

ONRamp

Reopening Guidelines

Last updated: March 6, 2022

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Introduction

The following guidelines and procedures for the ONRamp spaces in the Banting Institute have been implemented to ensure the safety and health of our entrepreneurship community and to prevent the spread of COVID-19.

Take your time reading through these guidelines and don't hesitate to contact us at entrepreneurs@utoronto.ca if you have any questions or concerns. We are excited to safely welcome you back to ONRamp!

Our Team

The University of Toronto Entrepreneurship team will continue to be available by e-mail or phone. Offices hours will be communicated by e-mail for tasks such as mail pick up.

Staff Member	Role	Email	Phone
Jon French	Director	jon.french@utoronto.ca	
Tope Adepoyigi (on leave)	ONRamp Receptionist and Admin Assistant	entrepreneurs@utoronto.ca	416-946-0582
Amanda Arantes	Entrepreneurship Facilities Coordinator	amanda.arantes@utoronto.ca	416-971-2378
Melanie Langemeyer	Program & Business Services Coordinator	melanie.langemeyer@utoronto.ca	416-946-0577
Kathleen (Kay) Martinez	Program Coordinator	kay.martinez@utoronto.ca	416-946-7246
Alyson Bruce	Marketing & Communications Officer	alyson.bruce@utoronto.ca	416-946-8523
Efosa Obano	Program Manager, Black Founders Network	efosa.obano@utoronto.ca	

Banting Institute Access

The front doors of the Banting Institute will be accessible to the general public from 7:00am to 9:00pm Mondays through Fridays. ONRamp members with key fobs will have 24/7 access to the front doors of the Banting Institute. Effective August 10, 2020 the University of Toronto implemented a policy requiring face masks to be worn in common-use spaces on University property, including hallways, elevators, and stairwells. More information regarding the policy can be found [here](#).

Elevators and washrooms are available in the Banting Institute and have been marked with maximum occupancy signage.

Please use the general washroom to allow for social distancing (2 metres). General washrooms in the buildings are large enough to accommodate 2 people at a time. Outer doors on some of the washrooms can be propped open without loss of privacy. Washrooms and high touch locations are cleaned and disinfected regularly. Washrooms are located in the hallway, near the elevator, on each level of the Banting Institute.

Do not let anyone who is not an ONRamp member or a tenant of the Banting Institute access to the building. If you see someone suspicious, please notify Campus Police immediately at 416-978-2222. For emergencies call 911.

UCheck and Paper Based Assessment

The University of Toronto requires all those intending to be present on our three campuses, or on premises owned or operated by the university, to be fully vaccinated against COVID-19 and provide proof of vaccination via [UCheck](#), in full accordance with all applicable laws and regulations.

Proof of vaccination can be a photograph of a paper vaccination receipt or an electronic receipt that you received by email. Those vaccinated in Ontario can generate and download their vaccine receipts [here](#).

Updated information on U of T's approach to vaccines is available on UTogether's [frequently asked questions](#) page.

Public health guidance requires **a self-assessment for all members of our community, including faculty members, librarians, staff, and students, each day they visit any one of the three U of T campuses or any other property owned or operated by U of T.**

There are two ways that individuals can complete the **required** health screening and generate a risk status each time they come to U of T: [by using UCheck](#) to conduct a self-assessment, or by completing [a paper based or offline assessment log](#).

[UCheck](#) is the easiest and most secure way to complete the required health screening and generate a COVID-19 risk status prior to coming to U of T. Your risk status (i.e., "red", meaning high risk, or "green", meaning low risk) is securely shared with the University and will be reviewed from time to time as part of our compliance auditing process. Individual responses to the UCheck self-assessment questionnaire are not accessible by the University. More details on how to use UCheck, including how we are keeping this data private, are available at utoronto.ca/utogether2020/ucheck.

If you are unable to access the UCheck online self-assessment web portal, you can instead use a [paper-based or offline self-assessment log](#) to document the outcome after you complete your daily self-assessment. Individuals using an offline or paper-based self-assessment will need to track their outcomes on a screening log (available on the assessment) for each day they come to campus. **These logs must be kept for 30 days.** This screening log is included on the offline or paper-based self-assessment. Individuals who use UCheck to complete their required health screening do not need to complete this log.

