

New RDC Procedures for COVID-19 Reopening

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COVID-19 has changed the way we operate in public spaces. To resume work in the RDC safely, we had to implement new procedures in the centre. This document describes the changes that are effective immediately upon reopening and that will continue until further notice.

It is of utmost importance that UWO RDC researchers read through this guide prior to visiting the centre. Before your first visit back, we will resend you this document and a very short assessment for you to complete. The assessment will help determine how well you understand the new procedures, and you must send us your responses before entering the RDC.

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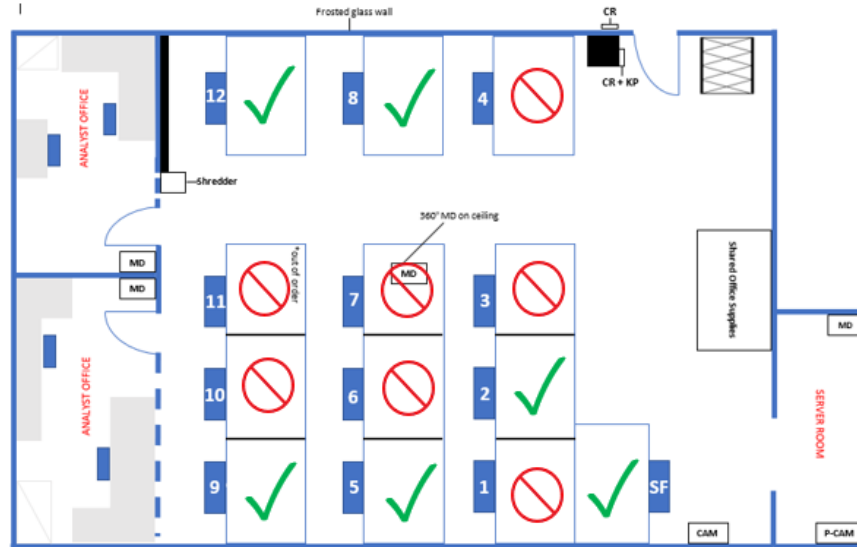
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1. Social Distancing Measures (Physical)

The RDC, along with UWO will be adhering to physical distancing requirements. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. Therefore, we are enforcing a 2-meter distance between individuals inside the RDC. The following changes will be made.

1.1. Workstations

Only six workstations will be in use. The Surface and workstations 2, 5, 8, 9 and 12.

