

YOUR SAFETY IS OUR PRIORITY

RESUME

2020/21

OUR COVID-19 RECOVERY PLAN



**University
of Manitoba**



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MESSAGE FROM THE PRESIDENT

Students, colleagues and friends,

I trust you will find the material assembled here helpful. I know a lot of hard work has gone into getting the university to a place where we could share our plans for learning and working in the coming months with all of you.

First and foremost, I want to reiterate to students that our priority is your safety and education. The entire University of Manitoba community of faculty, staff and essential partners is doing everything possible to ensure the 2020-2021 academic year proves a fulfilling one for you, even amidst the challenges posed by the global pandemic.

The information we've provided will help you navigate the "new normal," whether your interactions with us take place remotely, off campus, or on. We're all new to this, so one thing I am committed to is meeting and listening to as many of you as possible, to let you know what we're doing on your behalf and to hear about what you think we can do even better.

Of course, there is much here that will be of use too for faculty and staff and others who visit the campus for myriad reasons. We know our teaching staff in particular are going over and above in ensuring their engagement with students remains meaningful. I thank you and pledge to continue to support your efforts.

Finally, all of us who are part of the larger University of Manitoba community, together, have an important role to play in helping this province manage the pandemic. Our research and community outreach will help save lives at the front lines of the disease and its impacts. I am confident that — as the province's only research intensive post-secondary institution — we will live up to our responsibilities and serve as a model for the province.

Thank you for your cooperation.

Stay well.

Michael Benarroch
President and Vice-Chancellor



MESSAGE FROM THE PROVOST

The UM is about to embark on its 143rd academic year! 2020 has been a challenging year in many ways given the impact of COVID-19. Our community has exhibited resiliency, creativity and determination. As we approach the beginning of our Fall term our faculty, instructors, librarians, and staff have shown outstanding dedication and commitment to our mission as we deliver our academic programs, conduct our research, and engage with communities in new and innovative ways.

At the forefront is our concern for our community's safety. While the majority of our work and learning activities will continue to be conducted remotely for the Fall term, we are preparing for a safe return to some critical on-campus activities. Last week we announced that all UM employees, students and visitors to our campuses will be required to wear a mask in all indoor common and shared spaces and where two-meter distancing cannot be maintained. Each employee and student will be provided with two (2) reusable cloth masks. We may see other requirements going forward and we will continue to consider the advice of the COVID-19 Recovery Steering Committee to ensure that our phases of recovery are thoughtful, clear and safe.

I hope you find the material in this collection helpful and I wish you a great start to the Fall term.

Be safe and well.

Janice Ristock

Provost and Vice-President (Academic)



1.0 COMMITMENT TO SAFETY

The University of Manitoba (UM) proudly welcomes back its students, staff and faculty with a carefully orchestrated plan to return to campus for the Fall term, both virtually and physically. This document will review the processes by which all faculties/units resume limited operations in a phased recovery effort.

We have followed the advice of our provincial public health authorities to develop five guiding principles for a safe and strong start of the Fall term:

- 1. The health and safety of students, staff, faculty and visitors is the overarching priority.**
- 2. All students, staff and faculty will work remotely unless approval has been granted to work on campus.**
- 3. Any activity on campus, whatever its nature, will be carried out while strictly respecting the constraints of public health authorities and in accordance with government guidelines and directives.**
- 4. Recovery of on-campus activities will be gradual and in keeping with the university's stated principles and recovery plan.**
- 5. The university will continue to take into consideration and accommodate special circumstances for students, staff and faculty, including health conditions.**

At home or on campus, we will continue to do what the UM has always done – we will work together, support each other and adapt to this new working, teaching and learning environment.



1.1 COMMITTEES

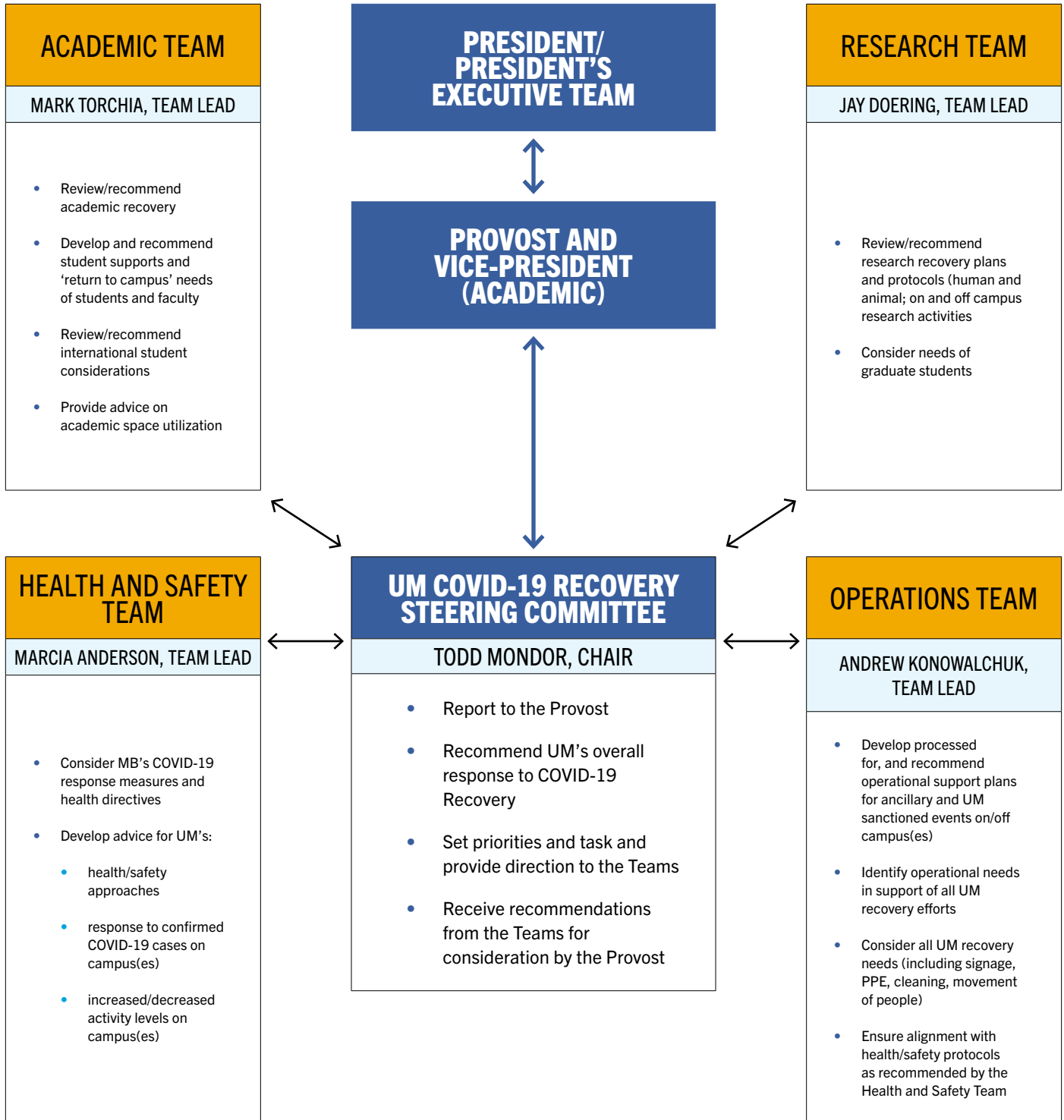
In May 2020, two working groups were struck to oversee the university’s COVID-19 recovery efforts. Both the COVID-19 Recovery Working Group and the Academic Planning Working Group have been guiding us through the web of complexities associated with the urgencies of the COVID-19 pandemic. We recognize our recovery planning will need to continue for several months/years. As such, a more developed and sustainable committee structure with broader presentation – including faculty members and students, including Indigenous representatives – is required to oversee these long-term planning activities.

Effective September 2020, the new COVID-19 Recovery Steering Committee, chaired by Todd Mondor, Deputy Provost (Academic Planning and Programs), will be responsible for recommending the UM’s overall response to COVID-19 recovery and will report to the Provost and Vice-President (Academic) through to the President/President’s Executive Team.

Four teams will be struck and provide recommendations to the Steering Committee:

- **Academic**, chaired by Mark Torchia, Vice-Provost (Teaching and Learning).
This team will provide recommendations on our instructional recovery efforts and supports for our faculty/instructors and students.
- **Research**, chaired by Jay Doering, Associate Vice-President (Research and International).
This team will provide recommendations on our research recovery efforts and protocols.
- **Health and Safety**, chaired by Marcia Anderson, Vice-Dean, Indigenous Health, Rady Faculty of Health Sciences.
This team will provide health and safety recommendations.
- **Operations**, chaired by Andrew Konowalchuk, Associate Vice-President (Administration).
This team will identify operation needs associated with our UM recovery activities.

