

## Labour Disruption Checklist

August 5, 2025

### To Do Before Friday, August 8

- ☐ Notify external contacts of the situation and provide your non-Dal email if you choose.
- ☐ Meet with TAs, RAs, markers, other people you supervise to explain what could happen, the consequences, and the expectations (what to say if employer asks them to complete your work, etc.)
- ☐ Make sure your slides for the Fall semester are **not** on Brightspace or another location accessible to students or the employer.
- ☐ Start to take some personal belongings home (see **To Take Home** list below).
- ☐ The Board has stated that DFA members “will not have access to their Dalhousie emails and logins”. We have asked the Board for clarification but we assume this to mean that you will not have access to any platforms requiring you to login with your @dal.ca email (e.g. OneDrive, Office 365, SharePoint, Brightspace, etc.). Make a backup of all files on your Dal drive subject to Research Ethics Board conditions and limits.
- ☐ Move or copy all key files you might need to access during a prolonged labour disruption.
- ☐ Consider getting a free trial of Office under a non-Dal email account in order to transfer personal calendar items.
- ☐ Turn off desktop computers in your office.
- ☐ Disconnect your work desktop from any private cloud-storage service you may use (e.g., Dropbox) subject to Research Ethics Board conditions and limits.

### To Do Once 48-hour Notice Given by the Board

- ☐ Set up out-of-office auto reply – out-of-office reply may not work, but set it up anyway.
- ☐ Complete a final backup of your files
- ☐ Empty the trash and recycling
- ☐ Close office windows and turn off the lights
- ☐ Send a short message to TAs, RAs, markers, and other people you supervise to tell them DFA members have been given notice of lockout. Invite them to join us on the picket line and continue to monitor the situation on DFA’s bargaining-related Facebook page Keep Dal Strong.

### To Take Home

- ☐ Chargers and cables that belong to you
- ☐ Personal items that are important to you
- ☐ Books you would like to have on hand
- ☐ Notebook or other papers on which curricula or research projects are written
- ☐ Laptop
- ☐ Mugs, bottles and other dirty dishes
- ☐ Plants
- ☐ Perishables