



HEALTH SCIENCES BUILDING COVID-19 OFFICE BOOKING CALENDAR POLICY

Purpose

This policy details the function and intended use of the office space booking calendar developed for use by occupants of the University of Saskatchewan (USask) Health Sciences Building who have been granted approval during restricted access periods resulting from the COVID-19 pandemic.

To access the *Health Sciences Building Office Booking Calendar*, visit:

https://share.usask.ca/chsdo/ahslabs/OfficeBookings/_layouts/15/start.aspx#/SitePages/Home.aspx

Pre-requisites to using the calendar

Before using the *Health Sciences Building Office Booking Calendar*, please ensure you have reviewed:

- this policy
- COVID-19 information and policies on the USask Health Sciences website
 - <http://healthsciences.usask.ca/building-operations/covid-19-resources.php>
- the USask *COVID-19 Protect the Pack* website
 - <https://covid19.usask.ca/>

Calendar structure

Calendars are divided by the wings of the Health Sciences Building as follows:

- A-Wing
- B and D-Wing
- E-Wing

Under each wing, calendars are further broken down into the zones listed at the end of this document in *APPENDIX A: Zone Capacities and Designated Managers*.

Approved calendar users

These calendars are to be used by everyone who has been approved to access the Health Sciences Building and—specifically—those who have been approved to access their office. If all groups use these calendars, it will simplify management of this sensitive and important process.

NOTE: If a specific group wishes to use an existing booking alternative that has already been implemented, please email curtis.larson@usask.ca to discuss coordinating efforts that address all safety requirements and technical logistics.

Mandatory calendar use for graduate students and other non-faculty members

In places where graduate students and other non-faculty members are located, the *Health Sciences Building Office Booking Calendar* **must** be used when booking time in offices.

As units approve graduate students and other HQP (Highly Qualified Personnel) with access to offices, it is important to remember that these office uses count toward the maximum allowable occupancy in the office suite or floor where their office is located.

Graduate students—especially those in the B and D-Wings—do not always have offices in the same office suite or floor as the faculty cluster offices used by their supervisor.

As such, information captured for unit-specific office suites or floors may not completely reflect total occupancy information for the entire area as there may be graduate students nearby from clusters located on other floors.

Accidental capacity violations

Currently, it is not possible to restrict the number of calendar bookings for each time period. As a result, it is possible for bookings to *exceed* the maximum capacities indicated in the header of each calendar.

Please be mindful of maximum capacity allowances and be sure to not accidentally violate these safety thresholds.

Questions/concerns

If you have any questions, please contact curtis.larson@usask.ca.

APPENDIX A

HEALTH SCIENCES BUILDING COVID-19 ZONE CAPACITIES AND DESIGNATED MANAGERS

The following is the list of zones created in the Health Sciences Building to satisfy the office occupancy limit of no greater than 25% of the maximum allowable occupancy while maintaining physical distancing.

This list outlines the allowable number of offices that can be occupied at one time in each zone plus the name of the person from the college/school responsible for overseeing the zone.

A-Wing

Zone	Max # of occupied offices	Responsible unit/person
GA10 Office Suite	3	College of Dentistry (Walter Siqueira)
GA20 Office Suite	6	College of Medicine BMI & APP in conjunction with SCPOR & ICT (Bill Roesler, Thomas Fisher & Jackie Mann)
GA40 Office Suite	1	ICT (Scott Robson)
GA50 Office Suite	1	College of Medicine (Ganna Tetyurenko)
1A10 Office Suite	2	College of Nursing (Mark Tomtene)
1A20 Office Suite	1	College of Nursing (Mark Tomtene)
1A30 Office Suite	1	College of Nursing (Mark Tomtene)
1A50 Office Suite	1	College of Nursing (Mark Tomtene)
2A10 Office Suite	2	College of Pharmacy & Nutrition (Jane Alcorn)
2A20 Office Suite	7	College of Pharmacy & Nutrition (Jane Alcorn)
2A50 Office Suite	1	College of Dentistry (Walter Siqueira)
3A10 Office Suite	3	College of Medicine PGME (Anurag Saxena)
3A20 Office Suite	7	College of Medicine UGME (Sherry Pederson)
3A50 Office Suite	1	College of Medicine APP (Thomas Fisher)
4A20 Office Suite	7	College of Medicine Dean's Office (Alyson Rees)

B & D-Wings

Zone	Max # of occupied offices	Responsible unit/person
GD30 Office Suite	2	Neuroscience Research Cluster (Changiz Taghibiglou and Chris O'Grady)
GB Hallway Offices	2	Neuroscience Research Cluster (Changiz Taghibiglou and Chris O'Grady)

1B Hallway Offices	3	BMI (Bill Roesler and Chris O'Grady)
2D01 Office Suite	2	TBD when all offices are filled
2D30 Office Suite	2	Cardiopulmonary Research Cluster (Juan Ianowski & Heather Neufeld)
2B Hallway Offices	4	Cardiopulmonary Research Cluster (Juan Ianowski & Heather Neufeld)
3D01 Office Suite	4	Imaging & DDDR Research Clusters (Anas El-Aneed, Brian Eames and Vicki Keeler)
3D30 Office Suite	2	Molecular Design Research Cluster (Oleg Dmitriev & Angela Seto)
3B Hallway Offices	4	Imaging & DDDR Research Clusters (Anas El-Aneed, Brian Eames and Vicki Keeler)
4D01 Office Suite	3	Translational Cancer Research Cluster (Ron Geyer & Mark Boyd)
4D30 Office Suite	1	Cancer Research Cluster (Deborah Anderson & Mark Boyd)
4th Floor B-Wing Offices	5	College of Medicine Dept of Surgery (Ivar Mendez)
5th Floor B-Wing Offices	7	College of Medicine (Alyson Rees)
5D30 Office Suite	1	USask Health Sciences (Curtis Larson)
6th Floor B-Wing Offices	5	Microbiology, Immunology and Virology Research Cluster (Linda Chelico & Chris O'Grady)

E-Wing

Zone	Max # of occupied offices	Responsible unit/person
1st Floor Office Suite	15	College of Medicine CCHSA (Josh Lawson)
2nd Floor 2100 Offices	2	College of Pharmacy & Nutrition (Jane Alcorn)
2nd Floor 2200 & 2300 Offices	3+8	Essential Services - USask Health Sciences CLRC (Brandon Boyson)
3rd Floor 3100, 3200, & 3300 Office Suite	24	USask Health Sciences working with CoD, CH&E, CoPN, CoD, and SPH
3rd Floor 3400 Office Suite	4	School of Rehabilitation Science (Teresa Paslawski/Cathy Arnold)