The committee/teams are being populated and membership will be posted once finalized.





1.2 PREVENTATIVE MEASURES

Guided by our provincial public health authorities, we have developed a series of protocols for a safe return to campus:

- **Do not come to campus if you experience any symptoms of COVID-19 or have been exposed to someone diagnosed with COVID-19.**
- **Wash your hands frequently and practice good cough etiquette.**
- **Maintain a physical distance of two metres at all times when other physical barriers are not present.**
- **Maintain a density of one person per 16m² (two metres around a person) or lower for enclosed workspaces (such as labs) where multiple individuals need to work for extended hours.**
- **Wear a mask if you are unable to maintain the two-metre distance.**
- **Ensure frequent cleaning, especially of high-touch surfaces and objects.**
- **Failure to comply with these guidelines could result in reduced access, exclusion from the building, and/or disciplinary measures.**



Mandatory Masks

Masks are required in all indoor common or shared spaces on campus and where social (physical) distancing cannot be maintained. This includes hallways, lobbies, libraries, classrooms, labs, study spaces, elevators and other designated common or shared spaces. The expectation of students living in residency is that, as of September 1, all residents are to wear face masks in common areas of residence buildings at all times. Generally speaking, with the exception of the seating area of the dining hall, once you leave your room, you should be wearing a mask while in residence facilities.

Masks are not required in individual offices unless social (physical) distancing cannot be maintained. In classrooms, students and instructors may choose to remove their masks during class if they maintain a two-metre distance from others, but are to wear them when preparing to leave the classroom, and in hallways.

In the Active Living Centre, the Joe Doupe Recreation Centre and other recreation facilities, masks may be removed while exercising, as long as social (physical) distancing is maintained. Students living in residence are asked to wear a face mask in all common and designated areas.

Mask Distribution

Faculty, staff, and students will be given a reusable cloth mask.

Fort Garry Campus

Beginning September 1 there will be a safe pickup location in the Quad (open outdoor space south side of the Administration building). The hours of operations are:

- September 1 to 4 from 9:00am–12:00pm
- September 8 to 11 from 8:30am–2:30pm
- September 14 and 15 from 8:30am–2:30pm

Bannatyne Campus

The requirement to wear masks took effect August 24, 2020. Pick up locations and hours of operation are:

- Brodie Centre main doors (727 McDermot Avenue) 5:30am–5:30pm
- Dentistry building (780 Bannatyne Avenue) 7:00am–4:00pm
- Apotex side entrance (750 McDermot Avenue) 6:30am–4:00pm
- Rehab Sciences building (771 McDermot Avenue) 7:00am–4:00pm

As health and safety is our overarching priority, strict protocols are being followed at these stations including plexiglass shields, hand sanitizing stations, signage and fencing to ensure directional consistency and socially distanced flow throughout.

In order to avoid congestion, you should pick up your masks when you are coming to campus(es) to avoid making a special trip.

After September 15, employees and students may receive their masks at:

- Welcome Centre
- Elizabeth Dafoe Library
- Science and Technology Library



HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win





Hand Hygiene

Hand washing

Hand washing posters have been placed by sinks in most bathrooms on-campus.

All UM faculty, staff, students and visitors should review proper hand washing technique:

- Wash your hands with soap and water for at least 20 seconds including palms, backs of each hand, between fingers, thumbs and under nails. Rinse and dry hands well.
- If soap and water are not available, use an alcohol-based hand sanitizer.

Hands should be washed in the following situations:

- Upon arrival in the workplace
- After work in close contact with another employee (less than two metres)
- If hands become soiled/dirty
- After using the bathroom
- At the end of the day
- Upon arrival at home

In washrooms, the following items shall be available:

- soap or another cleaning product;
- paper towels or hand dryers;
- where paper towels are used, waste paper baskets for disposal of such towels.

Hand sanitizer stations have been made available at the entrance of all campus buildings.



Cough Etiquette

When coughing or sneezing:

- Cough or sneeze into a tissue or the bend of your arm, not your hand
- Dispose of any tissues you have used as soon as possible in a waste basket and wash your hands afterwards

Social (Physical) Distancing

- Avoid direct contact with individuals
- Rearrange workspaces or adjust work times to ensure social (physical) distancing can be respected. For example:
 - Re-arrange workspaces to accommodate two metres or one person per 16m²
 - Stagger work shifts including break times
 - Extend core work hours if possible
 - Assign employees to small work teams and arrange on-campus rotations to reduce the number of interactions
- Where social (physical) distancing is not possible, other measures are required such as work from home arrangements, physical barriers (i.e. Plexiglas), or the use of personal protective equipment.
- Office work on campus should be minimized. While one worker per office would be compatible with current distancing practices, work from home is to be prioritized even for those with closed office spaces.
- Meetings and other encounters that would require people to be in an enclosed space should be organized online for the time being.
- Limit the number of visitors, clients and others coming to the office.
- Remove items like magazines or reading material from common areas.
- Avoid sharing supplies and equipment if possible.
- Lunch/break rooms can be used, but social (physical) distancing guidelines (two metres) must be followed, and surfaces must be wiped down after use.



1.3 CURRENT HEALTH AND SAFETY DIRECTIVES

For the most up-to-date COVID-19 information, visit:

GOVERNMENT OF CANADA COVID-19 WEBSITE

Government of Canada / Gouvernement du Canada

Search Canada.ca

Français

MENU

Canada.ca > Coronavirus disease (COVID-19)

Coronavirus disease (COVID-19): Outbreak update

- Outbreak update
- Symptoms and treatment
- Prevention and risks
- Measures to reduce COVID-19
- For health professionals
- Canada's response
- Travel restrictions, exemptions and advice
- Awareness resources
- Guidance documents

PROVINCE OF MANITOBA COVID-19 WEBSITE

Manitoba

Printer Friendly | Français | Site Map | Contact Government

Search for programs and online services

SEARCH

RESIDENT AND ONLINE SERVICES | BUSINESS | GOVERNMENT | VISITORS

Manitoba.ca > COVID-19

COVID-19 NOVEL CORONAVIRUS

Search for information on COVID-19

SEARCH



1.4 PHASES OF RECOVERY

The UM has developed a phased approach to the recovery, cautiously resuming critical research and essential activities on our campuses, while ensuring a strong focus on health and safety.

PHASE 1

March 23 – May 31

- Closure of UM facilities due to the threat of COVID-19 with only essential, approved work taking place on our campuses.
- Spring term classes, student services, and [Spring Convocation](#) continued remotely.

PHASE 2

June 1 – August 31 (Summer term)

- Priority for on-campus activity has been given to supporting UM's teaching and research mission.
- All on-campus activity has been carefully reviewed and approved prior to taking place.
- Approximately 3,000 researchers are now working on approved, critical research in UM facilities with measures in place to follow health guidelines.

PHASE 3

September 1 – December 31 (Fall term)

- On May 13, 2020, the UM announced that the majority of courses for the Fall term would be delivered by remote learning.
- In exceptional cases, in-person instruction or assessment has been approved, with extra safety protocols.
- Working remotely is still preferred where possible and practical; the health and safety of students, staff, faculty and visitors remain as the overarching priorities.

PHASE 4

TBD



2.0 COMMITMENT TO OUR MISSION

The UM is committed to providing instructors with an environment where they can continue to teach safely and confidently. Our goal is to offer as much support and comfort as possible to all students, staff and faculty during the COVID-19 pandemic, and always.



2.1 TEACHING

Fall Exceptions

COMING SOON

Check back for updates.

Instruction Support – The Center for the Advancement of Teaching and Learning

The Centre for the Advancement of Teaching and Learning has created a series of supports for instructors during the COVID-19 pandemic, specifically to address topics such as remote learning, creating student engagement, teaching and learning technologies, academic integrity and many more.

These supports are accessible here:

- <https://centre.cc.umanitoba.ca/contingencies-for-teaching/>
- <https://centre.cc.umanitoba.ca/online-workshops/>

Instruction for Instructors

This one page document will provide guidance to instructors who may be teaching in-person classes during the Fall term.

COMING SOON

Check back for updates.



Learning and Study Spaces

All learning spaces have undergone an analysis to determine the maximum occupancy based on the public health social (physical) distancing requirement in the province (two metres). Deans were provided with this list so that they could determine whether there was suitable space to hold 'exception' courses for the Fall term.

Student study spaces have also been identified. These include former classroom spaces as well as designated spaces within libraries. [All of the spaces are drop-in](#) except for spaces in the Science and Technology Library which must be reserved in advance. Signage in the classroom spaces defines social (physical) distancing requirements through labeling of individual seats.

Maintenance and Operations have been highly engaged in developing appropriate cleaning processes for all learning and study spaces.

More information on study spaces on campus will be coming.



