

## COVID-19 SPECIAL OPERATION PROCEDURES (SOP) for Technical Services Building

1. A common effort is required to keep everyone safe.
2. All users of the **Technical Services Building** should refrain from close contact with the three coordinators, William Boyd Dumais ([william.boyddumais@mcgill.ca](mailto:william.boyddumais@mcgill.ca)), Yvan Gariépy ([yvan.gariepy@mcgill.ca](mailto:yvan.gariepy@mcgill.ca)) and Ian Ritchie ([ian.ritchie@mcgill.ca](mailto:ian.ritchie@mcgill.ca)). Protecting the health of all users is of primary importance:
  - a. McGill approved procedural masks must be worn indoors **at all times**
    - i. These masks should be provided by your advisor/professor/department
    - ii. If indoors at TSB more than 4 hours, you will need a second mask
  - b. Phone contacts:
    - i. William: 514-451-9455 – Machinery shop and overall supervision
    - ii. Yvan: 438-829-6897 – Northern research lab
    - iii. Ian: 514-778-9051 – Natural Resource Science section
  - c. If you must be within speaking range, maintain a physical distance of **at least 2 meters**.
3. All McGill University directives regarding Covid-19 practices must be followed. As these are likely to be updated regularly, researchers must ensure they are up to date. In addition to the mandatory procedural masks mentioned above, gloves, eye covering, and protective shoes are required per standard TSB operation.
4. All users must limit the time spent at the TSB to a minimum. This means that users should only perform high priority and necessary tasks and refrain from doing any optional tasks (nice-to-do/have). The users must leave the Technical Services building as soon as the tasks have been completed.
5. Users must enter through the east door and leave through the main (south) door adjacent to the large garage door in an effort to minimize the opportunity for person-to-person contact. The exception is users of the Natural Resource Science section, who are uniquely permitted to enter and exit through the northwestern door (TS8). It is forbidden to use the northwestern door to access any section of the Technical Services Building managed by Bioresource Engineering, such as the northern lab or machinery shop. All users must sanitize their hands and sign-in upon arrival using the logbook at the entrance door. Users must use their own pen to do so or wipe off the provided pen after use. This serves to facilitate tracking individuals at risk of exposure in case one of the users is diagnosed with Covid-19.
6. Northern lab. A sign is posted at the door of the Northern lab to indicate the maximum number of users that can be in the area at the same time. There are two for the ground

floor and one for the mezzanine lab. Log sheets will be used to keep track of who's in and when. An ONLINE booking system will be made available to users to know ahead of time if the lab is free (or not) and to make reservation for space. Users of the Northern research lab will be using the lab entrance on the North side of the building unless specified otherwise. Users will be using the washrooms in the main hallway and the machine shop occasionally, per coordination with William Boyd Dumais. All users of the Northern lab will implement safety procedures described in the SOP for the Technical Services Building.

7. Sanitizer stations, spray bottles and paper towels will be stationed at key areas – use these to sanitize your hands frequently, and to wipe down all tools, equipment and work surfaces before and after use.
  - a. All shop use must be planned and scheduled with the shop coordinator (through the PI and lead by William Boyd Dumais with support by Yvan Gariépy and Ian Ritchie) in order to reduce the risk of exposure to other research groups.
  - b. A Zoom meeting will be held on an as-necessary basis to facilitate planning, designing and scheduling of research projects (led by William Boyd Dumais or designate).
  - c. Request for keys and alarm codes for shop access by research groups should be done by email to William Boyd Dumais ([william.boyddumais@mcgill.ca](mailto:william.boyddumais@mcgill.ca)).
8. Although periodic sanitizing of equipment and touch surfaces will be done by William Boyd Dumais, John Lan and/or Jessy St-Amour, it remains the responsibility of the user to disinfect all tools and surfaces when task is finished and then replace tools into their proper location.
9. Use of washrooms:

Washrooms are areas prone to spreading the virus, **so the following procedures must be strictly followed:**

  - i. Wash hands with soap and water for a minimum of 20 seconds **before and after** using washroom.
  - ii. Sanitize all areas of contact before and after use with sanitizer spray bottle and paper towels provided – door handle, toilet flush handle and seat, sink taps – **BE CLEAN, BE TIDY, DO NOT LEAVE A MESS.**
  - iii. **Washrooms must only be used by one person at a time**
10. Please report any issues or concerns to William Boyd Dumais ([william.boyddumais@mcgill.ca](mailto:william.boyddumais@mcgill.ca)).

If you wish to discuss a sensitive topic, please contact either of the following individuals:

  - a. Vijaya Raghavan, Building Director of Technical Services Building: [vijaya.raghavan@mcgill.ca](mailto:vijaya.raghavan@mcgill.ca)
  - b. Viacheslav Adamchuk, Chair of the Department of Bioresource Engineering: [viacheslav.adamchuk@mcgill.ca](mailto:viacheslav.adamchuk@mcgill.ca)

- c. Brian Driscoll, Chair of the Department of Natural Resource Science:  
[brian.driscoll@mcgill.ca](mailto:brian.driscoll@mcgill.ca)
- d. John Lan, student representative and shop coordinator assistant:  
[john.lan@mail.mcgill.ca](mailto:john.lan@mail.mcgill.ca)
- e. Jessy St-Amour student representative and shop coordinator assistant:  
[jessy.st-amour@mail.mcgill.ca](mailto:jessy.st-amour@mail.mcgill.ca)

Finally, a friendly reminder – use of the Technical Services building is a privilege. It is important that everyone respects and takes care of each other by following all McGill guidelines and regulations, and the procedures specific to the Technical Services building as outlined above. Failure to do so could lead to loss of privileges at the Technical Services building.

Thank you for your cooperation. The wellbeing of our faculty, staff and students is **paramount**. We are committed to keeping a safe and healthy environment during these difficult times.

I have read the above procedure and commit to complying with the implemented measures. I understand that permission to enter the **TSB** will only be granted after this form is read, signed and emailed back to [william.boyddumais@mcgill.ca](mailto:william.boyddumais@mcgill.ca) with cc to [research.macdonald@mcgill.ca](mailto:research.macdonald@mcgill.ca).

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Signature

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Name

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Supervisor's Name

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Date