

**UNIVERSITY OF GUELPH**  
**OFFICE OF THE VICE-PRESIDENT**  
**(FINANCE, ADMINISTRATION and RISK)**

**To:** Members of VPAT, PEC and VPAC  
Administrative Assistants and Administrative Secretaries

**From:** Don O' Leary,  
Vice-President (Finance, Administration and Risk)

**Date:** October 9, 2018

**Subject:** *Take Our Kids to Work* Program: Wednesday, November 14, 2018

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Every year the Upper Grand District School Board, the Wellington Catholic District School Board along with other Ontario school boards co-ordinate a *Take Our Kids to Work* program whereby Grade 9 students accompany their parent to work and observe them in their daily role as an employee.

The University supports this initiative and wishes to ensure that the experience for these students, who may shadow parents at University workplaces on Wednesday, November 14<sup>th</sup>, is both a safe and a productive one. Please share this information with all personnel within your unit.

All school boards require that parents sign a waiver and the University will also require a *Release and Indemnification Form* from the parent or guardian of any student who is participating in this initiative. A copy of the Form is attached and you may make photocopies.

**Application:**

The signed *Release and Indemnification Form* is to be **forwarded to Environmental Health and Safety, ASAP for tours and on or before Friday November 9<sup>th</sup>, 2018**. Permission to bring a student into the workplace must be obtained and authorized by the Dean/Designate or Director/Designate of your workplace.

**Program Outline:**

- It is important that the [\*Take Our Kids to Work\*](#) program commence with a **mandatory safety orientation in the parent/ guardian's host department**, to review pertinent health and safety awareness, workplace-specific risks and local safe work procedures.
- Ensure any required personal safety equipment (e.g. safety glasses) and written safety instructions (e.g. workplace safety rules) are provided to the student. Students must remain under supervision throughout the day.
- **Under no circumstances shall students be permitted to operate motorized vehicles or farm equipment.**

This year, several **tours** have been arranged in order to provide insights into unique facets of the Guelph campus, and to enable participation for those whose workplace is off limits for shadowing.

- These tours are available for limited group sizes and **must be registered for in advance**.
- Please indicate your interest in having your son/daughter/student join a tour on the *Release and Indemnification Form*.
- **Parents/ guardians: ensure your department dean/ designate or director/ designate approves your child's attendance for the day.**
- **Parents/ guardians will receive confirmation of tour enrollment, if submitted to EHS by the deadline: Friday November 9<sup>th</sup>, 2018.**
- **Parents/ guardians: make arrangements to get your son or daughter to and from the tours.**

## 2018 Tours

### Tour 1: Nature's Marks (9:30 am - 11:00)

Do you really know who is living in and visiting your backyard? Sometimes it is hard to see critters but they leave traces of their presence behind - scat, holes, and nests. Become an investigator and discover who lives and lurks in The Arboretum! We will start and conclude at the Arboretum Kiosk located on Arboretum Road past Alumni house. Maximum **15 participants**. **Dress for the weather.**

### Tour 2: Breaking Bad in the Chemistry Lab (10 am – 11:30)

Chemistry is fun! Come watch demonstrations, perform simple experiments and have a hand in the launching of a CO2 rocket! Meet at Summerlee Science Complex 2111, **10:00 am - 11:30 am**. **Enroll early!! limited to 12 participants.**

### Tour 3: Campus tours morning or afternoon\* (10:30 am - ~12:30 pm OR 1 pm – 3 pm)

Starting at the University Centre, this tour runs from for 1.5 - 2 hours. Stops include: Rozanski Hall, the Science Complex Atrium, the Library, MacNaughton bookstore, Athletics, Creelman dining hall and residence. **Tours start from the Campus Tour Centre, third floor UC (take the North elevator)** and finish in the UC main level courtyard. **\*Note: Indicate your interest in the am or pm tour.**

**Tour 4: Wild Ontario (10:30 am – 11:30 am)** Wild Ontario is a live-animal, environmental education program and a unique experiential opportunity to learn about biology and appreciate our natural world. Join us for a behind the scenes look at what we do, a nose-to-beak experience that you won't forget! This session begins at 10:30 am, for 1 hour. Room 1701 of OVC Lifetime Learning Center. **Limited to 30 participants.**

