**Access Request Process (Internal)**

In an effort to manage government mandated health and safety measures, the following STEPS must be taken to request and be granted access to Faculty of Engineering facilities during the COVID-19 pandemic:

**STEP 1: Request permission**

To request permission to access facilities in the Faculty of Engineering, please complete the following email form and submit to your Chair, Director or unit head for consideration, after which the request should be forwarded to Ms. Leela Baldeo (Building Manager) at [leela.baldeo@mcgill.ca](mailto:leela.baldeo@mcgill.ca), to facilitate Faculty approval.

EMAIL:

I and those listed below (and cc’d on this email) hereby request permission to return to the McGill campus for a short period of time on a matter of some urgency, as described below.

**Reason for access and description of activity:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (last name, first name) and McGill ID# of individual(s) requesting access:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Municipality of Residence:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position at McGill (student, staff, professor)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliation (Department, School or other unit):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building and room(s) to be accessed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time and Duration:**

* **Date of access (yyyy/mm/dd): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Estimate time of access (hh:mm to hh:mm):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In submitting this request, the individual(s) listed above confirm that they will access the indicated building only at the specified time for the specified period and will only engage in the activities described. The individual(s) also agree to follow the guidelines set forth below, adhering to government mandated social distancing requirements and public health recommendations.

In order to ensure the protection of themselves and others:

* They shall not come to McGill if they have symptoms (cough, fever, difficulty breathing);
* They shall practice proper hand washing procedures including:
  + Washing their hands often with soap under warm running water for at least 20 seconds
  + Using alcohol-based hand sanitizer only if soap and water are not available;
* They shall practice proper coughing etiquette.

Moreover, in entering McGill facilities, the individuals confirm that:

* They will allow no others to enter the building with them;
* They shall secure all doors and other areas when they leave;
* They shall only remove items from the premises with appropriate prior authorization;
* They shall not dispose of perishable items in the buildings, but must bring such items with them (i.e., bins at McGill are not being emptied regularly);
* They will be prepared to show to McGill Security Services and Faculty personnel that they are authorized to be on campus for the activity described above.

**STEP 2: Complete Self-assessment Form**

**INSTRUCTIONS**: Please read carefully and follow the instructions below.

Prior to entering any McGill building, employees (including student employees) must complete, on a daily basis, the **Minerva Self-assessment Form**. The disclosure of exposure or illness is required in order to safeguard the health and safety, and limit transmission in the McGill community.

**A. For employees (faculty, staff, and students):**

* Wait for authorization permitting your access to facilities in Faculty of Engineering
* Visit the [**Self-assessment Form**](https://www.mcgill.ca/coronavirus/resources/self-assessment-forms)site for information on how to fill out the form
* Log into in [**Minerva**](https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin) and complete the form and questionnaire **no more than 2 hours before** reporting to McGill campus

Should your answer be "yes" to any of the questions, **you must stay home**. An email will be generated and sent immediately to your supervisor informing them of the answers provided.

**B. For supervisors:**

The **Minerva Self-assessment form** must be completed by yourself, as an employee, and any of your employees, or graduate students **no more than 2 hours before** entering a McGill building. You cannot allow your employee and/or graduate students in a McGill building if:

* They have not completed the form
* They have answered “yes” to any of the three questions

Should your employee or graduate student answer yes to any of the questions, you must inform them to stay home and forward the email received to the Faculty HR Administrator at [hr.engineering@mcgill.ca](mailto:hr.engineering@mcgill.ca).