Policy Changes

Below is a list of [Senate-approved](#) and Provost-approved changes during COVID-19:

A. Changes Impacting All Academic Programs

Change	Approving Body	Approval Date	Effective Term(s)					Indefinite
			W20	S20	F20	W21	F21/ W22	
Suspension of Section 2.6 of the <i>Voluntary Withdrawal Policy</i> for Winter 2020 and amendment of the Voluntary Withdrawal date for the term.	Senate	March 16, 2020	X					
Suspension of Sections 2.8, 2.9 (f) and 2.12 of the <i>Responsibilities of Academic Staff with regard to Students</i> (ROASS)	Provost and V-P (Academic)	March 16, 2020	X					
That there be no in-person exams for courses offered in, or in part in, the Winter 2020 term and that all assessments be completed by alternative means.	Senate Executive	March 18, 2020	X					
Revision of Section 2.3. of the <i>Grade Point Averages</i> policy to allow students to have the option to include or exclude a final course grade in calculating their GPA and that if excluded, will not be used for the purpose of program progression and/or overall graduate requirements; students can elect to do so on a course-by-course basis for courses scheduled in the Winter 2020 term or spanned courses scheduled over the Fall 2019-Winter 2020 terms.	Senate Executive	March 25, 2020	X					



Change	Approving Body	Approval Date	Effective Term(s)					
			W20	S20	F20	W21	F21/ W22	Indefinite
In addition to the option to include or exclude a final course grade, students have the option to chose a pass/fail grade instead of a letter grade; and that regardless of choice with respect to course grading, students will remain obliged to meet all existing admission, prerequisite, progression, degree, and graduate policies and requirements that may apply.	Senate Executive	April 1, 2020	X					
That any failing grade received by a students in the Winter 2020 term be excluded from the GPA, with the exception of GPA calculations used for admission purposes, unless otherwise specified.	Senate Executive	April 1, 2020	X					
The extension of the VW deadline for Winter 2020 and Fall 2019-Winter 2020 spanned courses to May 10, 2020.	Senate Executive	April 8, 2020	X					
That there be no in-person instruction or assessment for any courses until at least September 1, 2020 and that all instruction will take place by alternate methods until at least September 1, 2020.	Senate Executive	March 18, 2020	X	X				
Indefinite suspension of registration for Summer Term 2020 courses (May-August).	Senate Executive	March 18, 2020		X				
That Summer Term Courses (May-August) begin no earlier than June 1, 2020 and be completed no later than August 31, 2020.	Senate Executive	March 18, 2020		X				



Change	Approving Body	Approval Date	Effective Term(s)					Indefinite
			W20	S20	F20	W21	F21/W22	
Revision of the Academic Schedule for the Summer 2020 term.	Senate Executive	April 1, 2020		X				
Approval of Duo-lingo as an acceptable English Language Proficiency (ELP) test for the purposes of applying for Fall 2020 and Winter 2021.	Senate Executive	March 18, 2020			X	X		
Revision of the Academic Schedule for the Fall 2020 and Winter 2021 Term. ¹	Senate Executive	May 6, 2020			X	X		
Suspension of Section 2.5 (a) of <i>the Repeated Course Policy</i> .	Senate Executive	March 18, 2020						X
The ability for students to self-declare in lieu of providing medical notes in support of absences from class activities/ requirements and from evaluations, including final evaluations.	Senate Executive	March 18, 2020						X

1 For 2020-2021 Academic Schedule, please visit: <http://umanitoba.ca/registrar/important-dates-deadlines>



B. Program Specific Changes

Change	Approving Body	Approval Date	Effective Term(s)					Indefinite
			W20	S20	F20	W21	F21/W22	
That all Juris Doctor (J.D.) courses offered, including (i) spanned courses offered over the Fall 2019 Fall and Winter 2020 Terms, including first-year courses, and (ii) 2020 Winter Term courses, be graded on a mandatory pass-fail basis.	Senate Executive	March 25, 2020	X					
That Degree Exit Requirements, including Current CPR Level C and Emergency or Standard First Aid Certification Requirements, be waived for students graduating in the Winter 2020 term from the Bachelor of Kinesiology, Bachelor of Kinesiology - Athletic Therapy, Bachelor of Physical Education, Bachelor of Recreation Management and Community Development.	Senate Executive	April 1, 2020	X					
Suspension of the regulation for the Bachelor of Nursing program allowing only one VW per Nursing course for the Winter 2020 term.	Senate Executive	May 6, 2020	X					
Temporary revisions to Section 3.2 of the UGME <i>Promotion and Failure Policy</i> modifying Pre-Clerkship requirements.	Senate	August 5, 2020	X		X	X		
Temporary revisions to Section 3.5 of the Faculty of Science <i>Co-op Regulations</i> modifying work term requirements	Senate	August 5, 2020		X				



Change	Approving Body	Approval Date	Effective Term(s)					Indefinite
			W20	S20	F20	W21	F21/W22	
Temporary revisions to the graduate requirements of the Bachelor of Commerce (Honours) program in relation to an optional course substitution for a 3rd co-op work term and an increase from 6 to 9 hours for maximum number of readings and research courses.	Senate Executive	May 20, 2020		X	X			
Revision to the admissions selection process for the Doctor of Pharmacy (Pharm.D.) for Fall 2020, specifically that the Critical Skills Essay will not be required and that applicants will be ranked on AGPA (66%) and PCAT scores (34%).	Senate Executive	April 1, 2020			X			
Revisions to the 2020-21 Academic Schedule for the School of Agriculture, Rady Faculty of Health Sciences, and Faculty of Education.	Senate	June 24, 2020			X	X		
Revisions to the admission requirements for the Doctor of Pharmacy (Pharm.D.) for the Fall 2020 and Fall 2021 intakes to allow for no more than a single grade of less than a “C” but no lower than a “D” and that a Pass/Fail assessment be accepted where it be the only grade available; that the W requirement be suspended for applicants from other academic institutions; and that the AGPA be amended to 3.0 from 3.5.	Senate Executive	April 29, 2020			X		X	
Establishment of a Special Consideration admission category for the Doctor of Pharmacy (Pharm.D.) for Fall 2020 and Fall 2021 intakes.	Senate Executive	May 20, 2020			X		X	



Change	Approving Body	Approval Date	Effective Term(s)					
			W20	S20	F20	W21	F21/ W22	Indefinite
Revisions to the admission requirements for the Doctor of Pharmacy (Pharm.D.) for the Fall 2021 intake to reinstate the Critical Skills Essay requirement and to suspend the full time (24 credit hour) academic year requirement for 2021.	Senate Executive	April 29, 2020					X	
Revisions to the admission and clinical agency requirements related to providing evidence of CPR certification for the Bachelor of Nursing and Baccalaureate Program for Registered Nurses.	Senate Executive	May 6, 2020						X
That all graduate students be granted a four-month extension to the maximum time allowed for the completion of graduate degree requirements.	Senate Executive	March 25, 2020	—————→					



Activities: On- and Off-Campus(es)

At UM rich learning occurs inside and outside the formal classroom, lab, studio, and lecture theatre thanks to the collaborative efforts of faculty, students, staff, and community partners. We learn and grow together. With this in mind, UM has developed guidelines and regulations for academic-related activities on and off campus. Please note that in-person social or celebratory activities associated with UM are prohibited until further notice.

Principles Governing Exceptions for Off-Campus Instructional Activities

- The activity is required for understanding material and to achieve desired learning outcomes associated with the course/program.
- Benefit of the activity cannot be realized using remote means.
- The activity must be offered to allow students to progress in their program of study without excessive delay.
- All facets of the activity must adhere to all UM and Provincial health and safety requirements and protocols in place at the time the activity occurs.
- All facets of any activity involving an external partner or host must also adhere to all UM health and safety requirement and protocols in place at the time the activity occurs, or more stringent if the host has such requirements.
- An operational plan for the event (including caretaking, security, and occupancy detail) must be submitted to the COVID-19 Recovery Steering Committee (CRSC) at least three weeks in advance of any planned activity. This plan must also include a clear articulation of the learning outcomes associated with the proposed activity. The activity may not proceed unless approval is granted.

Principles Governing Exceptions for Off-Campus Professional Development Activities

- The activity is required to achieve desired learning outcomes associated with the course/program.
- Benefit of the activity cannot be realized using remote means.
- Participation must be voluntary; the activity must not be mandatory.
- All facets of the activity must adhere to all UM health and safety requirements and protocols in place at the time the activity occurs.
- All facets of any activity involving an external partner or host must also adhere to all UM health and safety requirement and protocols in place at the time the activity occurs, or more stringent if the host has such requirements.
- An operational plan for the event (including caretaking, security, and occupancy detail) must be submitted to the CRSC at least three weeks in advance of any planned activity. This plan must also include a clear articulation of the learning outcomes associated with the proposed activity. The activity may not proceed unless approval is granted.



