



Holiday Bulletin 2020

The holiday period extends from [the evening of December 23, 2020 to the evening of January 3, 2021](#). Please read below for important information about access to McGill facilities and campuses, the availability of services, and ways to ensure the security and safety of our facilities and people during the break.

On behalf of all of us at Facilities Management and Ancillary Services, I extend to you and your loved ones our best wishes for a safe, healthy and restful holiday break. We look forward to working with you in the New Year.

Denis Mondou
Associate Vice-Principal, Facilities Management and Ancillary Services

IMPORTANT REMINDERS ABOUT COVID-19

- You should **only come to campus if your functions require it or if authorized** by your supervisor.
- Remember that before coming to campus, **all employees must answer** the [daily health check](#) screening questions on Minerva.
- Please see the [following instructions](#) on what to do **if you experience COVID-19 symptoms** while on campus.
- For the **latest information** on the status of McGill on-campus operations, see [this page](#).
- For **more directives** or other essential information related to COVID-19, see this [website](#).

EMERGENCY PHONE NUMBERS

For all emergencies, call 911. Please note that if you dial 911 (or 9911) from a McGill phone you will be simultaneously connected with Security. If you use a cell phone to call 911, Security will not be automatically notified of an emergency. In this instance, please also call Security at one of the numbers shown below.

- For Security, call 3000 (downtown campus) or 7777 (Macdonald campus).
- For building-related problems (e.g., heating, water, air quality issues) during the holiday break, please call 4555 (downtown campus) or 7777 (Macdonald campus).

USEFUL PHONE NUMBERS	DOWNTOWN	MACDONALD
Fire Prevention	3473	3473
Emergency Management and Preparedness	4556	4556
Facilities Call Center	4555	4555
Parking Services	4559	4559
Security Services	4556	7770
Hazardous Waste Management	5066	5066

BEFORE THE HOLIDAYS

HOLIDAY PARTIES

Due to the COVID-19 pandemic, **no events are authorized on McGill campuses until further notice**, including holiday gatherings.

HOLIDAY DECORATIONS

- In accordance with University regulations, the installation of natural trees in public places is prohibited.
- Building Directors may allow the installation of artificial flameproof trees only if they are solidly fixed in place and installed away from fire exits or heat sources.
- All decorations, whether used on trees or elsewhere, should be approved by a recognized safety organization (e.g. CSA) and must be flameproof or non-combustible.
- For additional information, please contact the Fire Prevention office at fireprevention@mcgill.ca or at extension #3473.

BEFORE YOU LEAVE

- **Close all windows** to prevent freezing of pipes and conserve energy.
- **Lock all doors and windows** to ensure the security of McGill property and of your personal belongings.
- **Lock away all valuables** in a desk drawer or cabinet (e.g. laptops, cameras, video recorders, petty cash boxes).
- **Shut down or unplug all office computer equipment, lights, and other non-essential electrical appliances** (e.g. portable fans, coffee makers, kettles, and other heat producing appliances) to prevent fires and conserve energy.
- **Bring your access card home with you.** Leaving it in your office can lead to increased risk of theft.

PREVENTING THEFT BY PREPARING BEFORE THE HOLIDAYS

Break-ins and acts of vandalism frequently occur before and during the holiday season. These acts may be committed by individuals who are searching for money, saleable items, or narcotics. Everyone is therefore urged to exercise the highest degree of caution and to take appropriate measures for the safekeeping of their buildings, offices, laboratories, and contents therein.

- Security agents have been instructed to prevent the removal of equipment from University premises during the holidays, unless Security has been otherwise notified in advance at campus.security@mcgill.ca.
- All notices must be received **by December 18, 2020** and must include the individual's name and the type of equipment authorized for removal, including the make, model, and serial number, where applicable.
- If you have any questions regarding the above, please contact campus.security@mcgill.ca or call 4556.

DISCONNECTING UNNEEDED ELECTRICAL EQUIPMENT AND APPLIANCES

- Customarily, all electrical equipment should be disconnected during the holiday period. If you have electrical equipment that must remain operational during this time, you should provide your Building Director with a list of equipment that will require power during the holidays. He/she will subsequently inform Security Services.
- Equipment involving heating should be fully inspected to ensure that temperature-regulating and overheating-protection devices are functioning properly.

HANDLING HAZARDOUS MATERIALS BEFORE LEAVING

Risks associated with flammable liquids and other hazardous materials in laboratories should be reduced to an absolute minimum.

- Place all flammable liquids in flammable liquid storage cabinets or in a chemical storage room.
- Place all corrosives (acids and bases) in corrosives cabinets or in a chemical storage room.
- Remove all hazardous materials found inside the fume hood and place them in appropriate storage or hazardous waste areas.
- Submit all waste chemical pickup requests through myLab at <https://mylab.mcgill.ca>.
- For all other inquiries, contact Hazardous Waste Management at hwm@mcgill.ca or by calling 5066.
- Return all unused compressed gas cylinders to their suppliers and/or check that full or empty gas cylinders kept in the lab are properly anchored to a wall or bench.
- Ensure that valves for all gases, including natural gas, are closed and report any natural gas odours to Security at 3000 (downtown campus) or at 7777 (Macdonald campus).

