

# UWO RDC Procedures during the Pandemic

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COVID-19 changed the way we operate in public spaces. To resume work in the RDC safely, we implemented new procedures based on [Western University's regulations](#) and the guidance of public health officials. This document describes the changes that are effective immediately until further notice.

It is of utmost importance that researchers read this guide prior to visiting the centre. We will ask you to acknowledge these procedures before your first visit.

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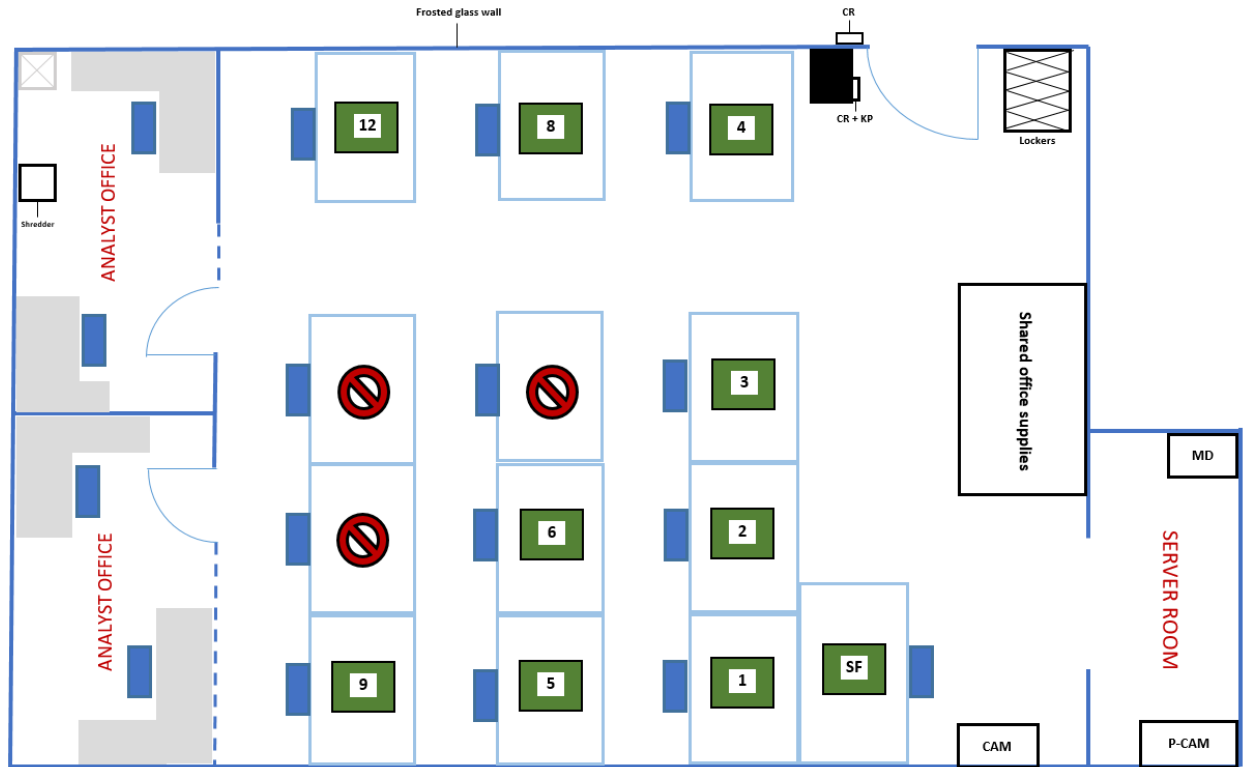
## 1. Physical Distancing Measures

Individuals must maintain a 2-meter distance between others inside the RDC.

### 1.1. Workstations

Ten workstations will be active daily: the Surface and workstations 1, 2, 3, 4, 5, 6, 8, 9 and 12.

Additionally, researchers can request to use workstations 1 and 6 to run code overnight (see Section 4).



## 1.2. Analyst Offices

Researchers should speak to us from our door. Due to the small space, we generally cannot allow researchers inside our office. We can also assist via phone or email to limit face-to-face interactions.

## 1.3. Other Physical Changes

We removed the shared office supplies and paper shredder. Researchers previously used these tools for taking notes. We now encourage researchers to take their notes electronically (see Section 5.2).

# 2. PPE and Sanitation

## 2.1. Cleaning

The sanitation of the RDC is a team effort! We provide disinfectant wipes at the front desk and at each active workstation. The roles and responsibilities are:

- **Analysts** will clean the common hi-touch surfaces inside the centre (e.g. doorknobs and doors, card readers, front desk, etc.)
- **Researchers** will clean their workstation before and after the work session, using the disinfectant wipes. This includes wiping down desks, partitions, keyboards, mouse, power buttons and chair levers.
- **Western University's Facilities Management** will clean the RDC's floor, garbage, and building, and provide additional sanitation to workstations and hi-touch surfaces.

## 2.2. Hand Sanitizer

We provide hand sanitizer at the front table. You are required to sanitize your hands every time you enter **and** exit the RDC.

