

Media Equipment and Distribution Centres

COVID-19 Addendum

The following policies and procedures are and will remain in place until further notice. These additional policies are in place for your safety and protection as well as the safety and protection of the staff and faculty working hard to support you in your studies.

Please note that the college will be following all recommendations made by federal, provincial and municipal health agencies, and policies and procedures may be updated without notice at any time.

All attendees to Humber College must complete and submit the Return to Campus Agreement (more information here: <https://humber.ca/campus-return/>).

All attendees to Humber College must download the Humber Guardian App (available for free in the Apple App Store or Google Play Store) and complete the COVID-19 self-assessment in advance of EACH AND EVERY day visiting campus.

More information here: <https://humber.ca/campus-return/>

Masks must be worn (and worn properly) while on campus at all times and in public spaces. These spaces include, but are not limited to hallways, stairwells, washrooms, classrooms, edit suites, studios, and any other non-enclosed space. Information about proper mask use here: <https://www.youtube.com/watch?v=gvLA--hGU70&feature=youtu.be>

Reservations for equipment and facilities are MANDATORY and should be made at least ONE HOUR in advance. There will be no walk-in privileges. Equipment Distribution Centre patrons requesting equipment without a valid reservation from an Equipment Distribution Centre will be turned away. Those found in a FMCA facility without a valid reservation will be asked to leave. This will be strictly and regularly monitored and enforced. Reservations can be made at www.mediacheckout.ca

There is no longer 24/7 access to facilities. Please check with the Equipment Distribution Centres or log into www.mediacheckout.ca for current hours of operation and to make a reservation.

Please observe and follow all signage and floor markings posted in the Equipment Distribution Centre areas, and be sure to maintain 2m (6ft.) physical distance.

Equipment Distribution Centre staff will be sanitizing equipment after each use. This may mean that equipment may not be ready for immediate turnaround. Please be patient. This sanitation is for your safety and well-being.

Turnaround times will be in effect between facilities usage. This time will be used to sanitize those spaces in between uses. Students are encouraged to use the wipes provided in specialized labs to wipe down keyboards, monitors and mice. Specialized equipment (for example, in television studios) will be sanitized by staff as they may require specialized cleaners and techniques.

Each of the Equipment Distribution Centres has been separated into a PICK-UP and RETURNS area to help maintain physical distancing in the hallways. Please read and follow the signage in each area.

Return times will be scheduled. The universal return time of “next morning before...” has been eliminated in order to reduce traffic and crowding in the hallways.

Please observe and follow maximum capacity notices posted outside classrooms and labs. DO NOT exceed these guidelines.

DO NOT share your equipment with other students that have not been identified at checkout. Staff will need to identify ALL users of the equipment. For example, if you have a dead battery, DO NOT borrow one from another student’s kit. Please return the dead battery to the Equipment Distribution Centre, where they can provide you with another fresh battery, and staff will sanitize and charge the old one you are turning in. Many kits include chargers – get into the habit of checking batteries and charging them as soon as you have your kit.

Please use disposable covers for all microphones and headsets. These are available in the Equipment Distribution Centres. In addition to headset ear and microphone covers, masks are MANDATORY when using a headset.

Please find a safe space where you can maintain 2m (6ft) of physical distance while checking over your equipment. A reminder that you will be liable for any damage or replacement of any missing components that are not immediately reported to the Equipment Distribution Centre after pick-up. Students are encouraged to sanitize equipment as they pick it up and check it over. Disposable wipes are available at the Equipment Distribution Centres.

If you are unable to attend campus for health-related reasons, please be sure to cancel any reservations you would have had in your absence. If you are unable to meet your return time for health-related reasons, we must be notified a **MINIMUM of one hour in advance**. Any and all COVID-related health issues or absences must be reported to covidreporting@humber.ca and may be investigated.