**Access Request (Student Retrieval of Personal Effects)**

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**

The government is provisionally allowing students to collect their personal belongings from educational institutions, at the invitation of a manager of the establishment (i.e. the university), and in compliance with the sanitary measures of the Department of Health. Such requests should be addressed on a case-by-case bases. Therefore, the Faculty of Engineering has put in place the following process/procedure to guarantee compliance with the guidelines required by government, which includes requirements for the monitoring of students during the visit for retrieval of personal effects, as well as instructions for physical distancing, and monitoring of the number of individuals in the given space.

In order to address individual department/schools needs:

* the department/school will need to identify representative(s) who will need to be present to monitor students during agreed upon day/time\* of the visits; see responsibilities within request form.
* student requests for such access should be directed to the Department Chair/Director (or delegate); the email form below, **“****Access Request (Student Retrieval of Personal Effects)”**, can be sent directly to a student to complete when a request is initially received, then returned to the Chair/Director (or delegate) for review and approval.
  + **Note:** Please indicate the unit representative’s name in the section provided, *before* forwarding the form to a student for completion.
* Approved requests should be forwarded to:

1. the student, so that he/she can print the communication and have it on hand during the visit, and;
2. Ms. Leela Baldeo [[leela.baldeo@mcgill.ca](mailto:leela.baldeo@mcgill.ca)], so that the she can initiate building card key access for the student for the given day.

*\*Alternatively, department/schools may choose to identify a day once a week during which approved visits would take place; students would still need to be assigned time slots during that day, to address capacity requirements.*

EMAIL: Access Request (Student Retrieval of Personal Effects)

I hereby request permission to return to the McGill campus and the department/school/unit space for a short period of time to retrieve my personal effect(s), as described below.

**Urgent reason for access and description of items to be retrieved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and ID# of individual requesting access (student):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student McGill email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Student Level at McGill (undergraduate or graduate student)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Proposed date and time of visit (subject to department/school approval and availability):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department/School/unit representative’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department/School/unit representative’s email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In submitting this request, the individual listed above confirms that he/she will access the indicated building only at the specified time for the specified period and will only engage in the activities described. The individual also agrees 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:

1. The **department/school representative** will have the following responsibilities:
   * be present during the timeslot of the student(s) visit, in order to control traffic
   * facilitate the check-in and check-out of students entering the department/school spaces
   * request that the visiting student wash his/her hands when entering and leaving the departmental/school spaces
   * monitor the student during his/her visit to department/school/unit area(s)
2. The **student** agrees to adhere to the following guidelines:

* + student cannot be accompanied by another person (other than the department/school/unit representative)
  + student must check-in and check-out with the department/school representative upon entering department/school spaces
  + Students should not come to McGill if they have symptoms (cough, fever, difficulty breathing);
  + Students should practice proper hand washing procedures by washing his/her hands when entering and leaving the departmental/school space
  + Students should practice proper coughing etiquette.

1. Moreover, in entering McGill facilities, **both student and unit representative** confirm that:

* + They will allow no others to enter the building with them;
  + They are adhering to health and safety guidelines by through hand washing:
    - 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 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.

1. **Student:** Please print and have this communication on hand during your visit.

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

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

Prior to entering any McGill building, students 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 students:**

* Please wait for authorization permitting your retrieval of personal effects
* 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
* NOTE: If you are an undergraduate student, please use the unit representative’s email where it asks for “supervisor’s email” on the Minerva form. If you are a graduate student, please include your supervisor’s email.

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

**B. For unit representatives and supervisors:**

The **Minerva Self-assessment form** must be completed by the student **no more than 2 hours before** entering a McGill building. You cannot allow the student in a McGill building if:

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

Should the 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).