

COVID-19 PROTOCOLS:

USE OF THE RESOURCE CENTRE

STUDENT ACCESS:

1. The following notice will be placed on the Department website:
Due to Covid-19 safety precautions, requests for information from the Resource Centre will only be attended to on Tuesdays and Fridays. Send an e-mail with your detailed request to karlien.vanniekerk@up.ac.za by Monday evening. Karlien will reply with information and/or further instructions. Please allow at least 3 days for the processing of requests.
2. Studio masters are to distribute the process for requesting information to students. See summarised version below.
3. Karlien evaluates e-mail requests, replying that the request will be placed in the workflow:
 - 3.1 Is the request valid?
 - 3.2 Can it be dealt with immediately, i.e. by answering a question or scanning an article/TOPI item? Karlien will do this (only low-res) and e-mail the answer/scan to the student/lecturer. TOBi and TOPI printouts can be provided, and students can mark what they need.
 - 3.3 Should the request rather be referred to the library?
 - 3.4 Does it concern archive material? If a drawing from the archive has been requested, Mpho will scan it – only if the student needs better quality than a photo. This will take some time. The drawing will be placed on a Resource Centre folder on Google Drive, and the link sent to the student. Johan Swart will provide input. Data will be kept in a central Drive folder which will be checked first to see whether the info isn't already available.
 - 3.5 Is the request complex? Only if necessary can the student book the seminar room, where Karlien places all the material, which must be handled with gloves at all times. Sterilising equipment will be made available. The scanning computer is available in this room for when students need to read and browse and then scan what they need. In some cases, Karlien can meet with the student on Google Chat to discuss the request, where the chat is preserved and also accessible by other students.
 - 3.6 Karlien will handle bookings by sending a 'meeting request' on Google Calendar, after negotiation with the student.
4. Involvement of lecturers:
It is imperative that, under these circumstances, lecturers be involved. To prevent 30x requests for the same information for an assignment, the lecturer must please anticipate and coordinate the information which may be needed, and liaise with Karlien beforehand so that she can process the request(s). Requests for sets of drawings to be scanned should be placed 3 weeks in advance.

BOOKINGS:

1. 14 booking slots are available per day (7 hours; half an hour per student).
2. Time slots can be adjusted according to the nature of each request.

RESTRICTIONS:

1. The Resource Centre is not open for walk-ins. Students should not come in just to request info, and then have to come back 3 days later. Physical contact should be avoided, so only e-mails are allowed.
2. Students will not be allowed to work in the Resource Centre.
3. The seminar room cannot be booked just for sitting and working.
4. Students wear masks & gloves when handling material, and throw the gloves away when they are done. Karlien wears gloves when the books are put away again. A box of gloves can be kept in the seminar room.
5. Students should not request access to archive drawings just because they are interested in seeing something; if they just need some info, Johan or Karlien can provide it. In more complex cases students may be referred to Johan.
6. No large-scale plans will be scanned for junior students, only for 3rd years and MProfes. Students may be referred to Johan in special cases.
7. An attempt must be made to filter out all unnecessary stuff. Requests should be reduced to their essence.

FOR STUDIO MASTERS TO DISTRIBUTE:

In preparation for Semester 2, please distribute the following to your students.

During the Covid-19 Level 3 lockdown, requests for information from the Resource Centre will be attended to on **Tuesdays** and **Fridays**.

1. **E-mail a detailed request** to karlien.vanniekerk@up.ac.za. Karlien will evaluate your request and either help you directly, or discuss further action.
2. In complex cases where a student needs direct access to research material, a time slot for using the seminar room needs to be **booked** directly with Karlien
3. Make sure to obtain an access permit by emailing Prof Chrisna du Plessis at chrisna.duplessis@up.ac.za at least three days before you require access and then complete the Google Form received from Faculty. Print out the permit sent to you, or have it available on your phone to show to the guards.Faculty).
4. Strict safety protocols will prevail both for campus access (complete the pre-screen before you come) and in Boukonde.
5. 14 time slots of half an hour each (adjustable) are available per day. You will need to book one of these slots/ or will be allocated a slot. A computer with scanner is available in the seminar room.
6. The drawing archive is closed for now, but exit-level students can discuss their requirements with Karlien and Johan. Mpho is available for scanning.
7. Please note:
 - 7.1 The Resource Centre is not open for walk-ins.

- 7.2 Under the circumstances, students can unfortunately not be allowed to sit and work in the Resource Centre or seminar room.
- 7.3 No group work can take place.
- 7.4 No access will be granted to the seminar room unless you are wearing a mask.
- 7.5 Gloves will be provided.