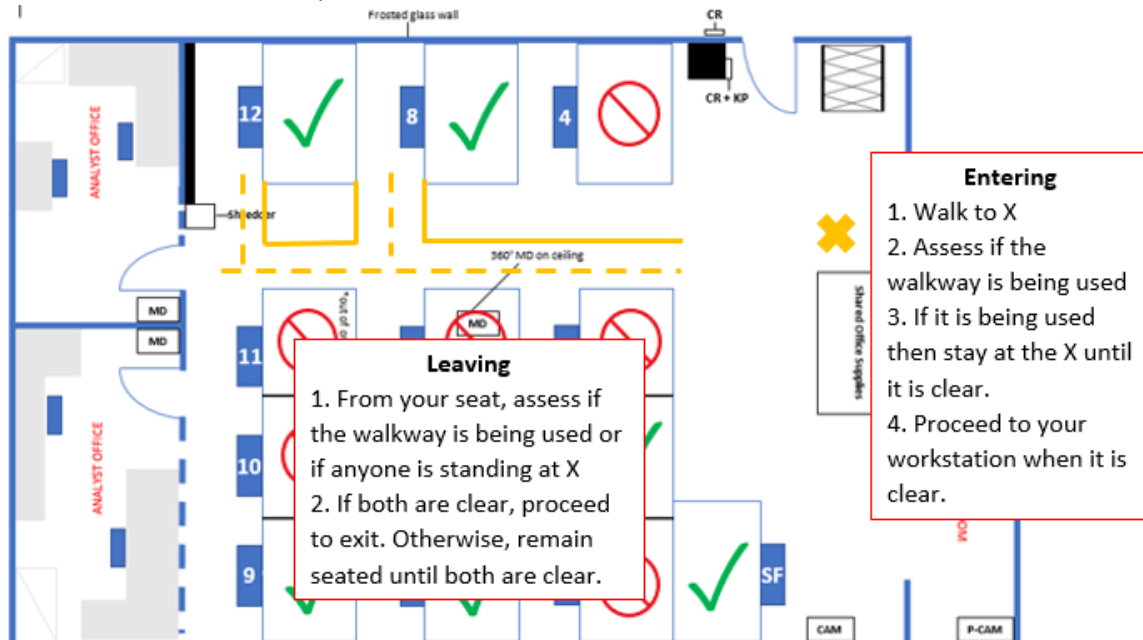


1.2. Traffic Flow

There are floor markers to direct traffic in the RDC. To avoid having researchers walk past each other when entering and exiting the lab, a designated standing area where you can assess if it is safe to pass through has been created. This standing spot will be marked by an X near the front entrance.

When you enter the room, move to the X and assess if someone is using the aisle walkway. If not, you can proceed down the walkway to your workstation. Also, you should only choose to leave your workstation and exit when both the walkway and the X are clear.

When using the aisle walkway, please keep your distance from the tables near the window and only access one side of the walkway.



1.3. Analyst Offices

Our analyst office doors will mostly be closed during operating hours. We will only conduct face-to-face interactions with researchers if urgent or for questions that can be addressed quickly. Please see [Section 3.2](#) for more information.

1.4. Other Changes to the Layout

Yellow paper for notes and shared pens will be removed from the table at the front to minimize the risk of transmission. The paper shredder will be moved to Victoria's office. We encourage researchers to take their notes electronically (see [Section 3.2.2](#)).

2. Sanitation and Safety

2.1. Cleaning

The sanitation of the centre will be a team effort! Outlined are the roles and responsibilities:

Analysts will clean surfaces inside the centre such as doorknobs, card readers, etc.

Researchers will clean their workstations before their use and after they complete their work session. This includes cleaning desks, partitions, keyboards, mouse and monitors, and the power button on the PC Tower with disinfecting wipes.

University Caretakers will be responsible for the RDC's floor, our garbage, and cleaning outside the RDC.

2.2. Hand Sanitizer

A bottle of hand sanitizer will be placed on the table at the front of the room for researchers to use. Researchers are encouraged to sanitize their hands every time they enter/re-enter the centre.

2.3. Face Masks

(<https://www.uwo.ca/coronavirus/health-safety.html>)

UWO has requires the use of face masks in common and shared spaces on campus. You will need to have a mask on at all times in the RDC.

2.4. Return to Campus Questionnaire

(<https://www.uwo.ca/coronavirus/questionnaire.html>)

UWO employees and graduate students are **required** to complete the "Return to Campus" questionnaire prior to **each** visit to campus (and the RDC). The questionnaire will help determine whether it is safe for you to return to campus without potentially exposing others. You will receive a response after completing the questionnaire, which will either allow you to enter campus or ask you to consult with a physician. This can be found through UWO's "My Human Resources" portal.

2.5. COVID-19: Return to Campus Essentials Training Module Video

(<https://www.uwo.ca/coronavirus/health-safety.html>)

UWO employees and graduate students are **required** to complete the "COVID-19: Return to Campus Essentials" training module video available on OWL. Please visit the link above to access the video.

3. New Procedures for Researchers

3.1. Online Booking System to Access Workstations

Due to our limited occupancy, you will be required to book a workstation ahead of your visit. Please book workstations at www.picktime.com/uwordc. This link is also available on the home page of our RDC website. You can book a week's worth of visits in advance, and bookings must be done at least **24 hours** before your visit.

During regular hours, we offer morning and afternoon blocks for each workstation:

- Morning: 9:00 AM – 12:55 PM
- Afternoon: 1:05 PM – 5:00 PM
 - The website says 1:00 PM but the booking will start at **1:05 PM**.

Only select workstations can be booked for the full day by a researcher. These are workstations 8, 9 and 12 (they can also be reserved in the morning or afternoon only). The remaining workstations (Surface, 2 and 5) can only be booked in the morning or afternoon by a researcher.

