



New Windsor RDC Procedures for COVID-19 Reopening

Berenica Vejvoda, Academic Director, bvejvoda@uwindsor.ca (519) 253-3000 x3858

Mike Houlahan, Statistical Assistant, wrdc@uwindsor.ca (519) 253-3000 x4880

Tina Luu Ly, Analyst, rdc@uwo.ca , (519) 661-2111 x82971

Victoria Gaudin, Analyst, rdc@uwo.ca , (519) 661-2111 x84951

COVID-19 has changed the way we operate in public spaces. To resume work in the RDC safely, we have implemented new procedures in the RDC. This document describes the changes that are in effect immediately upon reopening and will continue until further notice.

It is of utmost importance that Windsor RDC researchers read through this guide prior to visiting the RDC.

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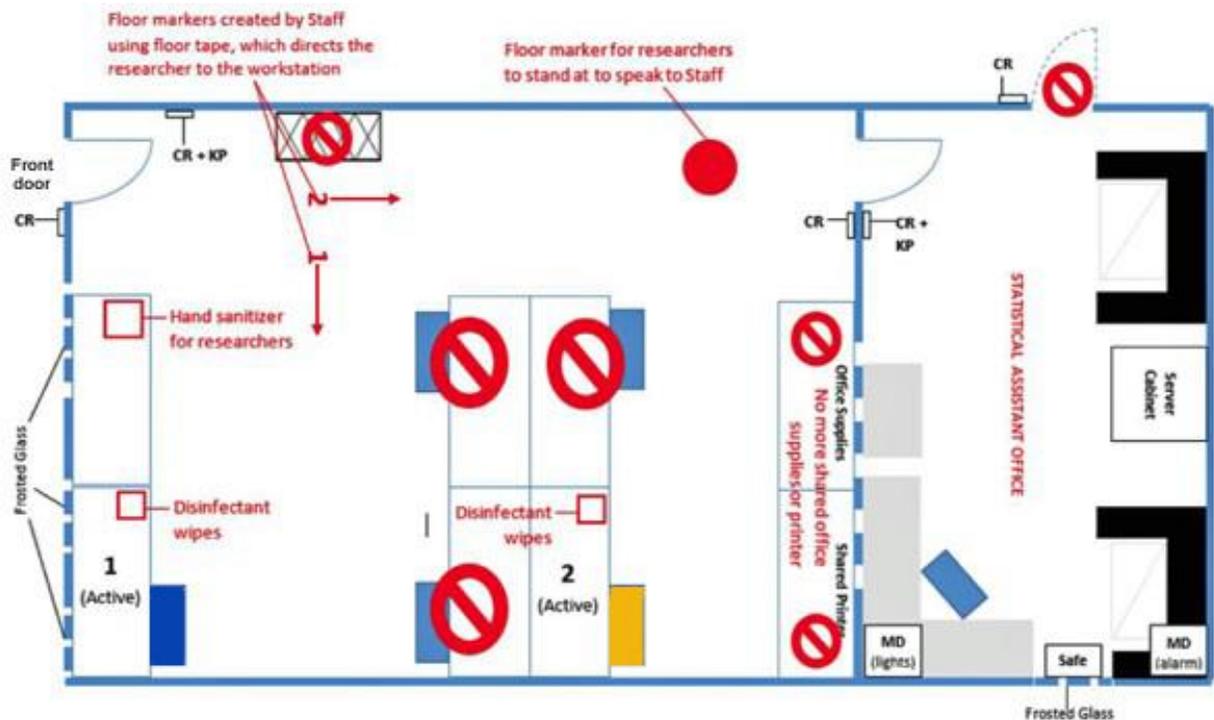
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1. Social Distancing Measures (Physical)

The RDC, along with UWindsor will be adhering to physical distancing requirements. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. Therefore, we are enforcing a 2-meter distance between individuals inside the RDC. The following changes will be made.

1.1. Workstations

The limited space in the RDC will only allow two workstations to be in use: Workstations 1 and 2. Workstation 1 is located at a new workstation table near the front wall. Workstation 2 is located near the printer.



1.2. Traffic Flow

There are floor markers to direct traffic in the RDC to each workstation.

1.3. Statistical Assistant Office

The Statistical Assistant's office door will be closed during operating hours. They will only conduct face-to-face interactions with researchers if urgent. Please see Section 3.2 for more information.

1.4. Other Changes to the Layout

Green paper for notes and shared pens will be removed to minimize the risk of transmission. The paper shredder will be removed. We encourage researchers to take their notes electronically (see Section 3.2.2).

2. Sanitation and Safety

2.1. Cleaning

RDC researchers, RDC staff, and University staff are all responsible for the cleaning and sanitation of the RDC. Outlined below are the roles and responsibilities:

The Statistical Assistant will clean surfaces inside the RDC such as doorknobs, card readers, etc.

Researchers will clean their workstations before their use and after they complete their work session.

This includes cleaning desks, partitions, keyboards, mouse and monitors, and the power button on the PC Tower with disinfecting wipes.

University of Windsor's Facility Services will be responsible for the RDC's floor, our garbage, and cleaning outside the RDC.

2.2. Hand Sanitizer

A bottle of hand sanitizer will be placed on the table at the front of the room for researchers to use. Researchers are encouraged to sanitize their hands every time they enter/re-enter the RDC.

2.3. Face Masks

Effective July 27, 2020, the University of Windsor [requires individuals to wear a non-medical mask](#) or face covering when entering and exiting all campus buildings and in common spaces where physical distancing may be difficult (entrances, exits, hallways, stairwells, lounges, washrooms and elevators).

