Otto Maass Building W2021 Guidelines
for students taking an in-person Chemistry course in Winter 2021

The following document is intended for students coming to Otto Maass Chemistry building for courses during the Winter semester of 2021, 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 on MyCourses.

You must read carefully these and agree to follow them. If you are uncomfortable with any of those measures, speak with your course instructor. More general essential information for students can be found at https://www.mcgill.ca/coronavirus/students. Repeated violations of the rules below may result in revoking of your access to the building.

Basic rules in 15 bullet points - detailed information on the following pages.

• You have access to the building ONLY to attend the in-person activities scheduled for your Course Section. You will NOT be able to enter the building at any other time.
• Complete the Covid-19 Daily health check form for Students and Employees on campus (self-assessment form) before coming to campus. And make sure you obtained permission. The form can be found on Minerva, first item under Personal.
• The Otto Maass building has a unique entrance point. From the patio located on the North side of the building, use the door on your left to enter. The door is locked but someone will be there to open. You will not be allowed in if you don’t wear a mask.
• When leaving, use the designated exit (in the main lobby, left of the entrance).
• Immediately after entering the building, you will need to sanitize your hands and change into a new disposable procedure mask. Always wear a mask, never take it off (unless instructed to replace it).
• Always ensure physical distancing of 2 m with others.
• Wash/disinfect your hands frequently and always after entering the building and before stepping out.
• Minimize circulation within the building and in/out of the building.
• Respect the directional signs and other signage.
• Use the nearest washroom. If busy (pay attention to maximum occupancy signs), try the larger one in the basement lobby. Follow carefully the instructions posted in the washrooms.
• When entering or leaving/stepping out of a room: wash/disinfect your hands.
• When in the Lab (or Classroom), carefully respect the rules by staying in your assigned work area (or at your seat) and follow the safety measures specific to your course.
• Respect your course schedule. You cannot arrive earlier than 45 minutes before your scheduled time. You should leave immediately when finished.
• Professors, TAs, Lab instructors and McGill personnel in general are there to help. If you experience anxiety, are in a difficult situation, related to the course or not, do not hesitate to reach out. Resources exist and we can help you find them.
• In case of an emergency, a Security Agent can be found in the main lobby area.
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 every day you come to campus.

Arriving and leaving the buildings
Arriving. Always enter using Otto Maass ground floor lobby main entrance East door. Other entrance doors, including Pulp&Paper main entrance, will NOT open. The door you must use will be locked, but someone will be there to open. You will be able to enter the building up to 45 minutes before your course scheduled time. Although, please do your best to time your travel to arrive about 10 minutes before your Lab time. 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.

An agent from Security will be present near the entrance. The agent could ask you if you have completed the health check form and if you 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. You need a mask to enter the building. If you don’t have one, notify someone inside (through the door window) and we will give you one.

After sanitizing your hands, the agent will ask that you change into a disposable procedure mask. If you are already wearing a procedure mask, you might not be asked to change. New masks will be provided by the agent. You must then go immediately to your Laboratory or Classroom. Do not stop to take off your coat, you can do so only when inside the Lab or Classroom.
Chemistry Labs have special rules. Everyone doing a Lab (students and instructors) must wear a procedure mask provided by the University. Even if you already wear a procedure mask, you will have to remove it and wear the one that will be provided to you.

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 course instructor.

**Leaving.** You must exit the building using the designated exit. **Do NOT exit through any other doors.** The exit door is the West one in Otto Maass ground floor lobby. If it’s getting late and you would like an escort to your car, to the subway station or somewhere nearby, the Service is available from McGill Security by calling 514-398-3000.

**For Chemistry Lab Courses**

Inside the Lab, you will be assigned to a zone where you will have exclusive use of a fume hood, a bench, a sink, glassware and all the material and chemicals required for your experiment. The few instruments that will be shared with others will be washed with disinfecting solution before and after use. The Lab setup will ensure that you can conduct the experiment without leaving the zone you were assigned to. Each of those zones will have an associated place where you will leave your bag and other personal belongings. Only there will you take off your winter coat to put on a lab coat, safety glasses and gloves (provided by the Lab). Those must be worn at all times during the experiment.

When your experiment is over, you will proceed to a thorough cleaning of everything you used. Glassware will be cleaned with soap and water. Other equipment and surfaces in your zone, you will disinfect with the solution provided. You will then remove and discard your gloves, wash your hands, discard your mask and replace it with a new one, take off your Lab coat and get dressed to leave the building. You will not be permitted to stay or wait in the lobby.

**When your course is over**

When your course is over, stay at your place in the classroom to get dressed to go outside directly. Make sure you don’t leave anything behind. You will not be permitted to stay or wait in the lobby.

**Circulation**

Circulation inside the building is limited to essential purposes. This is true for everyone in Otto Maass. In your case, you can only leave your Lab or Classroom to use the washroom. Use the nearest washroom. Respect the washroom Maximum Occupancy signs. When busy, use the larger washroom in the basement lobby (underneath the ground floor lobby). Use the nearest stairs to access the basement. When in Lab 100, use the internal stairs. When in Lab 121 or 128, use the yellow stairs. Ask a TA if you don’t know where they are. **Maintain 2m distance with others at all times.** There could be situations where someone must go back to yield passage. Be courteous and use common sense. **Do NOT use the elevators.**

**Personnel Protective Equipment (PPE)**

**Masks.** Always wear a mask when inside the building. Working in the Lab and using the washroom are no exception.

**Hand sanitizing.** Wash your hands frequently, with soap and water or sanitizing solution. Do it every time you enter or exit the building and every time you enter or step out of a room.
Building cleaning routine
High contact surfaces like staircase doors, washroom doors and sink faucets in washrooms are cleaned every two hours.

There is no place to eat, have a coffee or take a break in Otto Maass building.

If you’re not feeling well
If you think you have symptoms that could be related to Covid-19, follow instructions provided at [https://www.mcgill.ca/coronavirus/resources/health-guidelines/covid-19-reporting-process](https://www.mcgill.ca/coronavirus/resources/health-guidelines/covid-19-reporting-process). If someone on site starts developing strong symptoms and need assistance, the Security agent in the main lobby must be immediately notified. The person affected will be escorted to an isolation room and paramedics will be called if necessary.