**Template: Plan for resumption of on-campus activity**

As per the [Directives: Resumption of other on-campus activities](https://www.mcgill.ca/coronavirus/resources/directives-resumption-other-campus-activities) on-campus activities – not related to teaching[[1]](#footnote-1), research or construction – can be authorized by the Faculty / Administrative Unit (approval by the EOC may also be required) if they respect the [University Directives: Preventing the Spread of COVID-19 on campus](https://www.mcgill.ca/coronavirus/resources/directives-preventing-spread-covid-19-campus), including maintaining work from home wherever possible and the requirement for all employees to fill in the COVID-19 Daily health check form (i.e. Minerva self-assessment form) before coming to work.

This template includes the minimum information that should be included in a plan for resuming on-campus activities that fall in this category.

The approval process is outlined on the [Directives website](https://www.mcgill.ca/coronavirus/resources/directives-resumption-other-campus-activities).

Once completed, please submit this form to [emergency.mgmt@mcgill.ca](mailto:emergency.mgmt@mcgill.ca) If EOC approval is required it will be submitted for review. If no additional approvals are required, the plan will be filed for EOC reference.

|  |  |  |
| --- | --- | --- |
|  | **Requestor Name and McGill ID** |  |
|  | **Email** |  |
|  | **Phone Number** |  |
|  | **Faculty / Administrative Unit** |  |
|  | **Description of the activity** |  |
|  | **Explanation of why the work cannot be carried out efficiently from home** |  |
|  | **Building to be accessed** |  |
|  | **Room(s) to be accessed, including any common rooms/areas** |  |
|  | **Total number of people involved** |  |
|  | | |
|  | **Description of the adaptation of work processes** |  |
|  | **Maximum number of people working in the space at the same time** |  |
|  | **Are modifications to the workplace required? (Y/N)** |  |
|  | **Explanation of details for #13** |  |
|  | **Can the two-meter distance be maintained for all work areas (Y, N)** |  |
|  | **Description of plan to ensure distance is maintained** |  |
|  | | |
|  | **If the two-meter distance cannot be maintained, which rooms are involved?** |  |
|  | **Detailed safety plan for when the two-meter distance cannot be respected** |  |
|  | | |
|  | **Specific PPE required for safe utilization of all rooms for which access is requested** |  |
|  | **Estimate of monthly need for PPE for safe utilization of all rooms for which access is requested** |  |
|  | | |
|  | **List of frequently touched surfaces and strategy to clean them.** |  |
|  | **Considerations for quick ramp-down if this is required** |  |
|  | **Other comments** |  |

For each person involved in the activity, provide the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | McGill ID | Date/Time access is requested (day of week; in and out times) | Room(s) to be accessed |
|  |  |  |  |
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**Approvals:**

|  |
| --- |
| **Faculty Dean / Administrative Unit Head** (name and electronic signature):  Date:  Comments: |

**Is EOC review and approval required for this activity?** Y/N

|  |
| --- |
| **EOC Review:**  Date:  Comments: |

1. Teaching resumption refers to situations where both instructors and learner would be physically present. Situations where instructors would want to access facilities on campus to prepare/record instruction are covered under “resumption of other on-campus activities” [↑](#footnote-ref-1)