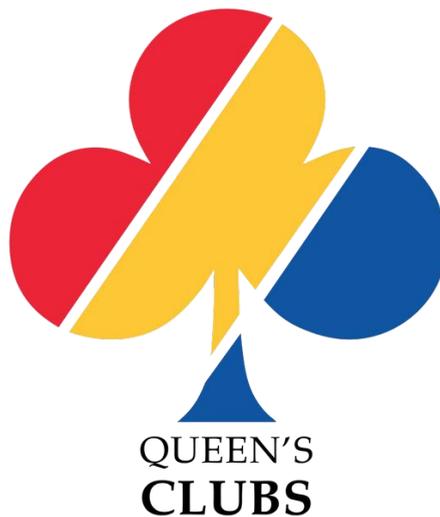


# **Procedural Manual: Access to Queen's Centre Club Space Winter 2021**





# Table of Contents

|   |    |
|---|----|
| Introduction.....                           | 3  |
| Key Contacts.....                           | 4  |
| Documents to be Emailed to Your Club.....   | 5  |
| Cleaning and Safety Protocols.....          | 6  |
| Weekly Time Allocation.....                 | 7  |
| Key Protocol.....                           | 8  |
| Moving Protocol.....                        | 9  |
| Occupancy Limits.....                       | 10 |
| Health Screening Requirements.....          | 11 |
| Rapid Shutdown Protocol.....                | 12 |
| Reporting a Confirmed Case of Covid-19..... | 13 |
| Misuse of Space.....                        | 14 |



# Introduction

The Clubs Commission has worked with the University to gain approval to open club spaces in the Queen's Centre during the Winter 2021 semester.

- During the provincial shutdown, the club space will remain closed. The spaces will open for club use once the regulations set by the provincial government and the University allow for this to be possible. Before entering the space, approved individuals must have been in Kingston for at least two weeks.
- Currently we have only received approval from the University to open the club rooms on the third floor of Queen's Centre. Unfortunately, at this time the JDUC is still closed and those club spaces will not reopen.
- These spaces have been approved by the University for working purposes only and clubs are not to use them to host events or distribute items to the Queen's community at large.
- The Clubs Commission understands that the procedures are quite stringent and is here to help clubs through these University approved procedures to maximize your access to space the rest of this year.



# Key Contacts

Any questions or concerns should be sent to Sarah Deckers, the Assistant Commissioner of Clubs.

Email: [clubs.assistant@ams.queensu.ca](mailto:clubs.assistant@ams.queensu.ca)

- *Your email will be answered within 24 hours during the work week (Monday-Friday). E-mails sent over the weekend will be answered the following week.*
- *If you do not receive a response from the Assistant Commissioner of Clubs within 24hrs during the working week (Monday – Friday) please forward your inquiries to [clubs@ams.queensu.ca](mailto:clubs@ams.queensu.ca).*



# Documents to be Emailed to Your Club

## The Contract:

- The contract will be signed by all individuals who will be using the club space in the Queen's Centre.
- By signing the contract, the individuals agree to adhere to all the guidelines set out in this procedural manual.

## Room Specific Cleaning Procedures:

- Posters will be placed in every club room that will outline the cleaning instructions for that specific room.

## FACES Guide and Login Information:

- A guide explaining how to book your weekly time in your club room, and your login information for the FACES software will be sent to your club email once the Clubs Commission has received your signed contract.



# Cleaning and Safety Protocols

Cleaning protocol and safety measures:

- 1 hour in between bookings.
- Club responsibility to do a physical cleaning in space after each time the space is used.
- Cleaning products will be distributed when you pick up your key from the SLC front desk.
- There will be a poster in the room explaining the specific cleaning procedures for your club room.
- Clubs in rooms where the occupancy is higher than one person and multiple people are using the space, they are to always stay 6 feet apart to ensure social distancing.
- Masks must be worn at all times within the Queen's Centre and in the club rooms.



# Weekly Time Allocation

- Your club will be able to reserve a weekly time by using the FACES Scheduling software (login information will be sent to your club email).
- Booking need to be made at least 48 hours in advance using the FACES Software.
- Only times between 9am-4pm can be booked using FACES.
- If you have questions about making a reservation to access your club space please contact Meghan White, the SLC Reservations Manager at [slc.reservations@ams.queensu.ca](mailto:slc.reservations@ams.queensu.ca)



# Key Protocol

- Keys will not be distributed as part of the Club Space Reopening program. Instead, an SLC staff member will open your room for you.
- Please go to the SLC front desk on the main floor of the Queen's Center at the start time of your booking and a staff member will open your club room for you.



# Moving Protocol

- At this time clubs will not be permitted to move spaces. Unfortunately, due to Covid-19 the 2020/2021 space allocations have been nullified. We will move forward this term using the 2019-2020 space allocations.
- Clubs are to remain in the spaces for which they were allocated during the 2019-2020 academic year. This decision was made to ensure the safety of students as a mass move in/move out would exceed current capacity limits in club spaces and the Queen's Centre.
- The Clubs Commission and SLC will provide an update regarding safe moving protocols prior to the application period for 2021-2022 space allocations. This will occur in late March.
- If you have any questions about moving or the March space allocation applications, please contact the Assistant Commissioner of Clubs at [clubs.assistant@ams.queensu.ca](mailto:clubs.assistant@ams.queensu.ca)

# Occupancy Limits

Only individuals who have signed the contract will be permitted to enter the space.

