

Dear Campus Community,

Information Services and Facilities Management request your assistance to sustain operations, keep our workplace safe, and conserve power while staff are working remotely off-campus, and some offices are left vacant. Please take a moment to read the following important procedures and instructions:

Computers and Voicemail

- Shut down your computer, unless you need to access your desktop remotely, in which case, your desktop must be left ON. (See: [Remote Desktop Protocol](#))
- Record a greeting on your voicemail that lets callers know you will be working remotely for an indeterminate amount of time and includes the number where you can be reached.
- Do not forward your work phone to another number as this will strain our internal phone system.

Cleaning of Individual Office Spaces

- To allow custodial staff to focus on public areas, Facilities Management is asking faculty and staff to clean their own offices and kitchenettes and remove/empty their own garbage. Additional garbage bins will be made available in common areas and/or in faculty/department staff lounges.
- Work Control will be working remotely starting Friday, March 20. All work requests should be entered via the FAMIS work management system. If you require assistance as a FAMIS user you can contact work control via email at work.control@uregina.ca
- Always practice appropriate cleaning and disinfection practices to avoid transmitting viruses or bacteria, especially if you share supplies, workspaces or equipment, such as printers, keyboards, and phones.
- Use disinfectant, such as Oxivir TB Disinfecting Wipes available through SMS Stores, to clean office touch points, including keyboard and mouse, phone, keys, door handles, desk tops, armrests, light switches, and thermostats.
- Unplug small appliances and equipment, such as portable heaters and coffee machines and ensure all windows are closed and secured.

Security

- Campus Security will remain on site 24/7, however, the walk-up office is currently not staffed. Call [306-585-4999](tel:306-585-4999), if you need assistance or in case of emergency.
- The number of unlocked entryways will be minimized to reduce cleaning and security loads and identified by a posted notice
- If you are working on campus, we encourage you to use the Work Alone program. Call Campus Security to notify them when you are arriving on campus, when you expect to leave, and where you will be working.
- Ensure your individual areas are locked and secure when you leave.
- If you need to return to campus and access your office/shared space, be sure to bring your access card, keys and University-issued identification should Campus Security request it

Mail and Couriers

- Faculties, departments and units that are closed and intend to remain so for the foreseeable future, should contact the Mail Room at 585-4675 or mail.room@uregina.ca and request that your mail and parcel deliveries be held until further notice.
- Courier deliveries will continue to be accepted at Central Receiving and UR Stores RIC. If you have arranged with a courier for delivery to your office location and cannot be there to receive it, you will need to contact your courier to make alternate arrangements.

For more information on preparing to work remotely, please see the University's [Working Remotely](#) web page.

Thank you for your ongoing cooperation during this challenging time.

Sincerely,

Dave Button

Vice-President (Administration)