DURING THE HOLIDAY BREAK

- Security Services will be staffed 24 hours a day, 7 days a week. Should you require their assistance, do not hesitate to call 4556 (downtown campus) or 7770 (Macdonald campus).
- The Facilities Call Centre (FCC) will be **closed from Thursday, December 23, 2020 at 6:00 p.m. and will re-open on Monday, January 4, 2021 at 7:00 a.m.** As a result, all calls placed to FCC during the holiday break will be re-directed to Security Services.
- Mail Services will be **closed as of Tuesday, December 22, 2020 at 3:00 pm and will re-open on Monday, January 4, 2021 at 7:00 am.** Please ensure that any urgent and/or large mailings reach the Mail Room **no later than Friday, December 18, 2020.**
- Printing Services will be **closed as of Tuesday, December 22, 2020 at 3:00 pm and will re-open on Monday, January 4, 2021 at 7:00 am.** We would like to remind you that printing requests for materials needed for the first days of the Winter 2021 semester must be submitted **no later than Friday, December 11, 2020** to ensure completion.

DELIVERIES, CUSTODIAL SERVICES AND VENTILATION

- **All delivery hubs will be closed** from Dec. 24 until Jan. 3 inclusively.
- **Cleaning services will be reduced** – see all details [here](#).
- **Ventilation schedules will be reduced** – see all details [here](#).

CAMPUS VEHICLE ACCESS

Access to the downtown campus is dictated by the circulation protocol found [here](#).

There is no access below the Arts Building for vehicles **from the evening of December 23, 2020 to the evening of January 3, 2021** (with the exception of persons with disabilities or emergency vehicles).

As in previous years, the downtown campus will **be closed from 11:00 p.m. on December 24 to 11:00 p.m. on December 25, 2020**. The formality of closing the campus one day each year is essential for McGill University to exercise its legal rights of private proprietorship. In practice, this means that the Milton Street entrance will be closed and only emergency or service vehicles will be permitted on campus. During this period, pedestrian traffic will be allowed.

BUILDING ACCESS

- **Reminder:** You should **only come to campus if your functions require it or if authorized** by your supervisor. See other COVID-related reminders on page 1 of this bulletin.
- Everyone is required to produce, upon request by a security agent, a valid McGill ID card. In order to have your card programmed for access to controlled areas during the holiday season please refer to [this page](#).
- Non-McGill individuals who are authorized by their affiliated departments to enter a building during silent hours should be provided with a blank proxy card if access to the building is controlled by an access card reader. Proxy cards may be obtained through your departmental administrator.
- If access to the building is controlled by a key, Security Services should be provided with a list of all individuals with silent hour privileges.
- Remember that there will not be any evacuation teams in the buildings during the holiday period. In case of a fire alarm, immediately stop what you are doing, verify that everyone has left the room and use the nearest safe exit to evacuate. Please provide assistance to those requiring or requesting it. Once outside, move away from the building and wait for authorization to re-enter. **For more information on evacuation procedures during the pandemic, watch [this video](#).**

Important

- Do not lend your McGill ID card to anyone during your absence. It is both a contravention of University policy and a serious security breach.
- Remind your contacts about reduced staff and access, Security Services cannot provide access for deliveries.

PARKING SERVICES

- Parking spaces on roads and outdoor lots will be available on the campuses during the holiday period. Since campus parking is now automated, no parking attendants will be available during the holidays.
- Parking fees remain payable.
- During the winter months and in order to facilitate snow removal, overnight parking on roadways and in parking lots is not permitted.

- For Holiday Parking hours please refer to the [website](#).

YOUR SECURITY DURING THE HOLIDAYS

The holiday season is a period when everyone must be more vigilant with respect to safety and security measures. Please ensure that all staff and students in your area of responsibility have been made fully aware of the recommendations below or visit [Campus Public Safety](#) for more tips and resources on safety.

BE VIGILANT

Everyone entering buildings during silent hours should be particularly observant about any abnormalities they may notice and report them immediately to Security at 3000 (downtown campus) or 7777 (Macdonald campus). For example, please immediately report any of the following:

- Unusual or burning odours
- Open doors or windows
- Lights left on
- Strangers on the premises
- Suspicious noises
- Water on the floor
- Extreme temperatures

WORKING ALONE

It is not recommended that you work alone but if it is absolutely necessary, you can request to have a Security agent check-in with you on an hourly basis. To check-in or check-out, drop by our offices located at Burnside Hall, Suite 120, or call 4556. For Macdonald campus, please call 7770.

If you must work alone during this period it is advisable to post [this sign](#) on your lab door.

For more information on working alone in a laboratory, refer to the [Working Alone Policy](#).

UNATTENDED EXPERIMENTS OR EQUIPMENT

Leaving experiments or operating equipment unattended is discouraged, but if absolutely necessary, please take the following precautions:

- Obtain clearance from your supervisor.
- Inform the Building Director that an experiment is to be conducted, so that he/she may, in turn, provide the list to Security Services. Make sure Security Services has your contact information so that you can be reached in the event of an emergency.
- If you must leave an experiment unattended, use [this poster](#).

PLEASE TAKE THIS OPPORTUNITY TO ENTER YOUR EMERGENCY CONTACT INFORMATION IN WORKDAY

It is important for McGill to have your contact information in the case of an emergency so **please be sure to enter/check your emergency contacts in Workday**:

- Log into Workday
- Select the Personal Information application
- In the Change section, click on Emergency Contacts