Principles Governing Exceptions for On-Campus Professional Development Activities

- The activity may only be held if it does not interfere with any on-campus academic or research activities
- The activity is required to achieve desired learning outcomes associated with the course/program.
- Benefit of the activity cannot be realized using remote means.
- Participation must be voluntary; the activity must not be mandatory .
- All facets of the activity must adhere to all UM health and safety requirements and protocols in place at the time the activity occurs.
- An operational plan for the event (including caretaking, security, and occupancy detail) must be submitted to the CRSC at least three weeks in advance of any planned activity. This plan must also include a clear articulation of the learning outcomes associated with the proposed activity. The activity may not proceed unless approval is granted.

Principles Governing Student Placements (practical and clinical placements)

- The placement is required for understanding material and to achieve desired learning outcomes associated with the course/program.
- Benefit of the placement cannot be realized using remote means.
- The placement must be offered to allow students to progress in their program of study without excessive delay.
- All facets of the placement must adhere to all UM and Provincial health and safety requirements and protocols in place at the time the activity occurs.
- All facets of any activity involving an external partner or host must also adhere to all UM health and safety requirement and protocols in place at the time the activity occurs, or more stringent if the host has such requirements.
- The Dean of the Faculty is responsible for ensuring all placements meet the above requirements and has authority for approving placements.



2.2 RESEARCH

Research activities at the UM are re-opening using a phased approach.

For full details please visit:

https://umanitoba.ca/research/media/Phased_Reopening_of_UM_Research.pdf

Phase 2 required researchers to submit a [Request for Building Access for Research form](#) justifying the need to return to their lab or field work and that research could not be conducted remotely. These requests were reviewed and approved by the Office of the Vice-President (Research and International).

In Phase 3, new requests must be submitted using the centralized [Building Occupancy Tracking form](#) through the researchers' respective faculties. All approvals for Phase 2 carry forward to Phase 3.

During Phases 1 and 2, only a couple of essential research projects involving human participants were permitted. In Phase 3, research involving human participants will be considered on a case-by-case basis. Researchers wishing to undertake research involving human participants, and who have all required ethics approvals in place, should fill in the [Request to Undertake Research Involving Human Participants at On- or Off- Campus Research Sites](#) and submit it to vpri@umanitoba.ca.

If your request is approved, the details of the request will be sent back to the approving ADR/dean for inclusion in the building(s) occupancy count(s) by completing the [Occupancy Tracking](#) form.



2.3 LIBRARIES

UM Libraries will continue to provide access to collections and services to the students, staff and faculty. With access to over 3.4 million electronic books, 240,000 electronic journals, a virtual AskUs service, online workshops and instructional materials, libraries are available to students and faculty wherever they are working and studying. Over 150 study spaces are also available for students who require access to quietly study or work on computers.

▶ [WATCH THE VIDEO](#)

TOP FIVE LIBRARY TIPS YOU NEED TO KNOW

Collections

All eBooks and online resources are available on the UM Libraries' website. [Learn how to access these materials.](#)

UM Libraries also offer a [pickup service](#) for materials that are not available electronically. Materials can be placed on hold and will be available in the hold lockers located in the Elizabeth Dafoe Library Foyer on the Fort Garry campus. For Rady Faculty of Health Sciences students and employees, materials will be available in the hold lockers outside the Neil John Maclean Health Sciences Library. You will need your UM ID to pick up these materials. Masks are required when picking up materials and hand sanitizer will be available.

If you are unable to come to campus to retrieve physical materials, the Libraries' staff will [scan articles and book chapters for you](#) (following copyright restrictions).

Archives and Special Collections

Archives and Special Collections provide in-person research and reference services 10:30am–3:30pm, Tuesday and Thursday, by appointment only. Two appointment slots are available, in one-hour increments to a maximum of three hours, and appointments must be [booked in advance](#). Social (physical) distancing measures are in place and hand sanitizer and disinfectant wipes are provided for workspaces. [Virtual reference services and online access to collections are continuing](#). Additional reference appointments may open up throughout the term, please check the [Libraries' COVID-19 Update page](#) for changes.



For Students

Study Spaces

The Elizabeth Dafoe Library (main floor)

- Study space is open from 10:00am–6:00pm, Monday to Friday, on a walk-in basis.
- There are 110 seats available for students who must present their UM ID for entry.
- Social (physical) distancing measures are in place and hand sanitizer and disinfectant wipes are provided for workspaces.
- Masks are required in Libraries' spaces.

The Science & Technology Library (main floor)

- Study space is open from 10:00am–6:00pm, Monday to Friday.
- There are 65 bookable quiet study spaces for students who must present their UM ID for entry.
- Social (physical) distancing measures are in place and hand sanitizer and disinfectant wipes are provided for workspaces.
- Masks are required in Libraries' spaces.

Additional space may open throughout the term, please check the [Libraries' COVID-19 Update page](#) for changes.

Help Videos and Workshops

[Learn at the Libraries](#) provides a guide for academic writing and how to search the library, evaluate resources and write citations.

Librarians and library staff have created a series of [videos](#) that help you with some of the basics like signing in and managing your library account, finding books and articles, citing sources and more.

Additionally, subject librarians have created [subject guides](#) to direct you to some resources that are key for research in particular areas. UM Libraries also offers a series of [workshops](#) on a variety of topics. Previously recorded workshops are available via the [Libraries' YouTube channel](#).

Contact

Librarians and library staff are available online to answer questions via [Ask Us](#) Monday to Friday 9:00am–8:00pm and Saturday and Sunday from 1:00pm–4:00pm. These hours are subject to change, so check the [hours](#) page for updates.

You can also book appointments with [subject librarians](#) for specialized help in particular subject areas. Appointments are available via phone, email, or online chat.



For Faculty

Course Reserves

For help with obtaining online materials for course reserves, contact your [subject liaison librarian](#).

Electronic Textbooks

Librarians are available to help faculty find an electronic version of a textbook, or a suitable alternative. If available, we will add the e-textbook to the Libraries' collection so that all your students can access it. However, not all textbooks are available for libraries to purchase in electronic format.

[Learn more about electronic textbooks.](#)

Open Education Resources

[Open Education Resources](#) are available in a variety of formats that have an open copyright license and allow anyone to use, adapt and share them as needed. Contact your [subject liaison librarian](#) for more information about how to use these in your courses.

Reading Lists

[Reading Lists](#) is a new tool in UM Learn, designed to help instructors share reading materials within each course. These may include items from the libraries, such as articles or books, as well as websites, video content, images or lecture slides. All resources can be added directly to a UM Learn course, making it easier to access relevant content and stay organized.

Contact your [subject liaison librarian](#) for more information.

Literature Searches

During the pandemic, [UM Librarians are offering basic literature searching services to support UM faculty.](#)

The service:

- supports faculty with grant proposals, active research, publications and teaching;
- includes a survey of prior research (published literature) on a subject that is limited to a defined date range;
- provides a list of citations (not full-text) from the literature reviewed;
- has a turnaround time of 10 to 20 days.

Data Management and Knowledge Mobilization

Data management and knowledge mobilization services for researchers continue to be available.

Check our [Faculty and Researcher Help page](#) for details.

Please continue to monitor this guidebook and the Libraries website as information is subject to change frequently.



3.0 SERVICES ON CAMPUS(ES)

Below is a list of UM services and information pertaining to them during COVID-19. Most hours of operation are variable and change with demand. Check back to the website as it is updated regularly. For more UM services information, see:

<http://umanitoba.ca/campus-services/university-centre>

Bookstore

The BookStore is open to the public weekdays between 11am–4pm (Tuesdays 11am–7pm). [Textbook](#) and [merchandise](#) orders can also be placed:

- [Online](#),
- by [email](#), or
- by telephone (204-474-8321, or toll-free at 800-310-3331, between 11am–4pm).

Your prepaid items can be retrieved at the Fort Garry Bookstore Starbucks, weekdays between 11am–4pm.

Please ensure you have received your Ready for Pickup Confirmation Email before coming down.

Health Sciences Bookstore – Closed

For more information see:

- <http://umanitoba.ca/bookstore/>
- <http://umanitoba.ca/campus/hsbookstore/>

Campus Dental Centre

The [Campus Dental Centre](#) is closed.

All patients are asked to contact [Reflections Dental Centre](#) for more information.



Dining Services

- All food and beverage options within UMSU University Centre – Closed
- Conference & Catering – Closed
- Residential and Retail Dining – Fresh Food Company at Pembina Hall – Open

UM's Hey Chef app is currently offering delicious menu items from Dining Services' Grill'd Kitchen and Fired Up Pizza Co. The food pickup service is available for anyone on campus; food can be picked up at Pembina Hall residence on the second floor of 26 Maclean Crescent. Now you can order customized 12" pizzas, made-from-scratch chicken tenders, hamburgers with unlimited toppings and buttermilk-batter fish 'n' chips. All menu items are made fresh daily.

