FAQs for Building Access:

Beginning Tuesday, April 21, Memorial is implementing further building access controls. This enhances social distancing, continues to reduce foot traffic at our facilities and reduces the demand on custodial and other resources. Please see the list of controlled and limited access buildings here.

Please note that in all cases access to all on-campus research labs/research spaces on each of Memorial’s campuses remains subject to the exemption process outlined in the March 27, 2020, statement from the vice-president (research) [VPR], which is available online here. No on-campus research or scholarly activities in research labs/research spaces on Memorial’s campuses are to continue without receipt of a VPR exemption approval letter.

1. **Controlled access** means full building lock down.
   - Only members of Campus Enforcement and Patrol (CEP), Environmental Health and Safety (EHS), Facilities Management (FM), and, as required, Information and Technology (IT) resources may freely enter controlled access buildings.
   - FM and CEP will conduct regular walkthroughs of all building areas. The temperature is set to normal evening/weekend set-points (24 hours) and the cleaning schedule is halted.
   - Faculty or staff access, including research labs/research spaces for which the VPR has granted an exemption or academic teaching labs deemed critical, will only be available through special arrangement and must be coordinated as follows:
     - St. John’s campus: Consult with the unit head. Unit head to review requests and if supported, forward to the respective VP for approval. If approved, the VP will forward approval to Facilities Management, Work Control (facman@mun.ca), who will advise of the building access schedule and make arrangements for access via CEP.
     - Marine Institute: to be coordinated through the Associate Vice-President (Marine Institute) Administration and Finance, designate for the Vice-President for the MI campus.
     - Grenfell Campus: consult unit head and if approved, arranged through CEP.
     - Signal Hill Campus: same as St. John’s campus

2. **Faculty/staff limited access** means access via designated entrance(s) with key or card.
   - Access only by faculty and staff performing critical on-campus functions, including research activities for which a VPR exemption has been granted.
   - Only rooms/areas designated critical will be cleaned and serviced, the temperature will be set back in non-critical function areas to evening/weekend set-points, and appropriate signage will be placed at entrance(s).
   - Buildings will operate under reduced hours – determined by building as necessary.

3. **Faculty/staff/students limited access** means access via designated entrance(s).
   - Access only by faculty and staff performing critical on-campus functions and students requiring access to designated computer labs, including research activities for which a VPR exemption has been granted; also accessible by students – for designated computer labs.
   - Only rooms/areas designated critical will be cleaned and serviced, the temperature will be set back in non-critical function areas to evening/weekend set-points and appropriate signage will be placed at entrance(s).
   - Buildings will operate under reduced hours – determined by building as necessary.
What steps are being taken to limit access to campus?
Access to various campus buildings is being either controlled or limited, in order to reduce population density on-campus and reduce the demand on campus custodial services.

Why is Memorial limiting access to buildings?
Memorial is doing its part to help prevent or slow the progress of the COVID-19 pandemic, while maintaining educational, research and public engagement functions utilizing remote learning technology. Reducing the number of visitors to buildings reduces potential exposure.

Who can be on campus?
Only employees supporting critical functions that need to be performed on campus and cannot be performed using remote technology should be on campus. This includes, for example, animal care services, custodial services, maintenance services, etc. Please see a full list here.

Who decided which employees and functions are considered critical?
The planning committee of the Emergency Operations Centre connected with each unit to complete a self-assessment of their operational functions and assess them with respect to their level of criticality, whether the operation required an on-campus presence and the ability to work remotely. This information was compiled and further evaluated by the EOC and executive within the scope of overall campus operations. The list of critical functions is here.

Where can I obtain information on the building where I normally work?
Information on the status of each building is posted here.

Will I be able to get my things from the building before access is controlled or limited?
Time will be allotted for faculty and staff to visit their workplaces in order to retrieve items required to perform their jobs at home and this information will be shared with you from your supervisor. Employees should not come to campus unless they require essential items to work remotely.

Can non-critical staff access their building to retrieve items after limitations are in place and what is the protocol for buildings considered faculty/staff limited access?
Once limits are implemented, access for non-critical staff should be arranged through their department/unit head and vice-president – explaining the reason(s) for the access request. Any materials or equipment taken off premises should be tracked with your unit. Please refer to policy/process for asset removal and tracking. Please follow the university’s privacy policy for all work conducted on the university’s behalf.

How long will I have to get my things?
The planning team has determined that a minimum of two days notice will be provided before implementing limits; however, if it becomes absolutely necessary to enter the building – please contact your supervisor and follow the instructions provided by your unit.
How long will building access limitations last?
These measures will remain in place until provincial public health directives lift the public health state of emergency and/or social distancing protocol and the university reopens buildings to the extended university community.

