

Otto Maass and Pulp&Paper Building Rules (rev.06-August-21)

for members of the Department of Chemistry during
research ramping up phase

The following document details the official policy of the Chemistry Department for working in Otto Maass and Pulp and Paper in time of the Covid-19 pandemic. While the information below is accurate at the time of writing, the procedures and measures in place are subject to change. It is your responsibility to consult the most recent version available from

<https://www.mcgill.ca/chemistry/covid19>. You must read carefully these instructions as well as the procedure set by individual research labs and agree to follow them. If you are uncomfortable with any of those measures, speak with your supervisor. **We can all make mistakes, but we must also learn from them. The repeated violations of the rules below may result in revoking of your access to the Department of Chemistry research facilities.**

Basic rules in 13 bullet points.

- Complete the *Covid-19 Daily health check form for Students and Employees on campus (self-assessment form)* before coming to campus. And make you obtained permission.
- Swipe your McGill ID at the bar code reader every time you **enter or exit** the buildings.
- Use **only one of the two designated exits** (OM main lobby and PP main door) when leaving.
- Always **ensure physical distancing of 2 m** with others.
- Wash your hands frequently and always after entering your lab and before stepping out.
- Minimize circulation within the buildings and in/out of the buildings.
- Use the stairs near your Lab (**Green for West Block**, **Blue for Corner/Center**, **Yellow for North and Pulp&Paper**)
- Respect the one-way directional signs and other signage.
 - Pulp&Paper North stairs (3rd floor to basement) is one-way down
 - Pulp&Paper South stairs (basement to 1st floor) is one way up
 - Pulp&Paper Central stairs (1st to 3rd floor) is two-way
- Elevators: one person at a time. Please avoid using them, take the stairs if possible.
- Use the washroom located on the same floor (or nearest). Follow carefully the instructions posted in the washrooms.
- When entering or leaving / stepping out of the Lab: wash your hands.
- Please always wear a mask when in common areas or circulating within the buildings.
- Respect the work schedule assigned by your supervisor. You cannot stay later or arrive earlier.

Further details are provided hereafter.

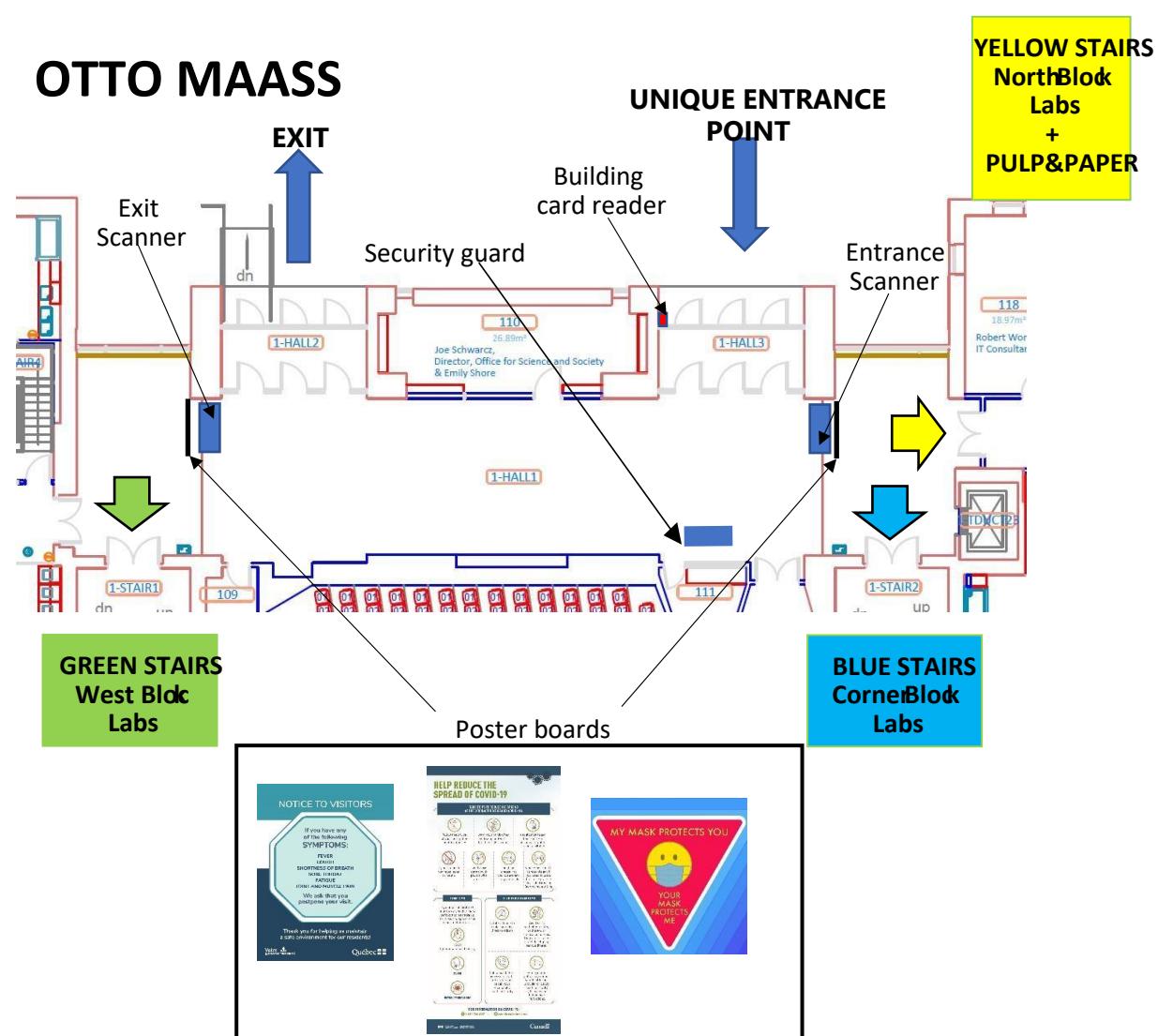
Building access, circulation and signage

