

# Otto Maass and Pulp&Paper Building Rules (rev.18-May-20)

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 the <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 also must also learn from them. The repeated violations of the rules below may results in revoking of your access to the Department Chemistry research facilities.**

## Basic rules in 12 bullet points.

- 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.
- STAIRS. 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 below.

## Building access, circulation and signage

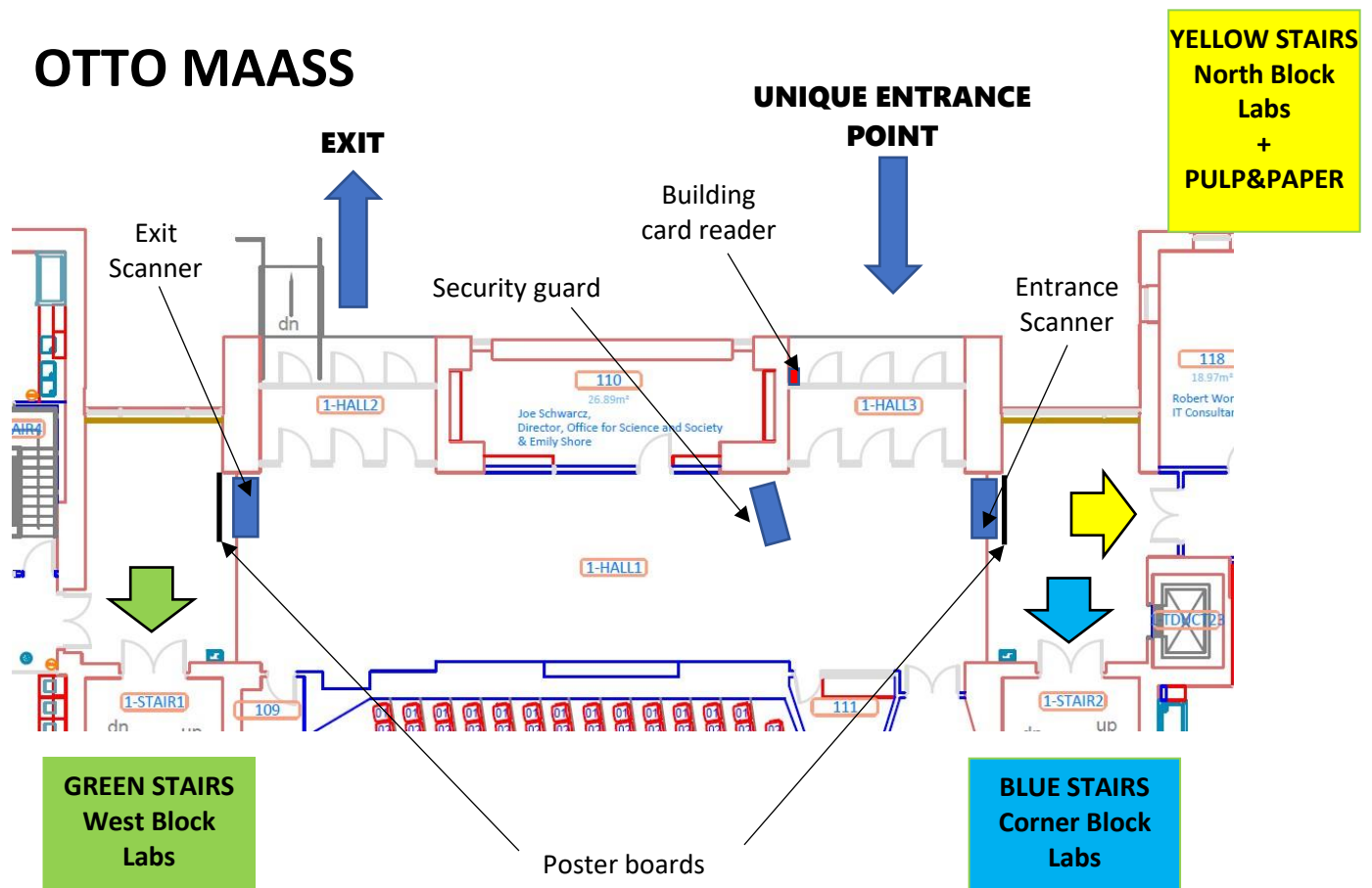
**Two-step access through Otto Maass (for ALL), with your McGill ID**

- 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

### OTTO MAASS



## 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, an agent from Security will be there to ask you a series of questions. If you are wearing gloves and/or a mask, you might have to remove them. The agent will then instruct you to use the hand sanitizer. You can then put up a new mask (highly recommended). Masks are on the table, next to the bar code scanner (you can take one).

You may be denied access if you refuse to remove your gloves and/or mask, 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.

Once cleared by the security agent, you will need to scan your card again at the barcode scanner on the desk. 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 your 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.

**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 your 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](mailto: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 might be done at a different frequency during the weekend.

## Work schedule

Buildings are open 7 days a week from 8am to 10pm, 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. Use only 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. The Department does not have the legal means to impose wearing masks and thus you may see University personnel working or walking around without masks. Please be kind and remember that it is not in vain as long as our community (representing >80% of the building population), is doing it seriously and rigorously. 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 are available 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 will be available from Stores (through MMP) very soon.

**Gloves.** Thin disposable plastic gloves will be provided for situations where you have to use a keyboard or touch other frequently touched surfaces. They will also be available from Stores (through MMP) very soon. 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.** The Department will place spray bottles for cleaning purposes near the centrally shared equipment (such as photocopiers). *Please do not take them away.* Cleaning solution and spray bottles will soon be available from Stores (MMP).

## 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](mailto: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. 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. Special instructions will be posted next to the Dewars. The dry ice bin has been relocated near the Holmes room in Otto Maass basement. A special procedure is posted next to the bin. Make sure to follow it carefully. 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 a call when the order is ready, you will then have to come pick it up, strictly during the agreed time. Do NOT come inside the Stores, the order will be placed on the tables along Lab 047.

**Shipping/receiving** will be handled during Stores opening hours ONLY. When you place an order with a supplier, **make sure to inform them** of the MWF schedule for delivery. Use a shipping table near the loading dock to drop envelopes and packages for Fedex or other couriers. Detailed Fedex shipping procedures and envelopes can be found on that table. The 2m distance must be respected at all time.

## 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](mailto:Robert.Workman@mcgill.ca) (IT), [Richard.Rossi@mcgill.ca](mailto:Richard.Rossi@mcgill.ca) and/or [weihua.wang@mcgill.ca](mailto:weihua.wang@mcgill.ca) (Electronic Shop), [jean-philippe.guay@mcgill.ca](mailto:jean-philippe.guay@mcgill.ca) (Mechanical Shop).

## MC2

MC2 services (<https://mcgill.ca/mc2>) will be available, but not all will be ready to resume activity at the same time. Different instruments can run on very different schedules and have different availabilities. Check the MC2 website or contact the managers of the instrument 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 facilities that is located in the Lab of another Research group or borrow a chemical, contact the person responsible for the equipment to learn the availability and procedure in place for that particular equipment. The SOPs developed by each group will be posted at <https://www.mcgill.ca/chemistry/covid19>.