



To: Faculty
From: Wai Bong Shum, Director – Facilities Management
François Paradis, Director – Information Systems & Technology
Date: April 7, 2020
Subject: **Last opportunity to access the College for essential teaching material and computer equipment**

If you need to retrieve course materials from your office or require equipment from IST, your last opportunity to access the College is on Wednesday and Thursday of this week. **After Thursday, April 9, Dawson College will be closed until the COVID-19 pandemic shutdown is lifted.**

WHEN

BY APPOINTMENT ONLY

Wednesday, April 8, 2020 9:00 a.m. to 5:00 p.m.

Thursday, April 9, 2020 9:00 a.m. to 5:00 p.m.

Before you make an appointment, ensure that you meet the following criteria:

- You are **healthy** and show no signs or symptoms of the COVID-19 virus including fever, coughing, shortness of breath, sore throat, runny nose, or generally feeling unwell;
- You have **not been** diagnosed with COVID-19;
- No member of your household has been diagnosed with COVID-19;
- You **have not** travelled outside Canada within the last 14 days.

RETRIEVAL OF COMPUTER EQUIPMENT

Please send your request as soon as possible to the Help Desk by emailing helpdesk@dawsoncollege.gc.ca. If the material is available, a technician will schedule an appointment.

ACCESS TO OFFICE

To schedule an appointment to access your office:

- Login to *MyDawson Portal* (Omnivox);
- Look at the menu on the left side under NON-ACADEMIC SERVICES Building Access
- Click on ***Building Access***
- Select a time.

Non-Academic Services

 **Building Access**

TO ENTER THE COLLEGE

- You must have an appointment;
- Show up on time for your scheduled appointment;
- Enter the College through 4011 de Maisonneuve, entrance of the 2E wing. This entrance door is off the parking lot near the corner of Wood Avenue and right next to the Dawson Daycare (4021 Boulevard de Maisonneuve Ouest). To approach by foot or bike, walk along the front of the Alexis Nihon building on de Maisonneuve. To access the parking lot by car, you must approach via Wood Avenue and turn east onto de Maisonneuve (during construction this is permitted).

SAFETY PRECAUTIONS

During your visit, safety precautions will be strictly enforced

- Only a small number of teachers will be allowed to enter at one time;
- You must sanitize your hands upon entering and leaving the College;
- You must stay at least 2 metres away from any other person;
- You may only take the material that is necessary to complete the semester;
- You will not be permitted to congregate in groups;
- You may not stay at the college more than 20 minutes.