Because of the space limitations of the RDC, **researchers will be required to wear a mask at all times in the RDC.**

2.4. Return to Campus: "My Self-Assessment" before each visit

All students going onto campus must follow the campus directives outlined at: [Be a Safe Lancer: Before Going to Campus](#)

Faculty are required to follow the protocols outlined in the return to campus protocols for their department and/or faculty, including the completion of the Self- Assessment on the Safe Lancer app.

Upon arrival at the front doors of Leddy Library, researchers will call into the Service Desk (Ext. 3200) to identify themselves and confirm their appointment. You will be asked to show that you have been approved to be on campus that day from the "My Self-Assessment" page of the Safe Lancer app. When the door is unlocked, researchers will follow floor markers and signage to go directly to the RDC.

3. New Procedures for Researchers

3.1. Online Booking System to Access Workstations

Due to limited occupancy, you will be required to book a workstation ahead of your visit. Please book workstations at <https://uwindsor-ca.libcal.com/appointments/rdc>. This link is also available on the home page of our RDC website. Bookings must be done at least **24 hours** before your visit.

You must notify us of a cancellation at least 24 hours ahead of the booking.

Instructions on how to use the LibCal are available in Appendix 1.

3.2 Electronic Communication and File Transfers Only

To maintain physical distancing requirements, the Statistical Assistant and researchers will have limited face-to-face interaction in the RDC. The office door will be closed and we will only be conducting face-to-face discussions for urgent matters.

During [Windsor RDC office hours](#), please send an email to Statistical Assistant at wrdc@uwindsor.ca or call (519) 253-3000 x4880 if any questions arise. You can also contact the Analysts at the UWO RDC rdc@uwo.ca, or call (519) 661-2111 x82971 (Tina) or x84951 (Victoria) during [Western RDC office hours](#). We ask that you limit your communication with others while in the RDC.

The following procedures will be adjusted to meet this requirement.

3.2.1. @Canada Email for Analysts

Although general questions for the Analysts about data or the RDC can still be sent to the Analysts' UWO email, they will be using their @Canada email for file transfers. Please send any requests to transfer files into your project, or release files from your project, to their @Canada email:

Tina: tina.luuly@canada.ca; Victoria: victoria.gaudin@canada.ca.

3.2.2. Contract Amendments

Please send the Analysts an email, or the Statistical Assistant at wrdc@uwindsor.ca, if you wish to make changes to your contract (e.g. adding/removing data, adding researchers, extending project expiration dates, creating sub- or revision contracts, transfers to another RDC, etc.). We will coordinate with you via email and the documents will be signed electronically.

3.2.3. Notes

Green paper for handwritten notes will be removed from the RDC. We encourage you to take your notes electronically (e.g. using MS Word or Notepad++). You can request that we vet and release your electronic note file if it does not contain any confidential information (similar to how we used to release handwritten notes). The following steps should be followed to have notes released:

Step 1. Save your note file in the "To Be Vetted" folder. You do not need to complete a Vetting Request Form or provide supporting documents for this.

Step 2. Rename the note file to "Note_mmddyyyy" (replace "mmddyyyy" with the date of the request).

Step 3. Lock or shut down your computer, leave the RDC, and let an Analyst know via their @Canada email that you are requesting to release the note file (mention your project number).

Prior to the pandemic, handwritten notes were immediately vetted and released since they were shown to us in person. Now, we will aim to have these released within the same day of the email request. If you require your note immediately, please call us instead of emailing.

Tip: Place your request for note files at least 30 minutes before closing time.

Step 4. If the note does not contain any confidential data, then we will email you the file.

3.2.4. 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. However, rather than telling us in person that a request is placed, you should notify us via email.

We will continue to provide comments via email. A copy of the comments will also be stored in your vetting request folder. We might also provide additional notes or annotations to guide you in addressing the comments. Please notify us via email when you have addressed the comments and the request is ready to be vetted again.

If you require support before placing a vetting request: Please send us an email explaining what you are planning to release. We will provide tips via email and direct you to the Orientation Guide presentation, the Survey Specific Rules, and the Vetting Request Form. Unfortunately, we cannot sit with you to provide face-to-face support.

Appendix 1. How to book your workstation on LibCal

Step 1. On your computer or mobile device, go to <https://uwindsor-ca.libcal.com/appointments/rdc> . A link to the booking page is also available on our website, <https://www.uwindsor.ca/research-data-centre/> .

Step 2. Select the workstation you wish to use.

Workstation 1: SPSS, Stata, SAS, R/R Studio, ArcGIS, **MATLAB**

Workstation 2: SPSS, Stata, SAS, R/R Studio, ArcGIS, **Mplus**

Step 3. Select the date you would like to book.

Your appointment for the RDC will be booked from 1:00pm to 4:00pm. The RDC will be open from 12:30pm - 4:15pm. You can enter the RDC any time after 12:30pm and start using your workstation. You must exit the Leddy Library by 4:15pm.

Step 4. Select the time. Currently there will only be one time, 1:00PM. Click on the time, then click on “Continue”.

Step 5. You will be asked to sign into your UWindsor account. The details of your booking will appear. Click on “Confirm Appointment”.

Step 6. You will be sent a confirmation email for this booking. If you decide to cancel your appointment, click on the cancel link in your confirmation email. It will take you to a screen showing your cancellation request. Click on “Cancel” to confirm.