Looking for your coffee fix?

In early September Dining Services will be adding Starbucks to their Hey Chef line up. This will include brewed coffee, lattes, cappuccinos, and mochaccinos.

Hey Chef provides customers with a quick and easy way of purchasing their food between breaks. Dining Services introduced the Hey Chef app in February 2020 as an extra service for customers to order their food in advance.

New customers get \$5 off their first in-app purchase!

Here's how to get the app:

- Search "Hey Chef by Aramark" in the iOS App Store or Google Play
- Sign up for an account
- App prompts for a café access code. Use code: UOFMB to access UManitoba locations.
- Keep an eye out on social media channels for more Hey Chef updates to come.

For more information, see:

- <https://umanitoba.campusdish.com/LocationsAndMenus>
- <https://news.umanitoba.ca/hungry-dining-services-has-your-on-campus-food-needs-covered/>

Focal Point Optician

The [Focal Point Optician](#) and the offices of Dr. Judy McNeil and Dr. Leanne Soronow are open weekdays from 9:00am–2:00pm **by appointment only**. Please call 204-474-7090 to book an appointment.



IST Services

Due to social (physical) distancing requirements our staff are working primarily remotely. As such, walk-up service is extremely limited and is available **by appointment only** at the Fort Garry Campus IST Service Desk. Limit of 10 appointments per day for emergent desktop/laptop/mobile device issues that require hands on support. The following resources are available for working away from the office.

- Tools for working remotely: <http://umanitoba.ca/about-um/tools-working-remotely>
- Tips to keep your data secure while working remotely: <https://news.umanitoba.ca/5-tips-to-keep-your-data-secure-while-working-remotely/>
- Check if your computer meets the minimum requirements for UMLearn: <https://centre.cc.umanitoba.ca/technology/umlearn/#techreq>

Monday to Friday, 8:00am–8:00pm

- Phone: 204-464-8600 (you can leave a callback request)
- Chat now at: <http://stx.ad.umanitoba.ca/i3Root-Stage-IST/>
- Link to the IST Service Desk: <http://umanitoba.ca/computing/ist/help/>

Additional resources are available online: http://umanitoba.ca/ist/service_catalogue/

Media and Production

Media and Production services continue to be offered. Bookings/reservations are required for all requests:

- http://umanitoba.ca/computing/ist/service_catalogue/media_prod/production_services/2717.html

Software

The university offers software to staff and students in a variety of ways including the following:

Computers on campus software downloads for staff and students

- <https://umanitoba.ca/campus/bookstore/computers/softwaredownloads.html>

Licensed software through IST

- <https://umanitoba.ca/computing/ist/software/licensed.html>

University-provided at no additional cost to staff and students

- Microsoft 365
 - <http://umanitoba.ca/microsoft-365>



UM ID Staff/Student Cards

Student ID Cards – Available through Aurora

Students can now order new and replacement photo identification cards (ID CARDS) online through their [Aurora](#) account. The following digital documents will be required for submission:

- A photo for the ID Card
- A signature the student has written for the ID Card
- An image of their Government Issued Photo Identification
- An image of their study permit if the student is an international student

Guidelines are available on the [Photo Identification \(ID\) card website](#) for students to use to determine what is an acceptable photo and signature and what is not acceptable. Students can also find information about acceptable types of Government Issued Photo Identification to include with their submission.

After logging into Aurora, students will follow a series of prompts to complete the application process for their ID Card. The ID Card will be mailed to the mailing address provided in Aurora. We encourage students to maintain current and accurate mailing addresses in order to receive their ID Cards within two weeks after the card has been produced.

Faculty and Staff ID Cards – Available through on-line submission

Faculty and staff will complete the [Request for ID Card form](#) for a new ID Card, or the [Replacement ID Card form](#) to replace a lost or damaged card.

Along with the form, the following digital documents will be required:

- A photo the staff member for the ID Card
- A signature the staff member has written for the ID Card
- An image of their Government Issued Photo Identification

Completed forms, along with the aforementioned digitalized documents, are submitted to the email Registrar.Office@umanitoba.ca. Guidelines are available on the [Photo Identification \(ID\) card website](#) to determine what is an acceptable photo and signature and what is not acceptable. Additionally, staff members can also find information about acceptable types of Government Issued Photo Identification to include with their form.

Once the ID Card has been created it will be mailed out to the address the applicant provided on the form they submitted.

Please note that new staff cards are not encoded with door access. You must contact your department in order to obtain door access.

Questions can be directed to: Registrar.Office@umanitoba.ca

UMLearn

Connect to UMLearn: <https://universityofmanitoba.desire2learn.com/d2l/login>

UMNetID

Where to claim your ID or change your password: <https://signum.umanitoba.ca>



Meetings and Special Events

All meetings and special events, both public and private, are canceled.

Parking and Transportation Services

OPEN – In person office hours resume September 1.

Students

Student parking went on sale Tuesday, August 25 at 9:00am for the 2020 Fall term. Permits will be available on a first-come, first-served basis and will operate through a virtual permit system. Parking privileges are assigned to your university parking account and are verified using license plate recognition software; in other words, your license plate is your permit. A maximum of four license plates may be linked to a virtual student parking permit.

Please visit [Student Parking](#) for full details.

Contractors

Effective June 15, contractors working on campus will require a permit or to park and pay in a metered location.

Please visit [Contractor Parking](#) for full details.

Staff Permit holders

After careful consideration, the university has decided to reinstate parking fees as of September 1. If you wish to reinstate your staff parking permit, no further action is required. If you do not require parking on campus as of September 1, you may place your staff parking permit on hold for \$10.00 per month. This will allow you to hold your parking space in your designated parking lot until you return to campus.

For more information, please review the [FAQ's](#) on our website. If you still have questions, please email parking@umanitoba.ca.

Casual parkers

Should you require parking on campus, please contact Parking Services at parking@umanitoba.ca or 204-474-9483 for parking options. Alternatively, you may park at one of the reduced rate meters located in lots L, Q, D and U. The reduced rates are \$1.50/hour, \$6.00/day and are subject to change. For a campus map, all other lots and rates visit our [Short-term Parking Page](#).

Emails and voicemails are being monitored and our goal is to respond the same day or within one business day. Parking Services thanks you for your consideration at this time. Please continue to check back here for updates.

For more information, see:

- <http://umanitoba.ca/parking>



Pharmacy/Postal Outlet

- The [University Centre Pharmacy](#) is open weekdays, 8:30am–4:30pm.
- The [University Centre Postal Outlet](#) is also open within the Pharmacy, from 9:00am –4:00pm. NOTE: Canada Post picks up mail from the UC Postal Outlet at 2:30pm. Please use main entrance across from Admin Building to enter University Centre.

For more information see;

- <http://umanitoba.ca/campus-services/university-centre-pharmacy>

Reider Insurance

Reider Insurance is currently closed. Please visit their website for service information: <https://www.reider.ca/>

Sport and Recreation Facilities

The Active Living Centre is open with limited capacity. Learn more about the ALC re-opening:

<http://umanitoba.ca/community/sport-recreation/recreation-services/membership-rates>

Joe Doupe Recreation Centre at Bannatyne Campus will reopen on September 8th. To learn more:

<http://umanitoba.ca/community/sport-recreation/recreation-services/joe-doupe-recreation-centre>

Outdoor tennis courts are now open.

Joyce Fromson Pool, Max Bell Centre, Investors Group Athletic Field and the sport and recreation areas of Frank Kennedy Centre remain closed.



Student Residences

- Student residences are open and operational for the 2020-21 academic year. Although some residence buildings and/or room types will not be available for the Fall term, usual residence operations and services, including residence dining, will be offered as broadly as possible throughout the academic year. For the Fall 2020 Term, we will be offering accommodations in Pembina Hall and Arthur Mauro residences with single occupancy only.
- If you are interested in living in residence for the 2020-21 academic year, some rooms are still available in Pembina Hall Residence and Arthur Mauro Residence. To apply, visit the [Residence Application page](#) in the residence portal.
- We have compiled some information based on questions we have received from student correspondence and hopefully will provide you with a better idea of what living in residence will look like in 2020-21.
- If you have questions about residence that is not found here: <http://umanitoba.ca/coronavirus/students/residence>, please feel free to contact our office at residence@umanitoba.ca and we will answer your questions as soon as possible. You may also [chat live with our residence staff](#) Monday to Friday from 9:00a.m–4:00pm.

For more information see:

- <http://umanitoba.ca/coronavirus/students/residence>
- <http://umanitoba.ca/housing>

UFloria

UFloria is open for online and phone orders, with courier deliveries. [Order online](#) or by phone at (204) 474-9867.

