



## LAB AND FACILITY FILMING / PHOTOGRAPHY POLICY

### Purpose

The University of Saskatchewan (USask) Health Sciences regularly receives requests from internal units and the media to film or photograph labs and simulation spaces within the Health Sciences Building. This policy is primarily intended to ensure that all safety protocols are followed where necessary.

This document also provides information to help people determine who should be consulted to secure the necessary permissions and apply any related safety protocols in spaces where requests have been made for filming and photography projects within the Health Sciences Building.

**NOTE:** This policy addresses requests to film in lab spaces. There are no restrictions currently in place regarding requests *from the general public* involving non-commercial photography or filming in public/unrestricted spaces on campus as long as doing so does not create a mess, or disrupt classes, meetings, or access to any campus spaces.

### First points of contact

#### *USask faculty/staff*

If you are a university faculty member or employee, please contact your college or school's communications department to help facilitate your request. If you do not have communications support, please contact the USask Health Sciences office for assistance.

#### *USask communications staff*

University of Saskatchewan communications employees are requested to contact the USask Health Sciences office to provide advance notice of any intent to film or photograph labs and/or simulation spaces managed by the Health Sciences in the B-Wing, D-Wing, or E-Wing of the building.

Once notice has been given, the USask communications person will be directed to contact the person(s) responsible for the space they wish to use.

For lab and simulation spaces not managed by the USask Health Sciences, communications employees should coordinate permissions and protocols with the lab manager/leader identified for that particular area.

*NOTE: It is strongly encouraged to provide notice of any filming or photography to the USask communicator affiliated with the lab you are requesting (e.g., if a College of Medicine communicator coordinates a shoot in a pharmacy student lab, please advise the College of Pharmacy and Nutrition communicator as a courtesy).*

If the footage and/or photos captured would be of interest to other USask units, please consider sharing them—and any links to media coverage and/or finished products—with the USask Health Sciences and University Relations.

## Media

General requests from the media may be directed to the USask Health Sciences office.

### Securing permissions for Health Sciences B- and D-Wing labs

Labs located in the D-Wing of the USask Health Sciences Building are managed by Health Sciences lab managers. These lab managers will be able to confirm availability and access. They can also help ensure that all photographers/media personnel adhere to the safety protocols required of all people entering these spaces.

Generally speaking, lab coats must be worn by *anyone* entering the B- and D-Wing labs *regardless of whether or not they will appear on camera*. Other labs may have similar protocols.

The following people are responsible for managing labs and simulation spaces in the Health Sciences D-Wing, B-Wing and E-Wing:

Angela Van Wyck <a href="mailto:angela.vanwyck@usask.ca">angela.vanwyck@usask.ca</a> / (306) 966-7430	<b>Clinical Learning Resource Centre (CLRC)</b> <b>2<sup>nd</sup> Floor E-Wing</b>
Aditya Manek, PhD <a href="mailto:adi.manek@usask.ca">adi.manek@usask.ca</a> / (306) 341-9206	<b>Ground Floor D-Wing Research Labs</b> <b>1<sup>st</sup> Floor B-Wing Research Labs</b> <b>3<sup>rd</sup> Floor 3D40 D-Wing Research Lab</b> <b>6<sup>th</sup> Floor D-Wing Research Labs</b>
Heather Neufeld, MSc <a href="mailto:heather.neufeld@usask.ca">heather.neufeld@usask.ca</a> / (306) 491-8885	<b>2<sup>nd</sup> Floor B &amp; D-Wing Research Labs</b>
Vicki Keeler, BSc <a href="mailto:vicki.keeler@usask.ca">vicki.keeler@usask.ca</a> / (306) 222-3475	<b>3<sup>rd</sup> Floor 3D10 D-Wing Research Lab</b> <b>3<sup>rd</sup> Floor B330 B-Wing Research Lab</b>
Mark Boyd, BSc <a href="mailto:mark.boyd@usask.ca">mark.boyd@usask.ca</a> / (306) 370-1296	<b>4<sup>th</sup> Floor D-Wing Research Labs</b>
Michele Moroz <a href="mailto:michele.moroz@usask.ca">michele.moroz@usask.ca</a>	<b>Health Sciences Building and</b> <b>Collaborative Science Research Building</b> <b>(CSRB) Vivariums</b>

### Securing permissions for Health Sciences labs managed by other USask units

Additional labs and student spaces in the Health Sciences Building are managed by the people listed below:

Jane Cassidy <a href="mailto:j.cassidy@usask.ca">j.cassidy@usask.ca</a>	<b>Apotex Lab (Pharmacy Student Lab),</b> <b>2130, E-Wing</b>
Donna Michasiw <a href="mailto:djm260@mail.usask.ca">djm260@mail.usask.ca</a>	
Contact Biomedical Sciences General Office for appropriate contact(s)	<b>Biomedical Student Teaching Labs: B104,</b> <b>B109A, B204, B207, 2B57</b>
Cathy Langdon <a href="mailto:cathy.langdon@usask.ca">cathy.langdon@usask.ca</a>	<b>Nutrition Student Teaching Lab 2B64</b>

*NOTE: For questions involving photography/filming of research animals in the Health Sciences building, please contact Michele Moroz: [michele.moroz@usask.ca](mailto:michele.moroz@usask.ca)*

***Approved by the Health Sciences Deans Committee (HSDC) on June 2, 2023.***