### Tour 5: Ontario Veterinary College Complex tour (12:30 pm – 1:20)

Beginning (and completing) outside room 1713 of the Lifetime Learning Center, OVC at **12:30 pm**, this tour\* travels through the OVC anatomy museum and the non-clinical areas of the Large and Small Animal Clinics for about 50 minutes. **Maximum 30 participants.** Due to biosecurity and confidentiality concerns, visitors to OVC are not permitted to "wander around" or explore within the clinics without a guide. **Please note that there is a strict no photography or video recording policy in the clinics or in areas where animal patients are present. Children under the age of 12 are not permitted on tours.**

### Tour 6: Department of Athletics (1:30 pm to 3:00 pm)

Tour the state of the art, award-winning Athletics facilities and learn about the benefits of physical activity on mental health and well-being. **Please bring a pair of clean indoor shoes** to change into for the tour and for a chance to walk our track, test some fitness centre equipment, and take part in a moment of mindfulness. **Meet in the Lobby, through Larry Pearson entrance. Limited to 25 participants.**

### Tour 7: Biodiversity, Insect Collection and DNA Barcoding (2 pm – 3 pm)

Ever wonder how DNA is determined and used to identify species? Meeting at the entrance to the Centre for the Biodiversity Genomics, building 135, starting at **2 pm**, this 60 minute tour will include a review of DNA barcoding processes and a visit to the Biodiversity Institute's insect collection. **Limited to 15 participants.**

**Tour 8: Meeting the animals that help us all (3:00 pm – 4)** The CAF houses a wide variety of animals for research and teaching including; mice, rats, rabbits, dogs, cats and turkeys. The tour will visit various animal holding areas and procedural spaces while talking about the unique features of the facility, the guidelines that must be followed, some of the ongoing research and the care of the animals in the facility including environmental enrichment strategies. Starting at **3:00 pm**, this 1 hour tour will meet in the foyer of the Central Animal Facility, on McGilvray Lane. Open to **25 participants only.**

For reasons of safety, overcrowding or privacy of clients, **certain work sites have been deemed inappropriate to host student visitors**; these are listed below.

### Work Sites/Activities OFF LIMITS to shadow a parent for *Take Our Kids To Work* Program:

1. University Construction Sites
2. Central Utilities Plant
3. Steam Tunnels
4. Hospitality Services Kitchens
5. Bulk Chemical Storage Locations (flammable and corrosive liquids, pesticides)
6. Animal and Poultry Science Abattoir
7. Biomedical Sciences Gross Anatomy
8. Human Health and Nutritional Science/Human Anatomy
9. Animal Health Laboratory (AHL), Agriculture and Food Lab (AFL) and Pathobiology Post Mortem

10. CRIFS
11. Rooms for which Biohazard Permits have been issued
12. Intermediate Level Radioisotope Laboratories and areas where Radiography Equipment is used
13. Counselling Services
14. Human testing and medical facilities (Student Health Services, Occupational Health and Wellness, Human Health and Nutritional Science/Human Anatomy)
15. Private living areas of Student Residences
16. Patient care areas of Ontario Veterinary College Health Science Center and Smith Lane Clinic
17. Driving Motorized Vehicles
18. Operating Machines/Equipment in Machine Shops
19. Climbing Ladders, Scalable Fixtures or operating/riding on any Lifting Device
20. Areas where Class III and Class IV Laser Devices are being used
21. Hazardous Environments (gases, welding, noise, dusts)
22. Campus Community Police and Fire Prevention
23. Other work sites identified by the University's Director of Environmental Health and Safety

The University of Guelph, as employer, has a duty to provide and maintain safe workplaces, to provide safety information to workers and students and to comply with occupational safety regulations. As part of the educational benefit of the *Take Our Kids to Work* program, those organizing and supervising the experience for these students **must** promote safety awareness and the use of personal safety equipment (e.g. safety glasses, safe lab techniques, etc.).

More information and a **sample orientation** can be found at: <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-ehs-take-our-kids-work-2015/take-our-kids-work-orientation>

Please direct questions or requests for a list of orientation topics to [mcooper@uoguelph.ca](mailto:mcooper@uoguelph.ca) or phone (519) 824-4120 extension 52049.