UMSU Service Centre

The UMSU Service Centre is temporarily closed, but will reopen on Tuesday, September 8 to assist with your Peggo Card and UMSU Health & Dental Plan questions. More information on all UMSU businesses and services can be found [here](#).

World Safari Travel

[World Safari Travel Agency](#) is currently closed.

All other businesses and services

As the UM works toward protecting the health of our community, all businesses, services and departments within UMSU University Centre are closed to the public. Please visit the website of the relevant department for more specific information.



4.0 SUPPORTING STUDENTS

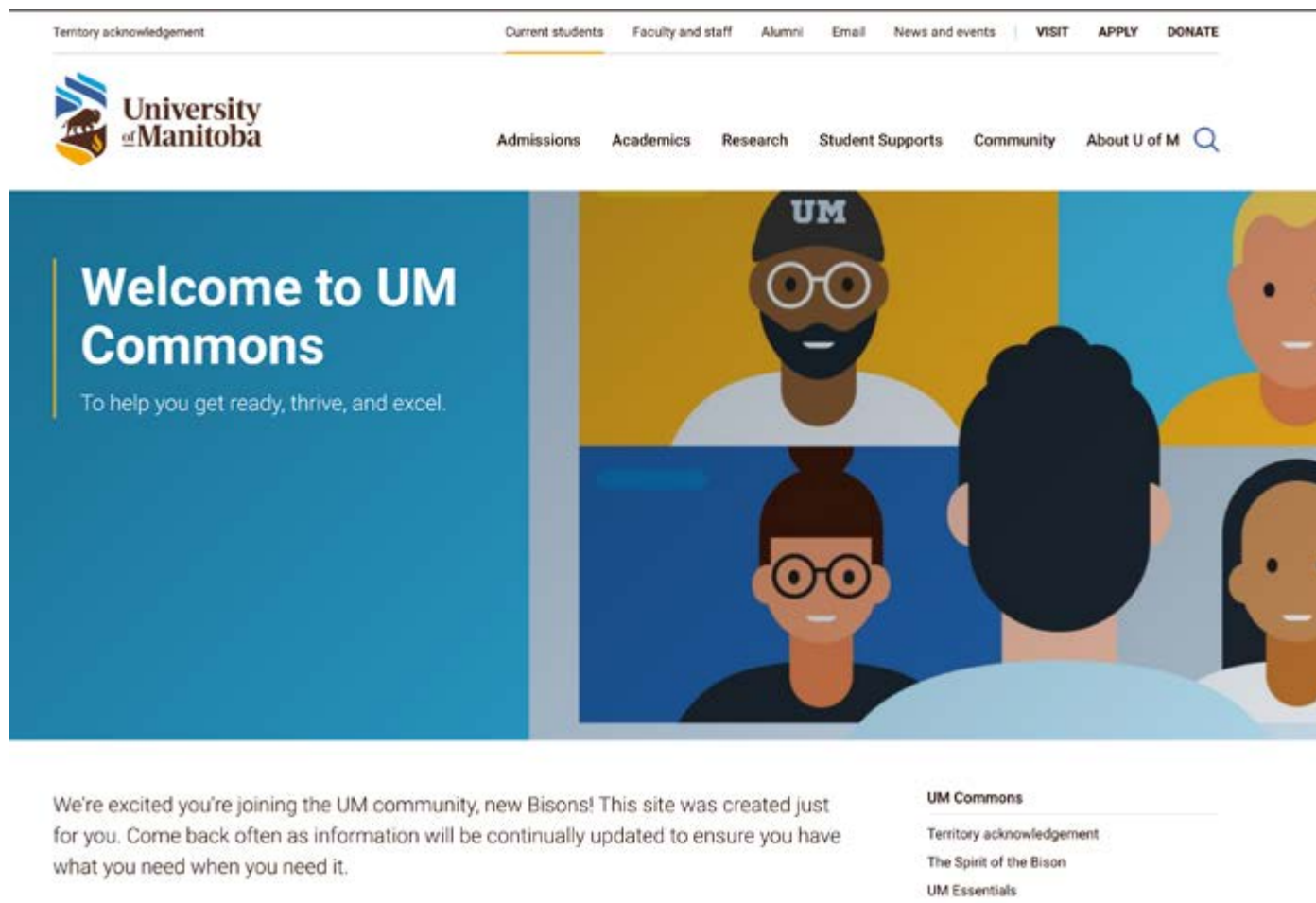
UM is committed to delivering an outstanding student experience, and will continue to do so. Most student services are currently being offered online, and new programs and services have been established to support students during this remote learning period.



4.1 UM COMMONS

To ensure that new students have access to the resources, information and supports that they need to thrive in their first year of study, the UM Commons was established. Launched in August, this website serves as a gateway, learning hub, and gathering place for all new students and will feature dynamic content that will be updated throughout the 20/21 academic year.

WELCOME TO UM COMMONS





UM Essentials

UM Essentials is an eight-module course designed to help first-year students prepare for their studies at the UM.

To get started or to learn more, visit: <http://umanitoba.ca/current-students/first-year/um-commons/um-essentials>

Prep Week

Prep week is a virtual orientation for students during the week of August 31 to September 4. Over five days, students can check in with their in homerooms, participate in workshops, attend special lectures and faculty-led sessions, and explore the many student communities available at UM.

To register or to learn more, visit: <http://umanitoba.ca/current-students/first-year/um-commons/prep-week>

Welcome Day

The official kick-off to the Fall term will begin with a Welcome Ceremony, featuring the President, Chancellor, a distinguished alumnus, students and staff, and will offer opportunities for new students to continue making connections, learning about campus life, and the range of academic resources and supports available to them.



4.2 STUDENT SUPPORTS AND SERVICES

Advocacy and Case Management

If anything in your personal or academic life is affecting your studies, contact our confidential intake assistant at 204-474-7423 or stadv@umanitoba.ca. Everything you tell us is kept completely confidential.

Counselling

Individual counselling services will be provided via telephone and students wanting counselling support for the first time or former SCC clients wishing to re-connect with us are asked to call our reception at 204-474-8592 to request an initial intake counselling appointment. Existing clients of the SCC will be contacted via telephone by their counsellor at their scheduled appointment time. Existing clients are invited to contact us at the above number if you would prefer us to call you at a different phone number than the one you previously provided to us or if you would like to discontinue counselling at this time. Please note that our calls identify as blocked numbers when we call clients.

Health and Wellness Office

The Health and Wellness Office will continue to provide support to students (M-F 8:30-4:30) but will do so only via telephone and email. Please contact the Health and Wellness Educator 204-295-9032 or britt.harvey@umanitoba.ca for more information.

Sexual Violence Resource Centre

UM students, staff and community members who are seeking information on sexual violence, or who are seeking support regarding an experience of sexual violence are encouraged to contact SVRC staff at:

svrc@umanitoba.ca

204-474-6562

Virtual office hours: Monday to Friday, 8:30am–4:30pm

Student Accessibility Services

To book a phone, email, or online appointment, please contact your Accessibility Coordinator directly, the general office by phone (204-474-7423) or email (student_accessibility@umanitoba.ca). Please note that when calling you may not get through right away but we encourage you to leave a voicemail or call back again. The office is available for phone and email inquiries Monday to Friday between 8:30am–4:30pm. For updates and information visit <http://umanitoba.ca/student-supports/accessibility>



Student Engagement & Success

The First Year Centre, Academic Learning Centre, Career Services, Student Life, and all programs and services offered by Student Engagement & Success are being delivered remotely. Visit this website for current information regarding the many programs and engagement opportunities available to students: <http://umanitoba.ca/u1/SEas.html>

Student ID Cards

Student ID cards can now be ordered online. Whether you are needing a new ID card, or ordering a replacement card, students can now order their ID cards online in [Aurora](#). Check out the [Photo Identification \(ID\) Card website](#) for more details.

All other services: visit <http://umanitoba.ca/registrar> for the most up-to-date information.

University Health Service

Please visit this [website](#) for information on how UHS can still be of assistance to you.



4.3 FINANCIAL SUPPORT

Fall 2020 UM Technology Support Program

The UM has developed a Technology Support Program for those students who face significant barriers due to technological challenges. Part of this program involves a subsidy for students with high financial need, to spend towards the purchase of a discounted (new or used) laptop through the UM Bookstore and/or a gently used and refurbished computer.

Faculty, advisors and support staff are asked to identify students who may meet the criteria for this program. As funds for this bursary are limited, we are asking that each unit, program and faculty gather a short-list of no more than 5 students who meet the criteria below and share the application information with them exclusively.