Please note that you may be asked to provide your UCheck or paper log as the University of Toronto will be conducting non-biased random audits regularly. Failure to complete mandatory screening and/or provide support documents when requested will result in your access and membership to ONRamp being revoked.

If you have symptoms of COVID-19, self-isolate and get tested at a COVID-19 assessment centre. For further direction and to find your local assessment centre please refer to the [Ontario Ministry of Health's COVID-19 webpage](#).

Everyone with **symptoms of COVID-19** (e.g., fever, cough, difficulty breathing, etc.) should **stay home**, not attend campus, classes or work, and self-isolate. If you are living in residence and receive a

red status, self-isolate in your room and immediately contact residence staff for further direction and assistance.

Any student or member who **receives a red status** after completing an UCheck or paper based self-assessment should immediately connect with their campus student health centre to determine next steps, including whether the Occupational Health Nurse (OHN) must be contacted. The campus student health centre will connect you, if necessary, with the OHN who will conduct an assessment and will then provide guidance.

Contact your **Campus Health and Wellness or Health and Counselling Centre:**

- **St. George:** 416-978-8030
- **UTSC:** 416 287-7065
- **UTM:** 905-828-5255

If you have been advised by a public health authority that you have tested positive for COVID-19, please contact ehs.occhealth@utoronto.ca immediately.

You may also be contacted directly by the University to ensure that you are supported at this time.

ONRamp Hours

ONRamp will be operating with reduced hours until further notice. The new hours of operations are:

Monday to Friday: 9:00am to 5:00pm

Saturday to Sunday: Closed

Only ONRamp members are permitted to use the ONRamp spaces in the Banting Institute at this time. External guests are not permitted in the space until further notice.

ONRamp Memberships

ONRamp Members will be invited to join the University of Toronto Entrepreneurship Slack channel for access to information and updates as they become available.

Former ONRamp Members and community members interested in becoming new ONRamp Members will need to apply for the 2021-22 academic year (September 2021 – August 2022). Note – all new memberships will be extended until December 31, 2022. Learn more about ONRamp Memberships and [apply here](#).

Workstations and Meeting Rooms

The 1st floor of ONRamp will be open for mail or key fob pickup when staff is onsite, however the RBC Innovation Hub, 1st floor meeting rooms and lounge, and the phone booths on the 2nd and 5th floors will remain closed until further notice. ONRamp Members will have access to the 2nd and 5th floors of ONRamp via key fob from 9am – 5pm Monday to Friday.

Please abide by the following guidelines for all workstations and meeting rooms:

- There will be no assigned workstations at this time. To reserve a workstation for a limited amount of time please use the MS Booking system.
- No external guests are allowed in the meeting rooms or anywhere else in ONRamp at this time. Meeting rooms should only be used by multiple team members with ONRamp memberships (as per the maximum room capacity) or individuals.
- Follow the directional arrows and signs for where to walk and stand in order to maintain a distance of at least 2 meters from others in the building
- Masks are not required to be worn when seated at a desk on the conditions that:
 - Physically distanced by >2 meters from other occupants; and
 - Work is being performed (UTE / ONRamp members coming to their workstations to work meet this requirement).
 - Therefore, those on calls and/or sitting at their desk, and physically distanced from others would be able to take their masks off
- Face masks are required in the common areas of the Banting Institute, including elevators, hallways, and washrooms, when at your desk and the conditions above are not met, or when moving about the ONRamp space.
- Members are required to stay seated at desks when using a workstation or meeting room in ONRamp. No standing desks are permitted at this time. If accommodations are required, please e-mail entrepreneurs@utoronto.ca.
- Note there is a maximum of 2 bookings/per day, per venture (one booking in the morning and one in the afternoon) for meeting rooms. Workstations in ONRamp can be booked for the whole day in 3.5 hour blocks. This policy may be revisited as we continue to evaluate the situation and address safety concerns.
- Please note that if you have not reserved a workstation or meeting room through MS Bookings in advance you will not be permitted in the space. Members are not permitted to switch, trade, or move workstations.
- Please do not move tables, chairs, or large pieces of furniture in ONRamp. No outside furniture, appliances, or printers are allowed in ONRamp.
- At the end of your reservation, you will be required to sanitize and disinfect all your work surfaces that day. Sanitization supplies will be provided by the University of Toronto. Members are also encouraged to disinfectant the work surface before use.
- If there is an ONRamp member who is not respecting the physical distancing protocols, please report them to entrepreneurs@utoronto.ca.
- **There is a zero-tolerance policy for anyone who fails to follow these guidelines and will result in your access and membership to ONRamp being revoked.**