Should you have any questions about the appropriateness of any work site with regard to this program, please do not hesitate to contact Environmental Health and Safety for advice at [ehs@uoguelph.ca](mailto:ehs@uoguelph.ca) or by phone at 519-824-4120 extension 53282.

This opportunity is a worthwhile one for these high school students who may one day become our students. Thank you for your ongoing commitment and for making safety a priority for our employees, students and visitors.

**PARENTAL RELEASE and INDEMNIFICATION FORM for  
"Take Our Kids To Work" Program: Wednesday November 14, 2018**

(Return to Environmental Health & Safety, **ASAP for tours, & before Friday November 9, 2018.**)  
email: [ehs@uoguelph.ca](mailto:ehs@uoguelph.ca) fax: 519-824-0364 mail: EHS, Alexander Hall, Room 162

The "Take Our Kids to Work" program is an annual national program in which Grade 9 (or equivalent) students are hosted by parents, relatives and volunteers at workplaces across the country every November ("Program"). The Program supports career development by helping students connect school, the world of work, and their own futures. The University participates in the Program by providing appropriate activities.

Parent(s)/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Department: \_\_\_\_\_ University Extension: \_\_\_\_\_

I/We \_\_\_\_\_ and \_\_\_\_\_ is/are the legal guardian or custodial parent(s) of \_\_\_\_\_, a minor child who attends grade 9 at \_\_\_\_\_ school ("**Participant**"). The

Participant wishes to participate in the following tours or departmental planned ("Activities"):

**Job Title to be Shadowed:** \_\_\_\_\_

**Planned activities/Tour #:** (a.m.) \_\_\_\_\_  
and/or

**Activities/Tour #, if desired** (p.m.) \_\_\_\_\_

I/We am/are aware that as a result of participating in the Activities, the Participant may be exposed to certain risks and dangers inherent in the workplace. More particular risks for the Activities may include but are not limited to:

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**I/We accept and fully assume all risks, dangers and hazards and the possibility of personal injury, death, property damage or loss, resulting from the Participant's participation in the Activities.**

In consideration of the University of Guelph approving the participation of the Participant in the Activities, I/We agree, for ourselves, our heirs, beneficiaries, executors, administrators and assigns to **hereby release and forever discharge the University of Guelph**, its officers, directors, servants, employees and agents from any and all actions, claims and demands for damages, loss and injury, howsoever arising which now or may hereafter be sustained by me/us or the Participant or both arising out of or in consequence of the attendance or participation by the Participant in the Activities.

I/We further agree not to make any claims (including any cross-claim, counter-claim, third party, action or application) against any person or corporation who might claim contribution or indemnity against the University of Guelph.

I/We also acknowledge the University of Guelph does not carry medical, personal health, dental, accident and/or personal property insurance coverage with respect to the Participant.

For the same consideration, I/We agree to indemnify the University of Guelph, its officers, directors, servants, employees and agents from any claims or demands which might be made against the University of Guelph, its officers, directors, servants, employees and agents arising out of or in consequence of the attendance or participation by the Participant in the Activities.

I/We agree and acknowledge that in the event that any provision of this Release and Indemnification is deemed void, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

**I/We declare that we have read and have understood the above Parental Release and Indemnification Form for "Take Our Kids to Work Program" in its entirety and hereby agree to be bound by the terms and conditions. I/We are aware that by signing this agreement, I/We are waiving certain legal rights which I/we, my/our heirs, next of kin, executor(s), administrator(s) and personal representative(s) may have against the University of Guelph, its officers, directors, servants, employees and agents.**

Signature: \_\_\_\_\_

Parent or Guardian

Parent or Guardian

Date

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**PARENTAL RELEASE and INDEMNIFICATION FORM for  
"Take Our Kids To Work" Program: Wednesday November 14, 2018 – page 2**

**Participant Name:** \_\_\_\_\_

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Department where Activities located

Bldg/Room Number

Activities Supervisor \_\_\_\_\_  
(Please print)

Extension \_\_\_\_\_

Mandatory Departmental Orientation will be provided \_\_\_\_ (check to confirm)

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**Approving dept. Dean/Designate or Director/Designate (Print and Sign)**

Extension

Date