To be eligible for the Technology Support Program the following criteria must be met:

- Student must be a full- or part-time UM student currently registered in Remote Learning courses for both the Fall 2020 & Winter 2021 semesters.
- Student must lack consistent access to a personal computer that [meets requirements](#) for remote studies at UM.
- Student must declare a lack of financial resources to purchase a computer that meets the stated requirements.
- Student must be in good academic standing (for undergraduate minimum 2.0-degree GPA, for graduate students 3.0-degree GPA).
- Student must be in good financial standing with the university (i.e., no financial holds currently on account due to missed fee payments).

How to apply

Eligible students can email student.tech.fund@umanitoba.ca for further information.

[Charitable donations](#) to support the COVID-19 UM Technology Fund are appreciated.



Bell MTS Student Offer

Bell MTS is offering UM students 10 GBs of bonus data for 24 months with [UM Mobile Internet Flex](#) data plan – offer until Sept 30, 2020.

IN-MARKET FLEX DATA	UM STUDENT FLEX DATA	MONTHLY PLAN PRICE
Up to 5 GBs of data	Up to 15 GBs of data	\$60
Up to 10 GBs of data	Up to 20 GBs of data	\$75
Up to 20 GBs of data	Up to 30 GBs of data	\$90
Up to 30 GBs of data	Up to 40 GBs of data	\$110
Up to 40 GBs of data	Up to 50 GBs of data	\$130
Up to 50 GBs of data	Up to 60 GBs of data	\$150

DEVICE	30 DAY PRICE	MONTHLY SMART PAY REGULAR PRICE	UM MONTHLY SMART PAY DISCOUNTED PRICE
Huawei E8372	\$179.95	\$7.50	\$2.50
Novatel MiFi 7000	\$199.99	\$8.34	\$3.34

How to apply

Students must visit one of the Bell MTS stores listed below and show their current UM student card to take advantage of the offer (stores not listed here will not be able to provide the offer):

- Bell MTS store in St. Vital Mall (1225 St. Mary’s Rd, Winnipeg, MB)
- Bell MTS store at 2795 Pembina Hwy, Winnipeg, MB
- Bell MTS store at 481 River Ave, Winnipeg, MB



4.4 INTERNATIONAL STUDENT SUPPORT

The UM has ensured that all International students have resources available throughout the changes brought by COVID-19. Here are some updates regarding international student support:

- International Centre (IC) hours of virtual operation: Monday to Friday, 8:30am–4:30pm
- Students can make appointments or connect with staff by emailing international@umanitoba.ca with their name and student number.
- IC continues to provide [orientation](#) and welcoming events for new international and exchange students for the Fall. Currently all events are hosted online.
- IC has [Intercultural Programs](#) for both domestic and international students. These include language partners, welcome mentors, and other targeted events with the purpose of helping students to thrive in their environment.
- Students can visit the International Centre website and [Facebook page](#) to learn more about the various events offered throughout the upcoming 2020/2021 school year.
- Comprehensive [resources for international students](#) available on the IC website.
- Visit the [COVID-19 \(coronavirus\) international student supports](#) page.



5.0 SUPPORTING EMPLOYEES

The UM is committed to helping employees do their job in a safe, empowering workplace. We've always aimed to be an environment built on collaboration and trust. The changes brought on by COVID-19 have challenged us to adapt and succeed together. And we will do just that.

Here are some updates regarding supporting UM employees.

Employee and Family Assistance Program

Mental health supports are available for staff and their dependents through the UM Employee and Family Assistance Program (EFAP) plan. Members and their dependents can contact Lifeworks by Morneau Shepell at 1-800-387-4765 (English) or 1-800-361-5676 (French). https://umanitoba.ca/admin/human_resources/staff_benefits/eap/EFAP.html

Employee Safety Training

The university has launched a new COVID-19 recovery website that features a number of training videos on proper hygiene, proper mask wear, cleaning and disinfecting workspaces, how to stop the spread of COVID-19 and how to ensure proper social (physical) distancing. It can be found at this link: <http://umanitoba.ca/coronavirus/recovery>. Individual units will also provide area specific training as required.

Ergonomic Support

If an employee requires ergonomic supports to deal with underlying medical concerns then as per our normal process we would expect the employee to provide medical documentation in support of this request. Employee Wellness can assist in these situations and would work with the employee and the unit to determine how best to support these ergonomic needs.

Employees with existing ergonomic supports may be permitted to move these supports to their home office where feasible. Any costs associated with moving and installing these supports must be approved in advanced by unit.

Supports for dealing with the challenges of working remotely can be found here: <https://centre.cc.umanitoba.ca/well-being-support/>



Manager Responsibilities

Managers must:

- Understand their capacity limits and ensure they are scheduling employees to come on campus in keeping with those limits.
- Ensure staff read the information provided and go through the [COVID-19 Recovery webpage](#) to ensure they have a good understanding of required protocols – before coming on campus and being on campus.
- Ensure staff know about the training videos and understand how to wear a mask properly etc.
- Ensure staff have their masks and are wearing them when required.
- Ensure staff understand “in unit” cleaning protocols and have appropriate cleaning materials available.

On-Campus Protocol

Employees should ensure they are washing their hands frequently and practice good cough etiquette. Wherever possible they should maintain a physical distance of two meters at all times when other physical barriers are not present. Masks must be worn in all indoor public/common areas and wherever the two-metre social (physical) distancing cannot be maintained.

High-touch surfaces and objects such as workstations, photocopiers, printers, phones etc. should be wiped down frequently with appropriate cleaning products.

The UM has centralized the coordination and purchasing of hand sanitizer and disinfecting wipes utilizing the university’s purchasing power through volumes and the professional procurement department. These supplies will be stored centrally and dispatched to faculties and units by Operations and Maintenance (O&M), based on the recovery plans submitted to the COVID-19 Recovery Steering Committee and approved by university executive.

The university is also working with units to source and access appropriate levels of PPE where required, signage/floor markers and screening barriers. Finally, the university will be providing each staff member with two reusable masks.



Other Training and Developmental Support

Learning and Organizational Development has created multiple on-line courses for all staff including “Virtual Meetings”, “Workload Balance & Stress”, “Time Management” and “Making Meetings More Effective”. As well they have moved all of their regular programming (excluding the UM Leaders Learning) online.

Course information and registration can be found here: http://umanitoba.ca/admin/human_resources/lds/index.html

PPE

Effective September 1, 2020, all UM faculty, staff and students—as well as visitors, contractors and vendors—who are approved to be on UM campuses, will be required to wear a face mask in all indoor common or shared spaces and when social (physical) distancing cannot be maintained. This includes hallways, lobbies, libraries, classrooms, labs, study spaces, elevators, recreation facilities, and other designated shared or common spaces. Students living in residence are asked to wear a face mask in all common and designated areas. Masks are not required in individual offices unless social (physical) distancing cannot be maintained. In classrooms, students and instructors may choose to remove their masks if they maintain a two-metre distance from others. In the Active Living Centre, the Joe Doupe Recreation Centre and other recreation facilities, masks may be removed while exercising, as long as social (physical) distancing is maintained. The university will be providing each employee with two reusable masks to use on when on campus. Where appropriate social (physical) distancing cannot be supported then the university will ensure that other appropriate PPE and/or screening barriers are provided.

Remote Working Spaces

The Environmental Health and Safety Office has a number of supports available to ensure employees are able to set up effective remote working spaces. These can be found at [University of Manitoba - Environmental Health and Safety Office - Occupational Health and Workers Compensation](#) and include:

- At-home workplace assessment checklist
- Setting up a temporary home office
- Handheld devices tip sheet
- Ergonomic tips for temporary home offices
- Best practices for at-home ergonomics

For more resource support you can contact Judy Shields at judy.shields@umanitoba.ca.



Self-Monitoring

Before coming on to campus employees should be self-monitoring for any COVID-19 symptoms. They should also ensure they are able to answer “no” to the following questions:

- Do you have any of the following symptoms: fever/chills, cough, sore throat/hoarse voice, shortness of breath, loss of taste or smell, vomiting, or diarrhea for more than 24 hours?
- Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?
- Have you been in a setting in the last 14 days that has been identified by public health as a risk for acquiring COVID-19, such as on a flight, in a workplace with a cluster of cases, or at an event?
- Have you travelled outside of Manitoba in the last 14 days, excluding travel to western Canada, the territories or Ontario west of Terrace Bay?

If an employee answers “yes” to any of these questions they should remain at home and not return to campus. They should follow public health directives regarding testing and self-isolation.

Taxation (form T2200)

Canada Revenue Agency (CRA) form T2200 *Declaration of Conditions of Employment* is completed by the employer to certify that an employee is required to work from home and that any employment expenses not reimbursed by the employer may be claimed on their annual tax return.

