

MEMORANDUM

REVISED!

DATE: 2 October, 2017

TO: CCE Program Coordinators and Student Support Services

FROM: Gary Morin, Assistant Director

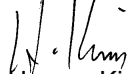
RE: **Safety and Security – CCE's Temporary Off-Campus Locations Operating Hours, effective October 14th**

Operational activities within CCE occupied space will occur only within the following dates and times in order to minimize risk to our patrons and/or facilities.

Fall 2017 & Winter/Spring 2018 Semesters		(5 Sept 2017-30 June 2018)
<i>Building Access</i>	<i>Operating Hours*</i>	
Palliser Mon - Thurs: 8:00 am to 10:00 pm Fri: 8:00 am to 9:00 pm Sat: 8:30 am to 6:00 pm Sun: 12:00 (noon) to 6:00 pm Stat Holidays: 12:00 (noon) to 6:00 pm	<ul style="list-style-type: none"> ▪ Full access - all exterior & interior doors are open, except studios which are opened when in use. ➢ Student Services hours of operations Monday – Friday 8:30 am - 4:30 pm ➢ During Conservatory camp seasons the building will be open at 7:30 am for early drop-off ➢ On weekends instructors are required to sign in/out with the Commissioner 	
First Nations University of Canada Monday-Friday: 7:30am – 10:00pm Saturday: 11:00am – 3:00pm Sunday & Stats: Closed	<ul style="list-style-type: none"> ▪ Full access- All exterior & interior doors are open, however classrooms are only open when a class is scheduled. ▪ Student & Instructor Services hours of operations Monday- Friday 8:15 am – 12 noon & 1:00 pm - 4:30 pm, open lunch hour during peak registration periods. ➢ No support services available to CCE clients during the weekend, on Saturdays only the FNUniv library is open from 11:00 am – 3:00 pm. 	
Summer Semester 2017		(1 July 2017- 4 Sept 2017)
<i>Building Access</i>	<i>Operating Hours*</i>	
Palliser Mon - Fri: 8:00 am to 8:00 pm Weekends & Stat Holidays: Closed	<ul style="list-style-type: none"> ▪ Full access - all exterior & interior doors open however, studios are opened by teachers when they are in use. ▪ Student Services hours of operation Monday – Friday 8:30 am – 12 noon & 1:00 pm - 4:30 pm ➢ During Conservatory camp seasons, the building will be open at 7:30 am for early drop-off ➢ On weekends instructors are required to sign in/out with the Commissioner. 	
First Nations University of Canada Monday-Friday: 7:30am – 10:00pm Saturday: 11:00am – 3:00pm Sunday & Stats: Closed	<ul style="list-style-type: none"> ▪ Full access- All exterior & interior doors are open, however classrooms are only open when a class is scheduled. ▪ Student & Instructor Services hours of operations Mon- Fri 8:15 am – 12 noon & 1:00 - 4:30pm (closed over the lunch hour). ➢ No support services available to CCE clients during the weekend, on Saturdays only the FNUniv library is open from 11:00 am – 3:00 pm. 	
Statutory Holidays & U of R Designated Holidays		
Statutory Holidays – Access differs between Palliser and FNUniv (see above)	<ul style="list-style-type: none"> ▪ 2017: Feb 20, Apr 14, May 22, July 1 & July 3, Aug 7, Sept 4, Oct 9, Nov 11 & Nov 13 ▪ 2018: Feb 19, Mar 30, May 21, July 1 & July 2, Aug 6, Sep 3, Oct 8, Nov 11 & Nov 12 	
University Closures – Shut down all locations	<ul style="list-style-type: none"> ▪ Christmas Break - Fri 22 Dec/2017 at 3:00 pm to 8:15 am on Tues 2 Jan/2018 	
Off-site facilities used for non-credit programming		<i>Operating hours dependent on facility & course programming</i>
<ul style="list-style-type: none"> ▪ Westminster Church (Drum Rm, Gym, Hall, Lounge, Multi-purpose Rm, Playschool Rm, Sanctuary, and Sunday School Rm) ▪ Salseros Dance Studio ▪ Education Building (ED 548, TLC) 		<ul style="list-style-type: none"> ▪ MacKenzie Light Studio ▪ Renaissance Retirement Residence

**It is recommended that Staff implement the "Lone Worker" program if working on their own.*

We understand, on occasion, an exception may occur which will need to be considered and dealt with on an individual basis. These exceptions will need to be brought to the attention of CCE's Director's Office as soon as possible in order to determine whether all parties involved can make the desired accommodations, or not.


Harvey King, Ph.D.
Director