



**TO:** York University Researchers and Course Directors  
**FROM:** Lisa Philipps, Provost and Vice-President Academic  
Rui Wang, Interim Vice-President Research and Innovation  
**RE:** Building Closures – Access to Offices and Research Labs  
**DATE:** March 18, 2020

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**OFFICE OF THE  
VICE-PRESIDENT,  
RESEARCH &  
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Dear Colleagues,

York University is committed to excellence in our teaching and learning, and our scholarship, research and related creative activities. Over the past few months, we have been preparing our university community to face the challenges that the COVID-19 pandemic has presented. Yesterday, both our provincial and federal leaders, communicated clear messages. Ontario is now officially in a State of Emergency. All people who can stay home should stay home and practice strict social distancing.

We know that it has been stressful to manage the constantly changing conditions by which we are to carry out our professional responsibilities. But we should be proud at how we are coming together to meet these demands including the quick transition to online formats for course delivery and alternate methods of assessment. We are grateful for the professionalism and dedication of all of our instructors, including both tenure stream and contract faculty.

Today we are taking the additional step of closing access to all buildings not critical for maintaining required services. As a socially responsible public institution we must show leadership and citizenship during this pandemic, and with significantly reduced staff, and the need to comply with social distancing guidelines, it is not possible to keep all buildings open. Please note that there is no intention to evict any student who wishes to stay in residence.

As of midnight Friday, March 20<sup>th</sup>, most buildings on our Keele and Glendon campuses will be locked as will faculty offices and research labs (dry and wet) with limited exceptions as outlined below. A tiered approach will be used to ensure that colleagues have access to the technology they need to complete courses (including moving material online and online exams), and adequate time to shift as many research activities as feasible to home locations. The protocol is as follows:

- Most buildings as well as research labs and faculty offices on York University campuses (i.e., with the exception of those associated with “required services”) will be locked at midnight Friday March 20<sup>th</sup>.
- There is an expectation that most research activities (with the exception of activities specified below – see the section on the Form) will transition to home locations as is practical. To aid colleagues with moving research activities, access keys will continue to work for one further week, until midnight Friday, March 27<sup>th</sup>. Researchers, their trainees and their staff must ensure they take home what they need for their research referring to the research FAQs (<https://research.info.yorku.ca/news-events/>) about insurance and movement of equipment.

- Course directors should plan for how they will transition to working completely off-campus. Colleagues with access cards will continue to have access until midnight, Friday, March 27<sup>th</sup> to ease the transition. Please see the section on the Form below for anyone requiring extended access beyond this date for course completion.
- Course directors without an access card, or if you have students, postdocs, staff or others without access cards, who need to have access to buildings or research labs for the week between March 20<sup>th</sup> and 27<sup>th</sup>, arrangements will have to be made to provide building/lab access. Security is not permitted to provide access unless prior arrangements have been made, and documentation sent to [doorcard@yorku.ca](mailto:doorcard@yorku.ca). These requests must be sent to the Associate Dean Research of the respective Faculty (for both teaching and research needs) no later than noon, Thursday, March 20<sup>th</sup> with an explanation.
- As of midnight, Friday, March 27<sup>th</sup>, access cards will no longer be active for the period of the building closure.
- A limited number of colleagues will be granted extended access after March 27<sup>th</sup> in order to fulfill *required services* and/or to maintain critical and time sensitive research activities.
  - To be granted access investigators/course directors need to fill out the appropriate form (see below) no later than noon Tuesday, March 24<sup>th</sup>, and send it to their Associate Deans Research (cc'ing their Department Chair). These requests will be vetted by Deans in consultation with the Provost and VPRI.

There will be an opportunity to update access requirements should your circumstances change pending any further restrictions by government. New requests submitted to your Associate Dean Research after Tuesday, March 24<sup>th</sup> at noon, will be reviewed in as timely a way as possible on a weekly basis.

We thank you for your flexibility and tenacity during these quickly changing times. We recognize that not being able to access your research labs and faculty offices will represent a massive loss to many members of our community. Our dedication to learning, discovery, and innovation will not be diminished. We are confident that our community will bounce back healthier and stronger than ever.

