



Academic
Return to Campus Plan
For

Department of Earth Sciences

Department Priority

The Department of Earth Sciences resides in the Herzberg (teaching, research, administration) and Steacie (research) Buildings. We provide undergraduate and graduate student support and academic offerings in many sub-disciplines in Earth Sciences. Our undergraduate student population is expected to be around ninety majors per academic year, and we reach another ~ 2,000 undergraduate students per year through service courses.

Our department priorities for Fall 2021 are:

1. A phased, safe return to work for department staff.
2. A safe return to select laboratory and other experiential learning events for students and teaching staff, by respecting room occupancy limits, distancing and mask requirements.
3. We will request to offer some limited experiential learning events for students outdoors and possibly off-campus.
4. Preparation for a full return to campus for students in Winter 2022, including all lectures, labs and other experiential learning events.

Assumptions:

- ***Vaccination of the University community will continue to be underway and information regarding access and the benefit of vaccines will be disseminated to the community; The Carleton Health Centre offers COVID-19 vaccinations. Vaccination is the best route to minimize the spread of COVID-19.***
- The University will be operating with limited face-to-face services until it is deemed safe by public health authorities to lift restrictions.
- There will be no gatherings that exceed maximums set by public health regulations.
- Limited face-to-face course instruction will begin in Fall 2021 with courses having remote instruction options available.
- The University has implemented physical distancing protocols throughout campus and has ordered the necessary supplies to operate (plexiglass, gloves, masks, hand sanitizers, etc.).
- Academic departments will be operating on campus to support student needs.
- **In-person meetings between students and department staff and instructors will be by appointment only**, however, drop-ins will be accepted for students needing to drop-off or pick-up items, or, for **urgent** quick questions.
- University business hours for our academic department will be from Monday to Friday, **8:30 am to 4:30 pm**. there will be administrative staff in the Main Office – 2115 Herzberg, from 8:30 – 12:00 pm and 1:00-4:30 pm. The office will be closed from 12:00-1:00 pm for lunch.
- All individuals attending the university will be required to “check-in” and conduct daily screening through the CuScreen online form and QR codes posted at all doorways, or a paper check-in application. Most current screening and check-in requirement will be posted on the COVID-19 website at www.carleton.ca/covid19
- In the event of a local outbreak or a provincial shutdown/lockdown, operations will rapidly switch over to a remote service delivery model. All departments should have a contingency plan in place should this happen;
- All Carleton University community members and visitors are expected to follow University policies and guidelines. For the fall term, we encourage limiting visitors to required only, so that floor and building limits are available for students, staff, and faculty.

Fall 2021

It is anticipated that the assumptions identified above will continue to impact operations and service delivery throughout the Fall 2021 term. Due to the unknown trajectory of the COVID-19 pandemic, Carleton University will be operating under the additional assumption that public health measures will continue to be required either partially or fully into the fall term.

Facilities

- A plexiglass **barrier** has been placed at the department's service counter. Physical distancing measures of a minimum of two (2) metres will be implemented and indicated by signage. A gate installed inside the main door to the department main office will restrict traffic flow from passing the reception desk. Access to this area will be limited to one person at a time and will require advance booking. Students waiting to speak to our administrative staff should not arrive early and must wait in the hallway. Other users of the main office spaces will access through the mailroom door; access to the mailroom for collecting mail, accessing office supplies or using the copier will be restricted to one person at a time. Signage will be posted.
- **Capacity limits** have been identified for each of the offices and department spaces. For those areas that are shared/common spaces, the capacity limit has been posted on the door.
- **Shared and common spaces** are to be cleaned after use. This will be performed by users of the shared workspaces. In the case of classrooms, the expectation is that students will clean the shared spaces, with support from the TA's and instructors. Cleaning supplies will be available in all shared workspaces.
- **Signage** will be posted throughout the office and in the hallways to support physical distancing; to identify traffic flow; and to indicate to the community what is expected within that department space. Signage will be placed in the halls and markings will be put on the floor to ensure adequate physical distancing of those waiting to speak to someone in an office.

COVID Health Protocols

- All department members (faculty, staff, students) are required to abide by regulations and University policy regarding COVID-19 screening requirements, including utilizing the screening tool prior to attending campus. This is required daily when attending campus. Current and most up-to-date screening requirements will be posted on Carleton's COVID-19 website. Any member that fails the COVID-19 screening is not to attend campus and is to follow appropriate University and/or health authority protocols.
- All department members are also required to conduct passive COVID-19 health screening (QR code scan) at building entry points to ensure there has been no change in their response to screening questions. Any member that fails the COVID-19 passive health screening posted at building entry points, is expected not to enter the building and to immediately self-isolate.
- If an individual becomes sick while at on campus, they are expected to immediately leave campus.
- In open and shared areas, masks will be worn at all times in accordance with University policy.
- All department members will maintain two (2) metres of physical distancing at all times.

- Appointments with students will be conducted with masks and will maintain a two (2) metre distance between each individual.
 - Students will be asked to use hand sanitizer upon arrival in the main lobby (Kleenstations).
 - Virtual meetings will be requested for any students that are not able to wear a mask.
- In the event of a confirmed COVID-19 case that has attended the department space, Facilities Management & Planning (FMP) and Environmental Health & Safety (EHS) will be notified for support.