Which entrance will be open for critical employees?
Critical employees or those who have received permission to be on campus should use the entrances accessible by key or key card.

How do I reset my computer to re-enable my remote desktop access if there’s a power outage or my computer unexpectedly is not connecting for remote access?
If you use RDP and cannot connect to your computer on campus from home there can be a number of reasons, such as a network issue from your home or on campus, your computer is powered off, etc. Contact the ITS Service Desk (864-4595 or help@mun.ca) who will help determine what the issue is. If it is determined that your computer has powered off and has not powered back on, it will need to be turned back on. To do this, please send a request to access your building to your unit head.

How do I reset my lab equipment that may be impacted by power outages or other unexpected shutdowns?
Individuals responsible for administering equipment are expected to take appropriate measures to ensure awareness of planned or unplanned power outages. These steps may include:
- Monitoring Newsline (which is Memorial’s email list-serv for communicating important university information). All employees should receive this. If you do not, subscribe here.
- Placing power alarms on critical equipment.

What are safety and logistical considerations for closing labs (research or teaching)?
Please review and complete this lab safety inspection checklist for research labs and this inspection checklist for teaching labs, which will remain closed.

With regards to research labs/research spaces, who is exempt from the building access restrictions and therefore allowed on campus?
Guidance is available on Memorial’s COVID webpage.

How can I access my lab/research space?
The Office of the Vice-President (Research) has provided direction on this. Guidance is available on Memorial’s COVID-19 webpage.

If I have card or key access to my building will I still be able to enter?
Only critical staff should be on campus. Building access will be monitored and adjusted as required. If your work does not require you to be on campus, you should not enter university buildings.
Will building access restrictions change?
The Emergency Operations Centre, Operations Committee anticipates access restrictions will change based on time sensitive requirements, evolving critical functions of the university and/or if abuse of access is identified. Updates will be posted to the COVID-19 webpage.

Who do I contact to access my workspace?
Contact your manager/supervisor/unit head to arrange access to your workspace.

When will building restrictions on St. John’s campus begin? Will they impact faculty currently using lecture capture classrooms to record lectures until April 8?
Access is not intended to impact areas being accessed for lecture capture. The restrictions will phase in over the upcoming weeks (beginning April 9) and phasing will run into the following weeks. If you can’t access a lecture capture space to which you need access, please contact CEP at 864-8561.

Will lecture capture classrooms remain available?
Lecture capture classrooms will remain open as per prearranged agreements; however, where possible, future scheduling of lecture capture rooms will optimize classroom usage within as few buildings as possible in order to limit the campus usage footprint. If you use a lecture capture classroom, please follow posted cleaning protocols using products provided to disinfect when entering and before leaving the classroom.

Are there COVID-19 protocols for faculty, staff and students to follow when visiting campus to pick up essential items?
As previously communicated, visits to campuses should be limited to only critical areas; however, anybody visiting campus should treat it the same as other public locations and take necessary precautions. Please adhere to social distancing, hand washing regime and only remain on campus to collect essential items or complete a critical task. As is detailed in the descriptions for each building classification, cleaning and servicing of the spaces is either halted or reduced to designated areas. Do not leave perishable garbage in buildings.

Will I be able to record my lecture remotely instead of coming on campus to use a lecture capture classroom?
Please consult with CITL for formal direction. Memorial is encouraging the use of tools to allow for remote teaching and learning.

Will CITL Classroom Support continue to provide on campus support to end users and maintain equipment in lecture capture classrooms?
Yes, with reduced staffing, CITL is supporting end users and equipment. It is necessary to ensure faculty have proper support given the importance of successful recordings. Buildings with designated lecture capture rooms have been assigned as faculty/staff limited access to ensure continued access for critical employees. If CITL support staff encounter issues accessing spaces, contact CEP at 864-8561 for immediate access and request key access.
Will Facilities Management (FM) custodial staff implement cleaning protocols to ensure equipment that is physically touched in lecture capture classrooms is disinfected between recording sessions, prior to the next instructor using the equipment?

FM will continue the current practice of cleaning lecture capture spaces once per day. These rooms are equipped with disinfectant spray bottles and towels. Each user should clean touch surfaces in their area before and after use – as per current practice and utilize good hand hygiene. Signage is in place in each lecture capture room to emphasize the need for regular cleaning by users.
For buildings that are classified faculty/staff limited access, how will critical faculty/staff get access to buildings and classrooms? The vast majority of staff do not have key or card access to exterior building doors or interior classroom doors.

For faculty and staff that are deemed to support critical functions, if they don’t already have key/card access, that can be arranged with approval from their unit head and your respective vice-president through requesting key access.