

Faculty and staff,

The Cumming School of Medicine's (CSM) leadership team has been receiving inquiries about my previous message (dated Mar. 24) regarding access to University of Calgary facilities.

To clarify, UCalgary's senior leadership team has asked the CSM to provide information on faculty and staff members who will still need access to UCalgary buildings should the university close. The collected information will be used to inform further decisions and actions in the event of a university closure.

There are three primary groups within the Foothills campus who will still require access to UCalgary buildings. In order to quickly identify who these individuals are, there are two processes in place — one being led by the Office of the Vice-President Research (group 1 below) and a building access form which was developed by the CSM (group 2 and 3 below).

1. **Researchers** – The VPR office is working with key contacts within our research institutes and teams to identify who will need continued access. There is no need for researchers to complete any additional action items. If you have any questions, please contact Dr. Paul Schnetkamp, associate dean of research infrastructure, at [pschnetk@ucalgary.ca](mailto:pschnetk@ucalgary.ca).
2. **Clinical faculty and administrative assistants** – There are many clinical faculty members who have office space located on UCalgary property. We ask that these faculty members and their administrative assistants visit [cumming.ucalgary.ca/access](http://cumming.ucalgary.ca/access) and complete the building access form. Please note that administrative assistants who are part of the CSM's administrative services team have already been captured and no additional action is required.
3. **Staff performing critical functions** – If you're part of a team that performs a critical function, please work within your group to identify who needs continued access to our buildings. Those identified individuals are asked to complete the building access form at [cumming.ucalgary.ca/access](http://cumming.ucalgary.ca/access).

If you need to submit a building access form, please do so by **12 p.m. on Thursday, Mar. 26, 2020**. If you have any questions or concerns, contact Melanie Spencer, security admin co-ordinator, at [spencerm@ucalgary.ca](mailto:spencerm@ucalgary.ca).

Thank you for your patience and understanding.

Sincerely,

Jon Meddings, MD  
Dean, Cumming School of Medicine  
University of Calgary