The university does not generally issue T2200 forms, as the requirements for employees to deduct home work space expenses are rarely met. The current guidelines of the CRA are as follows:

“To deduct home work space expenses for income tax purposes employees must be required by their contract of employment with the university to work from home and directly pay for those expenses without reimbursement from the university. Furthermore, one of the following conditions must also be met:

- *The work space must be where the employee principally (more than 50% of the time) performs their employment duties.*
- *The work space must be used exclusively by the employee to earn employment income and be used on a regular and continuous basis for meeting customers or other persons in the ordinary course of performing the duties of employment.”*

Should university employees meet this criteria or if the CRA changes the criteria due to the pandemic then the university would issue T2200 forms to those that request it.

Details on the form and the associated process will be made available in the future. The university will not provide advice on what expenses can or cannot be claimed. Instead employees are advised to please consult a qualified tax advisor if they have any questions about how such expenditures may affect their tax circumstances.



Tenure

Disruptions to teaching, research, and service resulting from COVID-19 may impact the ability of tenure-track faculty to meet the criteria required to be granted tenure. In the interest of assisting individuals currently in the probationary period of their tenure-track appointment, the UM has sought the cooperation of the University of Manitoba Faculty Association (UMFA) to extend the maximum untenured period by 12 months. This means that no faculty member will be required to apply for tenure in 2020 and as such, revisions to maximum untenured periods have been made.

Vulnerable or High-Risk Staff on Campus

Employees who are at risk of developing complications to COVID-19 should follow the recommendation of the government and work from home. [Provincial government directives](#) state that higher risk individuals may include those older than 60 years and those living with a compromised immune system or chronic condition. If working from home is not possible and/or the employee provides necessary activities and functions, a case-by-case evaluation will be carried out by the supervisor, in consultation with their HR Consultant and Employee Wellness. Medical documentation will be required to support any accommodation plans.

If you start to feel sick at work you should ensure your mask is on and isolate yourself from other employees and students. Contact your manager to advise them you are feeling symptoms and areas you have been in physical contact with. Go home and follow the necessary public health directives for testing and self-isolation.

A Response Committee has also been formed to work with Manitoba Public Health and UM faculty, staff and students if a positive case is identified in our community. UM will respect privacy protocols while ensuring we provide timely communications to support the health and safety of our university community and limit the spread of COVID-19.

If a member of the UM community reports to us that they are positive for COVID-19, they must contact the designated Response Committee contacts below, who will ensure an immediate, organized, and respectful response:

Fort Garry Campus and UM satellite sites:

Karen Meelker, Access & Privacy Officer

Karen.Meelker@umanitoba.ca

Tel: 204-227-8205

Bannatyne Campus:

Raman Dhaliwal, Director of Administration/Operations, Rady Faculty of Health Sciences

Raman.Dhaliwal@umanitoba.ca

Tel: 204-789-3492

Employees should contact their manager to discuss their specific situation and concerns. Please keep in mind that our workplace is still a safe environment. The measures that have been put in place are meant to limit the propagation for the virus. Therefore, we ask all our employees who are coming into work to apply the basic hygiene precautions, such as hand washing and social (physical) distancing, as recommended by the authorities.

If employees have concerns that their workplace may present an unsafe working condition, they may contact their HR Consultant for guidance.



Work Equipment and Reimbursements

Many employees were able to move some of their normal office equipment home already (computers, monitors, chairs, office supplies etc.). Where possible this has been encouraged. This is the property of the university and it is expected that these will be returned to campus once employees are no longer working remotely.

Generally, the university will provide or reimburse for other reasonable expenses as needed. These could include things such as general office supplies, printer ink, headsets, mouse, cables, microphones, and webcams. Units may consider other items such as laptops, monitors and printers on a case-by-case basis. Keep in mind any non-expendable items paid for by the university would be considered property of the university and would need to be returned to campus once employees are no longer working remotely.

Given the unique demands of the COVID-19 situation, the university is allowing greater flexibility in the use of PD funds to help offset some of the costs of working and teaching remotely.



A chart showing a breakdown of expenses that may be considered for reimbursement for faculty and staff can be found below:

SUPPORTS FOR REMOTE OFFICE SET UP				
	Eligible use of PD funds	Eligible through College/Dept/Unit funds	Can be taken from existing office	May be considered case-by-case
FACULTY	Printer – in consultation Paper – in consultation Ink – in consultation IT upgrades Headphones Webcam Enhanced internet for primary residence to support remote teaching Sit/stand workstations – with ergonomic assessment	Headphones Webcam Mouse Cables Printer ink – in consultation Office supplies	Monitors Chair Keyboard Mouse Office supplies Existing sit/stand workstations (if feasible)	Laptops Printers IT upgrades Internet for those without current internet – for work use only Costs of moving existing sit/stand workstations
STAFF		Headphones Webcam Mouse Cables Printer ink – in consultation Office supplies	Monitors Chair Keyboard Mouse Office supplies Existing sit/stand workstations (if feasible)	Laptops Printers IT upgrades Internet for those without current internet – for work use only Costs of moving existing sit/stand workstations



6.0 INTERNATIONAL EMPLOYEES

Steps to apply for a work permit from overseas before coming to Canada

New international hires may contact Frank Fuchs, immigration consultant, at frank.fuchs@umanitoba.ca before taking up their new position at the UM.

Important information you need to know:

1. Create My Immigration, Refugees and Citizenship Canada (IRCC) Account:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
2. Log in and select that you want to apply for a work permit the system will ask you specific questions. If you received a full LMIA document from UM then you are applying for a work permit with a valid LMIA. If you received a job code from UM that starts with the letter A then you are applying for an LMIA exempt work permit (ie: A123456).
3. The system will generate a list of required documents for you to upload. All documents submitted to IRCC must be in either English or French. If the original is not in English or French, you must obtain a certified translation.
4. Please check the validity of your passport. IRCC will not issue a work permit longer than the validity of your current passport. If your passport expires in two years and your position is for five years they will only issue you a two year work permit which can cause difficulties later. If you plan to accept a long term job offer with UM please ensure you have some significant length left on your passport validity.
5. Upload and submit documents to the IRCC portal and pay the required fees
6. You will likely be required to provide biometric data (finger prints and photos) at a local visa office. IRCC will send you a request letter for this information.
7. If you are from a visa requiring country, IRCC will need you to send in your passports to affix the visa before you can travel they will request this from you at the appropriate time if necessary.
8. If your application is approved, you will receive a confirmation letter from IRCC known as a “Letter of Introduction” this is not your work permit. This allows you to come to Canada and show the border officers you have been approved. If they let you enter Canada then they will issue your work permit.

More detailed information can be found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5487-applying-work-permit-outside-canada.html>



Frequently Asked Questions for UM employees who are new to Canada

Can the UM contact IRCC and speed up my application processing?

Due to privacy laws, IRCC will not release any information about specific applications to anyone from the U M and therefore we cannot contact IRCC on your behalf to inquire about your application. The best way to contact IRCC for an update on the processing of your application is via their webform system (<https://secure.cic.gc.ca/enquiries-reenseignements/canada-case-cas-eng.aspx>). Inquiries are usually answered within a week.

Will I have to self-isolate when I arrive in Canada?

Yes, you will have to self-isolate for 14 days upon your arrival to Canada. You will need to have a plan for self-isolation before coming to Canada. You can find details regarding the requirements for your self-isolation plan here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html#quarantine>

What can I do during self-isolation?

During the self-isolation period you must remain in your house and obtain food, groceries and supplies via non-contact delivery methods. You are not allowed to work during this time, but you will be paid your salary during this time. You must check in daily with your contact person from your faculty or department to update them on your status in self-isolation. If you have a yard or balcony you may go outside as long as it is not a shared space with others.

What are the UM responsibilities for temporary foreign workers during self-isolation?

In short, the UM as the employer is responsible for not impeding the worker from abiding by The Quarantine Act and we must document and report on this. The first step is coming up with a quarantine plan for the worker to be able to make it to Winnipeg if they get an approved work permit and be able to self-isolate, procure food and supplies for the first 14 days. For specific details and responsibilities please see the following link: http://umanitoba.ca/admin/human_resources/immigration/noncanadians.html

How do I apply for a SIN once I have my work permit?

Because you will be in self-isolation for 14 days and most Service Canada locations are still closed to in person services, UM recommends you apply online for your SIN. You can find the required documentation and instructions to do that here: <https://www.canada.ca/en/employment-social-development/services/sin/applicants-guide.html>

How do I apply for Manitoba Health Coverage?

Once you have received your work permit (as long as it is valid for one year or more) and you have a specific address in Manitoba you can apply for Manitoba Health Coverage. The Manitoba Health offices are still closed to in person services so you can apply online for Health Coverage at this time. <https://www.gov.mb.ca/health/mhsip/forms.html>

Who has immigration information?

If you have questions regarding your immigration process you can contact the UM's Immigration Consultant Frank Fuchs via email: frank.fuchs@umanitoba.ca