**Forms to Request Extended Access Beyond March 27<sup>th</sup>, 2020 to Continue Time-Sensitive Critical Research or Research Activities or Course Completion**

Please complete the appropriate form below depending on whether you require extended access for research activities or course completion. All forms whether for research or course completion are to be submitted to the Associate Dean Research of the respective Faculty (cc'ing your Chair/Director if appropriate). Course directors and researchers must justify a demonstrated critical need extending beyond midnight Friday, March 27<sup>th</sup> in this form. Please ensure that you include any postdocs, lab technicians and/or students you deem critical to support your research activities or course completion.

Course directors will be given access to closed buildings, offices and labs only where they require technology or other services on campus to complete courses such as online lectures and online exams. Required access should make clear what office or lab is needed.

In the case of research, only projects that are critical, highly time-sensitive, and pose little to no risk to public health will be considered for continuation.

Examples of research projects and activities that may be considered:

- All recently funded CIHR COVI-19 research projects which require access to research labs and offices on campus.
- A researcher must access datasets that are currently only accessible on campus. The researcher is in the process of getting permission to take the data set off campus. The researcher only needs to come onto campus by themselves on one occasion within 1 week of the building closure, once the permission is granted.
- Working on an extended lab-based research project, such as bacteria or cellular experiment, that is close to completion and can be completed with one brief on-campus visit within 1 week of the building closure, once the permission is granted.
- A special piece of equipment requires weekly maintenance, that if it is not done will result in machine breakdown or demise causing a serious loss of research infrastructure.
- Other clearly-justified projects.
- Regretfully, career interruption for you and your students and post docs is not a justification for continued access to your labs during the State of Emergency. As per our [research FAQs](#), York will work with you to advocate to your research funders to obtain end date extensions and changes to work plans. Further information will be forthcoming regarding the potential impact of career interruptions.

**Please ensure when you send this form to the Associate Dean Research in the respective Faculty by Tuesday, March 24<sup>th</sup> at 12 noon, you also cc your Department Chair.**

## Form for extended access for research activities

Name of Principal Investigator:
Department and Faculty:
Principal Investigator Cell Phone:
Principal Investigator Email:
Team Members (in addition to the PI) that must have access to Research Facilities with contact information (department, cell phone and email).  E.g. 1. Reena Singh, Physics, 647-000-0000, <a href="mailto:resingh2@yorku.ca">resingh2@yorku.ca</a>
1.
2.
3.
4.
5.
6.
Has the PI or any one of their team been out of the country in the past 14-days? If yes, they may not access the campus.
Building 1 that will need to be accessed for the critical research project or activity:
Room number(s) Involved in Building 1:
Building 2 that will need to be accessed for the critical research project or activity:
Room number(s) Involved in Building 2:
Title of Project or Description of Research Activity:
Ethics Protocol Approval #:
Required certifications:  <input type="checkbox"/> Human <input type="checkbox"/> Animal <input type="checkbox"/> Biosafety  <input type="checkbox"/> Other (please describe in detail):
Provide a brief overview of what you/your team must do on campus. Provide the start date, end date, frequency and duration that your team must be on campus.
Rationale for requesting an exemption for extended access beyond March 27 <sup>th</sup> , 2020 to continue research. Briefly address the time sensitivity, the critical nature of the project or activity, and the ability to comply with social distancing and hygiene protocols.
Dean's Comments (or designate):
<hr style="width: 30%; margin-left: 0;"/> Dean's Signature (or designate)

## Form for extended access for course completion

Name of Course Director:
Department and Faculty:
Course Director Cell Phone:
Course Director Email:
Any other supporting members critical to course completion with contact information (department, cell phone and email):
E.g. 1. Reena Singh, Physics, 647-000-0000, <a href="mailto:resingh2@yorku.ca">resingh2@yorku.ca</a>
1.
2.
Have you or any one of your team been out of the country in the past 14-days? If yes, they may not access the campus.
Building 1 that will need to be accessed for course completion:
Room number(s) Involved in Building 1:
Building 2 that will need to be accessed for course completion:
Room number(s) Involved in Building 2:
Course title and number:
Provide a brief overview of what you or your team must do on campus. Provide the start date, end date, frequency and duration that you or your team must be on campus.
Discuss any protocol for ensuring social distancing if you plan on bringing others with you to support course completion, or plan to interact with anyone while on campus.
Dean's comments (or designate):
_____ Dean's Signature (or Designate)