PPS has conducted occupancy mapping for all rooms in the Queen's Centre. Please see the list below:

## Club Rooms (3<sup>rd</sup> floor QC)

| Room Name | COVID-19 Capacity |
|-----------|-------------------|
| A601      | 1                 |
| A602      | 1                 |
| A603      | 1                 |
| A604      | 1                 |
| A605      | 1                 |
| A606      | 1                 |
| A607      | 1                 |
| A608      | 1                 |
| A609      | 1                 |
| A610      | 1                 |
| A611      | 1                 |
| A612      | 1                 |
| A613      | 1                 |
| A614      | 1                 |
| A615      | 1                 |
| A616      | 2                 |
| A617      | 2                 |
| A618      | 2                 |
| A619      | 2                 |
| A620      | 3                 |

## COVID-19 Capacities:

- Occupancies calculated using 1 person per 18.5m<sup>2</sup>
- If furniture layout is known then occupancies calculated using the 2m separation metric

There will also be posters in every club room that state the occupancy limit of the room.

Failure to adhere to this capacity limits will be considered a **misuse of space**. A misuse of space is defined on page 14 of this manual.

# Health Screening Requirements

- Individuals who feel unwell and have Covid-19 symptoms will not be allowed to enter the space. This is to ensure the health and safety of our community.
- All individuals who will be accessing club space will be required to use the Queen's SeQure App's Covid-19 self-assessment.
- Before individuals can receive a key to their space from the SLC front desk, they must show their approval on the Queen's SeQure App.
- To learn more about the Queen's SeQure App, visit this website: <https://www.queensu.ca/security/services/sequire-app>

The self-assessment is located on the top left corner on the homepage of the app





# Rapid Shutdown Protocol

If the situation arises where a rapid shutdown must occur:

- Access to club space and rooms will be prohibited.
- The FACES software will be changed to no-longer allow for space bookings to be made.
- The SLC will no longer grant access to club rooms and the rooms will remain locked.
- The Clubs Commission will contact the clubs using these spaces to update them about the shutdown.

The case for a shutdown will be determined by KFLA and Queen's University Officials. The AMS and the Clubs Commission have no control in which buildings and spaces are allowed to be open and must follow the protocols set by KFLA and Queen's University.



# Reporting a Confirmed Case of Covid-19

YOU ARE RESPONSIBLE FOR REPORTING A CONFIRMED CASE OF COVID-19 TO THE CLUBS COMMISSION!

Process:

1. Potential and confirmed cases of Covid-19 will be reported to the Clubs Commission. Please email [clubs.assistant@ams.queensu.ca](mailto:clubs.assistant@ams.queensu.ca)
2. The Clubs Commission will report all cases to Troy Buchannan, the AMS Facilities Officer who is currently the COVID contact person for AMS staff. The names and contact information of the sick individual will only be disclosed to Troy Buchannan.
3. Troy is then in contact with the sick individual and they notify him of the test results once they are received.
4. If the individual has a positive test, Troy shall contact Dan Langham in the Department of Environmental Health & Safety, and will organize the individuals contact sheet and provide it to Dan Langham, so that it can be provided to the health unit, if requested.
5. At this point, contact tracing will be conducted by KFLA. The identity of the original individual will not be disclosed to anyone being contacted through contact tracing. The identity of the original individual will not be disclosed to anyone being contacted through contact tracing.
6. The Health Unit will contact all individuals deemed to be higher risk contacts and will provide those individuals with instructions on testing and self-isolation.
7. After a positive test confirmation, Dan Langham organizes for the office space to be deep cleaned through PPS.
8. If the individual has a negative test, they are able to return to using their club space if they are feeling better and based on the instructions provided by the assessment center.

Please note that the contract will ensure that the identity of the individual who has tested positive for Covid-19 remains confidential. Only the Clubs Commission and the Facilities Officer will know the name of the individual.



# Misuse of Space

## **The following will be considered a misuse of space:**

- Failure to adhere to the occupancy limits of the room.
- Failure to properly clean and sanitize the room.
- Failure to return cleaning supplies after your timeslot.
- Individuals who have not signed the contract are found using the space.
- Showing up to use your space without booking using the FACES software, or contacting the Assistant Commissioner of Clubs for after-hours usage.

## **Outcomes of a misuse of space:**

- The individual or entire club may be prevented from using the space again during the Winter 2021 semester.
- The misuse of space will be considered by the space allocation committee when reviewing the applications for club space for the 2021-2022 academic year.

Please remember that these spaces are shared with other clubs and failure to adhere to the guidelines for these spaces could compromise the health of your club members and the members of other clubs that share these spaces.



# Pick-Up of Materials

## **If you wish to pick up materials from your club space:**

- Any member of your club can conduct a pickup of materials from the space.
- This is a separate process from the club space re-opening plan explained in this procedural document which allows for administrative work to be conducted in the space.
- All pickups will be contactless, and you will only be able to enter the space to collect your materials and then leave.

## **Key Contact:**

- Tanisha Hasan, the SLC Operations and Sustainability Manager will coordinate all pickups of club materials from on-campus space. If you have questions or wish to schedule a pickup, please contact Tanisha via email at [slc.ops@ams.queensu.ca](mailto:slc.ops@ams.queensu.ca)