Two-step access through Otto Maass (for ALL), with your McGill ID

- 1) Building card reader
- 2) Bar code scanner

One-step exit from Otto Maass or Pulp&Paper, with your McGill ID

- 1) Bar code scanner



Before coming to campus

It is mandatory for all students and McGill employees to complete the health check form available on Minerva (first item under Personal Menu) and obtain green light, before coming to campus. **This must be done everyday you come to campus.**

Arriving and leaving the buildings

Arriving. All personnel enter through Otto Maass ground floor lobby main entrance East door. All other entrance doors, including Pulp&Paper main entrance, will NOT open. You must swipe your card at the card reader every time you enter. **The numerical keypad has been deactivated. Do NOT type your PIN.** The door will unlock upon swipe if you were granted access. If swiping your card does not unlock the door, contact your supervisor. The security agent on site will NOT be authorized to give you access. If many people want to enter the building at the same time, you will have to wait in line. Make sure to keep a 2m distance with the person before you.

Once inside, you will need to scan your card again at the barcode scanner on the table. The audible signal and computer screen will indicate if the scan was successful. If the scanner cannot read your card, put on a plastic glove (available next to the computer) and type in you 9-digit ID number and *Enter*. This step allows us to monitor the number of persons in the buildings and ensure we maintain a safe density. By scanning your card, you confirm being aware of the rules and agree to abide by them.

An agent from Security should be present near the entrance. The agent could ask you if you have completed the health check form and had any positive answer. If you are wearing gloves, you might have to remove them. Whether the agent is there to remind you or not, you must use hand sanitizer every time you enter the building. If you forgot to bring your own, disposable (or reusable) masks should be available next to the bar code scanner. Use those as a back-up only, please do not rely on them on a daily basis.

You may be denied access if you refuse to remove your gloves, refuse to use the hand sanitizer, or the agent detects you have symptoms of COVID-19. Whether you agree or not, you MUST obey the instructions given by the security agent. Refusing to comply will revoke your access privilege. If the agent asks that you leave, you must leave immediately and then contact your supervisor if you feel you have been treated incorrectly.

Leaving. You can exit the buildings through any one of the two designated exits. **Do NOT exit through any other doors.** One exit is the West door of Otto Maass ground floor lobby. The other one is the main door of Pulp&Paper. Before going through the door, you must scan you ID card at the bar code scanner and wash your hands at the sanitizing solution dispenser nearby. It is your responsibility to make sure the scanner has recorded your card. If you accidentally leave without scanning, send an email with the time of your exit to linda.delpaggio@mcgill.ca as soon as possible, otherwise the system will register that you overstay your allowed shift time and will show a non-compliance.

Building cleaning routine

Custodians will be on duty from 8am to 10pm. High contact surfaces like staircase doors, washroom doors and sink faucets in washrooms will be cleaned every two hours between 8am and 3pm. Note that the door handles of the Research Labs are NOT included in their routine. Regular cleaning (Lab floors, garbage bins

etc. will be done daily, during the 3pm to 10pm shift. The cleaning of frequently touched surfaces, garbage collection and floor cleaning could eventually be done at a different frequency during the weekends.

Work schedule

Buildings are open 7 days a week from 7am to 11pm, but you are *only* allowed to come during the time shift assigned in your group *Application for Research Ramping Up activities*. Otto Maass main door is the ONLY building entrance point and scanning ID card when arriving and when leaving remains mandatory, whether the Security agent is present at the door or not.

Circulation and elevators

Circulation inside the building should be limited to essential purposes. Preferably use the stairs near your lab (yellow stairs for North block, Blue stairs for Corner and Center blocks, Green stairs for West block). **Maintain 2m distance with others at all time.** There could be situations, in your lab or in narrower corridors (like the OM-PP tunnel), where someone must go back to yield passage. Be courteous and use common sense. Use stairs instead of elevators whenever possible. Passenger elevators are to be used one person at a time. The freight elevator is for chemicals or equipment only.

