. Any of the following criteria:
 - COVID-19-related SRC activities.
 - Maintenance of critical infrastructure and equipment that cannot be safely shut down.
 - Prevention of material (biological) and data loss.
 - SRC activity that is both time-sensitive (to student or project timelines) and can only be conducted on campus using specialized facilities or equipment.

Note: Under all circumstances, if someone is experiencing symptoms associated with cold/flu or COVID-19, they should not come to campus and/or access SRC spaces.

Step 2: A Safe SRC Plan

Before resumption of SRC activity and access to on-campus space is permitted, a [Safe SRC Plan Form](#) must be submitted to your Chair. This plan must be developed with and approved by all faculty members affiliated with the space. Consultation, planning, consensus and coordination amongst faculty members is crucial to approval and success.

The Safe SRC Plan needs to include and explain how the following safety requirements will be ensured on-site and maintained over time:

1. **Criteria to be on site.** Only personnel needing to access on-campus physical locations to advance research should be on site. Activities on site should be restricted to facility access, and all other work should be done remotely, including meetings.

2. **Physical distancing in the research space.** Each person will maintain a minimum working space of 2 metres (or approximately 6 feet) in radius. Small labs or spaces (e.g., less than 11 metres or 120 square feet of usable space) can accommodate 1 to 2 people, depending on the configuration.
3. **Maintain a schedule for access to SRC space to ensure that physical distancing will be maintained.** Consider rotating schedules, days or shifts to accommodate increased numbers of research personnel while observing occupancy limits imposed by physical distancing. Stagger personnel start times to avoid density in common entrance areas and to avoid peak transit or commuter times.
4. **Schedule access to SRC facilities, shared pieces of equipment or infrastructure.** Online schedules to log and track access are crucial to maintaining orderly access and for contact tracing should there be a positive case of COVID-19 at Ryerson.
5. **Hours of operation.** There is no scheduled regular cleaning of SRC spaces on weekends. Limited after-hours access (overnight and on weekends) will still be allowed for personnel to perform critical or time-sensitive activities or for access to particularly high-demand, specialized equipment.
6. **PPE considerations:** Primary controls for COVID-19 infection prevention and control (physical distancing, hand hygiene, respiratory etiquette and surface disinfection) should be implemented in advance of additional PPE as a control strategy. If these controls cannot be maintained in your workplace, additional PPE may be necessary. Before additional PPE is considered, contact Environmental Health and Safety (EHS) at ehs@ryerson.ca for consultation.
7. Refer to the [SRC Facilities Pre-Start Health and Safety Checklist](#) to ensure you have considered all aspects of reopening your research space and conducting SRC activity safely.

Faculty members and other supervisors should consider equity, diversity and inclusion (EDI) and equal access in their planning for on-site SRC resumption and should not compel students or employees to work on campus if those individuals have concerns about their safety or are experiencing other COVID-19-related barriers.

Step 3: Process for SRC facility access

Submission:

- Faculty member(s) must complete the [Safe SRC Plan Form](#) and [SRC Facilities Pre-Start Health and Safety Checklist](#) with any other users of common areas or equipment.
- Faculty member(s) must consult with students and other identified personnel to confirm willingness to undertake the proposed on-campus SRC activities.
- Faculty member(s) must submit the Safe SRC Plan Form for review and approval by emailing it to their Chair/Dean.
- Faculty member(s) must complete the [Request for Access – Limited On-Campus SRC Activity Google Form](#).
- There are three levels of approval: (1) first-level approval by Chair/Director; (2) second-level approval by relevant Dean (or designate); and (3) final approval by the Vice-President, Research and Innovation (VPRI).

- The rate of approvals will be limited and prioritized to ensure a safe and cautious return to SRC activities in Ryerson buildings in accordance with Facilities Management and Development (FMD) / Environmental Health and Safety (EHS) and local situations.

Approval obtained:

- Upon approval, FMD will begin an inspection and cleaning of the approved space(s).
Note: This process might take up to 3 weeks based on the volume of requests, issues uncovered, and other priorities FMD might have in relation to the broader campus.

Returning to the SRC space:

- After FMD has completed its inspection and cleaning, the faculty member (or appropriate designate) must inspect the space to ensure that the Safe SRC Plan can be accommodated. At this time, safety signage should be posted, sanitation and cleaning supplies distributed, and simple engineering modifications are completed – before personnel return.
- Once satisfied that all the conditions outlined in the approved Safe SRC Plan are met, the faculty member can allow a return of approved students and personnel to the SRC space.
- It is important that all students and personnel returning to the SRC space are informed of and understand the Safe SRC Plan.

Ensuring safety measures continue:

- From time to time, Department/School and Faculty, EHS/FMD, and OVPRI representatives may perform spot checks on approved SRC facilities to monitor progress, ensure adherence with the approved Safe SRC Plan, and to troubleshoot any emerging issues or concerns.
- If there are any changes in personnel required to access the on-site facilities, or if personnel no longer require access to the SRC space, please submit these changes by email to your Chair (with room and personnel details) and include that this is a part of an existing submission.