Available meeting rooms and reduced occupancy capacity:

- 2nd floor: 3 meeting rooms (2 people), and one large seminar room (10 people)

- 5th floor: 1 meeting room (4 people), 6 meeting rooms (2 people)

Please do not leave any personal belongings or technology on desks when not in use. Items left behind will be placed in the Lost and Found for up to 30 days and disposed thereafter.

RBC Innovation Hub Bookings

The RBC Innovation Hub will be closed until further notice.

Kitchenettes

There are kitchenettes located on each floor of ONRamp.

The refrigerator and water coolers will be accessible for members. All members will be required to disinfect before and after use. Small appliances such as toasters, coffee machines, and kettles will not be available at this time.

Mail

All mail services will continue to be available to ONRamp Members. Mail pick up will be appointment only,

ONRamp will not be accepting any deliveries on behalf of members. Any deliveries must be scheduled directly with couriers, allowing members to accept their packages outside ONRamp following all social distancing and mask protocols.

Where possible, please continue to redirect mail and/or parcels to an alternate address, especially anything critical or time sensitive. Mail pick up will be available when staff is onsite.

We are not responsible for loss or damage to any mail or parcels. Do not use ONRamp's address for any business legal purposes (such as business incorporation) for liability reasons.

Printer

The printer in the Business Centre on the 5th floor (in unit 550) is still available for ONRamp members to use. All ONRamp members are to provide their own paper and to sanitize before and after use. If the ink in the printer is running low, please contact entrepreneurs@utoronto.ca.

Caretaking

The University of Toronto's Caretaking Services has developed a strategy to help support the health and safety of our community. In addition to regular nightly services, the strategy includes:

- Increased cleaning and additional disinfection by caretaking staff
- Providing sanitizing supplies in high-traffic areas

More details regarding the strategy being implemented by Caretaking Services can be found [here](#).

The university has also undertaken a thorough inspection of its ventilation equipment, making upgrades where necessary to decrease the risk of COVID-19 transmission in indoor spaces. More information regarding this can be found [here](#).

Fire Emergency Procedure

Please take the time to familiarize yourself with the Fire Emergency Procedure (<https://www.fs.utoronto.ca/main-property-management/fire-prevention/emergency/>) for the University of Toronto. It is mandatory to evacuate University buildings when you hear any fire alarm. Do not ignore or attempt to stay in the building during a fire alarm.

Upon evacuations all persons must relocate away from the building and proceed to the **Firefighter's Monument** which is located just west of Banting on the **north east side of College and University** until the fire prevention officer or the fire department has deemed the building safe.

Do **NOT** attempt to re-enter the building before receiving the approval from the fire prevention officer or the fire department.

Accessibility

It is the University of Toronto's goal to create a community that is inclusive of all persons and treats all members of the community in an equitable manner. In creating such a community, the University aims to foster a climate of understanding and mutual respect for the dignity and worth of all persons.

In working toward this goal, the University will strive to provide support for, and facilitate the accommodation of individuals with disabilities so that all may share the same level of access to opportunities, participate in the full range of activities that the University offers, and achieve their full potential as members of the University community.

If accommodations are required to access the Banting Institute and/or ONRamp, please e-mail entrepreneurs@utoronto.ca.

Security

Campus Police regularly visit ONRamp and the Banting Institute, including on weeknights and during weekends. To keep ONRamp secure, please leave windows closed at all times and let the reception desk know of any heating issues. If you have security concerns at any time, please notify the reception desk or Campus Police at 416-978-2222 immediately.

We are committed to creating a safe, secure environment for all ONRamp members and visitors. There is a zero tolerance policy for anyone who shares their key fob with others, walks in after ONRamp members to access the space without an individual membership, leaves any of the front doors of ONRamp or Banting Institute propped open, or otherwise breaches ONRamp's security without U of T Entrepreneurship staff approval. People without ONRamp memberships or fobs are not permitted to work in ONRamp. If you break or ignore any of the rules listed above, your ONRamp membership or use of ONRamp will be immediately revoked.