Personnel Protective Equipment (PPE)

Masks. Chemistry, as a Department, requests its members to wear a mask when circulating inside the buildings and when working in shared facilities. The mask policy inside labs can vary and the PIs are responsible to inform their groups of the measures in place in their labs. All members of the Chemistry Department, with building access, will receive 2 reusable masks (for free) which can be washed at home with soap or detergent. Additional masks (disposable and reusable) can be purchased from Stores.

Hand sanitizing. Washing your hands frequently with soap and water remains very important and should be preferred to hand sanitizer. Hand sanitizing solution is available where sinks are not accessible. Use it every time you enter or exit the buildings and each time the special measures in place ask that you do. Hand sanitizing solution is available from Stores.

Gloves. Thin disposable plastic gloves will be provided for situations where you have to use a keyboard or touch other frequently touched surfaces. They are also available from Stores (through MMP). The availability of nitrile gloves can be greatly reduced and they should be reserved for in-lab protection. You can also continue wearing the nitrile gloves when circulating in the building, but should disinfect them by washing with soap (or alcohol) before leaving (and after returning) to your lab.

Cleaning solution and wet wipes. Thin disposable plastic gloves or spray bottles for cleaning purposes, were placed near the centrally shared equipment (such as photocopiers). *Please do not take them away.*

Doors propped open

Many doors in the Otto Maass and Pulp & Paper buildings will be propped open to eliminate the need to touch them. Do not remove the blocks that keep them open. Some washroom doors will be propped open (when does not compromise the privacy).

Staircase doors for example will not be propped open as they have a fire protection function. It might be possible, between 8am and 10pm, to have the lab doors propped open. Such a decision can be made only by PIs after consulting with the Building Director (jean-marc.gauthier@mcgill.ca).

Lunch Break

Whenever possible, leave the buildings and eat outside. For those on half-day shifts, eating at home before /after the work shift is ideal. The offices can be used for lunch breaks, but the maximum number of people per office (often just one person), indicated on the approved research ramp-up application form of your group must be respected. Careful cleaning of hands and the surface used must be done before and after eating.

If you are using the patio outside of Otto Maass, make sure to maximize distancing with others as eating is obviously presenting higher risk for contamination. Common areas like the basement lobbies in OM, the kitchen area in PP or the chairs by the window near the OM elevator, CANNOT be used at this stage.

Dry ice and Liquid nitrogen

Liquid nitrogen is available as usual at the loading dock. Use the thin disposable plastic gloves that were placed next to the Dewars and follow the usual procedure. The dry ice bins have been relocated near the Holmes room in Otto Maass basement. Again, use the thin disposable plastic gloves that were placed next to them and follow the usual procedure. If someone is already there taking dry ice or LN2, wait for your turn, keeping a distance of >2m with anyone waiting.

Stores and Shipping/Receiving

Stores is open 3 days a week (MWF), from 8am to 4pm. Orders can be placed on MMP as usual. Your group will receive an email when the order is ready, and you will then pick it up during the time agreed upon. You will be informed of the delivery of packages from external vendors and liquid nitrogen tanks through the same protocol. Please do NOT come inside the store, orders will be prepared and placed on the tables outside. When picking up your order/package you **must** check in with the store personnel before leaving so the appropriate records can be made. To abide by the physical distancing regulations, please do not come to the store unless you have received an email alerting you of items to be picked up for your lab. Any questions should be emailed to **both** Taleah (taleah.levesque@mcgill.ca) and Nikoo (nikoo.taghavi@mcgill.ca). Please note that due to the reduced store hours, it may take longer than usual for your order to be filled.

Chemical waste can be brought to the store at the same time as an item pick up. If you need to bring down waste, but do not have items to pick up, please email Nikoo and Taleah to arrange a time to drop it off.

Shipping/receiving will be handled Monday to Friday between 8am and 2pm ONLY. When you place an order with a supplier, **make sure to inform them** of the schedule for delivery. If you expect an especially important delivery to arrive after 2pm, contact jean-marc.gauthier@mcgill.ca to learn about the special procedure in place. Use the shipping table near the loading dock to drop envelopes and packages for Fedex or other internal/external couriers. Detailed Fedex shipping procedures and envelopes can be found on that table. The 2m distancing must be respected at all times.

IT, Electronic and Mechanical Services

Service will be available on a reduced schedule at this stage and should be arranged by email only: Robert.Workman@mcgill.ca (IT), Richard.Rossi@mcgill.ca and/or weihua.wang@mcgill.ca (Electronic Shop), jean-philippe.guay@mcgill.ca (Mechanical Shop).

MC2

MC2 services are available, but special measures and schedules are in place. Different instruments can run on very different schedules and have different availabilities. Check the MC2 website (<https://mcgill.ca/mc2>) or contact the managers of the instruments for the procedures in place. Additional instructions will be posted at the door of each MC2 room (OM021, OM34-35-37, OM047).

Accessing other labs

Special procedures are in place for access to the labs that are not your main designated area of research. They might differ from one group to another. If you need to use an equipment or instrument that is located in the Lab of another Research group or need to borrow a chemical, contact the person responsible for the equipment to learn the availability and procedure in place. The SOPs developed by each group are posted at <https://www.mcgill.ca/chemistry/covid19>.