We also offer extended hours on Tuesdays between 5:05 PM and 7:00 PM (the website says 5:00 PM but the booking starts at **5:05 PM**).

Please ensure that you show up within 20 minutes of your booking start time, and leave at the designated time. You must notify us of a cancellation by 4 PM the day before.

Instructions on how to use the PickTime are available in Appendix 1.

3.2 Electronic Communication and File Transfers Only

To maintain social distancing requirements, Analysts and Researchers will have limited face-to-face interaction in the centre. Our office doors will mostly be closed, and we will only be conducting face-to-face discussions for urgent matters (or for questions that can be addressed quickly). Please send an email to rdc@uwo.ca or call us at (519) 661-2111 x82971 (Tina) or x84951 (Victoria) if any questions arise. We also ask that you limit your communication with others in the centre.

The following procedures are adjusted to meet this requirement.

3.2.1. Our @Canada Email

Although general questions about the RDC or data can still be sent to our UWO email, we will be using our @Canada email for file transfers. Please send any requests to transfer files into your project, or release files from your project to our @Canada email:

Tina: tina.luuly@canada.ca

Victoria: victoria.gaudin@canada.ca

3.2.2. Contract Amendments

Please send us an email if you wish to make changes to your contract (e.g. adding/removing data, adding researchers, extending project expiration dates, creating sub- or revision contracts, transfers to another centre, etc.). We will coordinate with you via email and the documents will be signed electronically.

3.2.3. Notes

Yellow paper for handwritten notes will be removed from the centre. We encourage you to take your notes electronically (e.g. using MS Word or Notepad++). You can request that we vet and release your electronic note file if it does not contain any confidential data (similar to how we used to release handwritten notes). The following steps should be followed to have notes released:

Step 1. Save your note file in the “To Be Vetted” folder. You do not need to complete a Vetting Request Form or provide supporting documents for this.

Step 2. Rename the note file to “Note_mmddyyyy” (replace “mmddyyyy” with the date of the request).

Step 3. Lock or shut down your computer, leave the RDC, and let us know via our @Canada email that you are requesting to release the note file (mention your project number).

Prior to the pandemic, handwritten notes were immediately vetted and released since they were shown to us in person. Now, we will aim to have these released within the same day of the email request. If you require your note immediately, please call us instead of emailing.

Tip: Place your request for note files at least 30 minutes before closing time.

Step 4. If the note does not contain any confidential data, then we will email you the file.

3.2.4. Vetting Requests and Support

The process of placing a vetting request has not changed. You will still provide the files for release, the supporting files, and the Vetting Request Form in the “To be Vetted” folder. However, rather than telling us in person that a request is placed, you should notify us via email.

We will continue to provide comments via email. A copy of the comments will also be stored in your vetting request folder. We might also provide additional notes or annotations to guide you in addressing the comments. Please notify us via email when you have addressed the comments and the request is ready to be vetted again.

If you require support before placing a vetting request: Please send us an email on what you are planning to release. We will provide tips via email and direct you to the Orientation Guide presentation, the Survey Specific Rules, and the Vetting Request Form. Unfortunately, we cannot sit with you to provide face-to-face support.

Appendix 1. How to book your workstation on PickTime

Step 1. On your computer or mobile device, go to www.picktime.com/uwordc. A link to the bookings page is also available on our website, www.rdc.uwo.ca.

Step 2. Read the pop-up Welcome Message and then press the X in the right-hand corner to close it.

Step 3. Decide if you are booking a workstation during our Regular Hours (9:00 AM – 5:00 PM) or Extended Hours (Tuesday only 5:00 PM – 7:00 PM). Select the workstation you wish to use under the respective hours. A layout of our centre is posted on our website.

Step 4. Select the date you would like to book for in the top bar. You may only book a week at a time.

Step 5. For Regular Hours, select whether you are coming in for the morning block (9:00 AM) or the afternoon block (1:00 PM). Each block is ~4 hours long. For the evening block, select “5:00 PM”, and it is 2 hours long. If neither of these times are available, then the workstation has already been booked.

Step 6. Fill in your First Name, Last Name and Email. Select “Book Appointment.”

Step 7. Your appointment has now been booked. Click on “Book Another Appointment” to continue booking for another block.