## 3. Western University Requirements

[Western University's COVID requirements](#) affect UWO RDC researchers. Please let us know if you cannot access the link or tools below (e.g., researchers not affiliated with Western University).

### 3.1. Face Masks

You are required to wear a medical grade 3-ply face mask, i.e. ASTM level 3 mask ([effective January 11, 2021](#)) upon entry and exit within the RDC. The face mask must cover your nose and mouth. You may remove your mask only when seated at your workstation.

### 3.2. Mandatory COVID Vaccinations

The University requires [all those visiting campus to be fully vaccinated](#). Proof of vaccination must be uploaded to the school, for both Western-affiliated personnel and visitors. Students can contact [vaxinfo@uwo.ca](mailto:vaxinfo@uwo.ca) and employees can contact [takecare@uwo.ca](mailto:takecare@uwo.ca) with any additional questions. Visitors not affiliated with Western should email the RDC Analysts for more info.

### 3.3. Health Screening

It is recommended that you complete Ontario's COVID-19 self-assessment tool [here](#) prior to every visit to campus.

### 3.4. View the *COVID 19: Return to Campus Essentials* Training Module Video (faculty and staff)

Faculty and staff must review the *COVID 19: Return to Campus Essentials* training video once before returning to campus. You can access the video through [OWL as a course](#).

### 3.5. Social Science Centre (SSC) Building Locked

When our province is under lockdown, the SSC will also be locked. Only those affiliated with Western University's Social Sciences can enter the building using their Western ID card. Let us know if you are having issues entering the building during these times.

## 4. RDC's Online Booking System

**Entrance to the RDC requires a booking.** All RDC users must book a workstation prior to visiting the centre at [www.picktime.com/uwordc](http://www.picktime.com/uwordc). Bookings are available online a week in advance, down to the hour.

We offer 2-hour timeslots for each workstation. The schedule is:

- Monday to Friday: 9:00am – 11:00am; 11:00am – 1:00pm; 1:00pm – 3:00pm; 3:00pm – 5:00pm
  - On Thursdays we open at **9:35am**, due to cleaning

You can book a **maximum of 10** timeslots a week.

If you are booking multiple slots in a day and the same workstation is not available, then feel free to reserve another one. We will move researchers around accordingly.

Researchers must inform us on cancellations or if they do not require their full booking time as soon as possible (preferably 24 hours in advance). We reserve the right to implement further restrictions on researchers who continually violate these procedures, in order to meet our demand.

We also offer workstations to researchers who want to run code in the RDC, and don't need to actively work here during that time. Let us know if you want to reserve a code-running workstation.

Please let us know if you want to be added to our booking mailing list and be notified of last-minute availability.

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

## 5. Electronic File Transfers and Communication

We are encouraging the use of electronic file transfers to protect our staff and researchers.

### 5.1. Analysts' @statcan.gc.ca Email

We use both our university and government emails. If you are requesting to transfer files into your project then email them to our @statcan.gc.ca email:

Shane: [shane.goodwin@statcan.gc.ca](mailto:shane.goodwin@statcan.gc.ca)

Lindsay: [lindsay.finlay@statcan.gc.ca](mailto:lindsay.finlay@statcan.gc.ca)

It could take up to 24 hours to transfer files.

Other questions can still be sent to our @UWO email.

### 5.2. Taking Notes in the RDC

In the past, researchers could hand-write notes on yellow paper (which must be shown to an Analyst before taking it outside the RDC). While these tools have been removed from the main work area, they are available upon request. We do, however, encourage electronic notetaking whenever possible.

Use MS Word or Notepad for notes. Let us know when the note is ready, and we can release it to you fairly immediately (as long as it doesn't contain confidential data).

### 5.3. Project and Contract Documents

All our contract documents can now be signed electronically. Please send us an email if you wish to make changes to your contract (e.g. adding data, adding researchers, extending project expiration dates, creating revision contracts, transfers to another centre, etc.).

#### 5.4. Vetting Requests and Support

The process of placing a vetting request has not changed. You will still provide the files for release, the supporting files, and the Vetting Request Form in the “To be Vetted” folder. We continue to provide comments via email.

Please let us know before placing a vetting request so we can direct you to some useful tools. We can arrange a meeting to discuss your request too.

#### 5.5. Getting Started in the RDC

We developed an electronic guide to help researchers navigate our computer systems and get started. We will share this guide and your login information at the beginning of your first session. This guide is available in the RDC at all times so let us know if you want to read it for a refresher.

## Appendix 1. How to book a workstation on PickTime

**Step 1.** On your computer or mobile device, go to [www.picktime.com/uwordc](http://www.picktime.com/uwordc).

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

**Step 3.** Select the workstation you want to book. Note the software on each workstation.

**Step 4.** Select the date you want to book. You may only book a week in advance.

**Step 5.** Select the time you would like to start. Each booking is 2 hours. Feel free to email us about availability.

**Step 6.** Fill in your First Name, Last Name, Email, and Notes (if applicable). Then, select “Book Appointment.”

**Step 7.** You have made a booking, and should have received a confirmation email. Click on “Book Another Appointment” to continue or exit the webpage.