**COVID-19 PROCEDURES for RESEARCH – HORT CENTER – 2022**

1. A common effort is required to keep everyone safe.
2. All users of the Hort Center should refrain from close contact with the Coordinating Technician, **Laura Caralampides**, and her staff. Protecting their health is of primary importance. Follow these guidelines:
	1. **McGill approved procedural masks must be worn at all times when indoors**
		1. These masks should be provided by your advisor/professor/department
		2. If indoors at Hort more than 4 hours, use a second mask
	2. Use phone to communicate with Laura Caralampides: 514-702-5287
	3. If you do find yourself within speaking range of any Hort staff, maintain a physical distance of **at least 2 metres,** and wear a procedural mask
3. All McGill University directives regarding Covid-19 practices must be followed, including the daily health check on <https://www.mcgill.ca/coronavirus/self-evaluation-form> before arrival. As procedures may change, researchers must ensure they are up to date: <https://www.mcgill.ca/coronavirus/>.

1. All users must limit the time spent at Hort to a minimum. This means that users should only perform high priority and necessary tasks and refrain from doing any optional tasks (nice to do/have). The users must leave the Hort Centre as soon as the tasks have been completed.
2. If using a Hort greenhouse, all users must sanitize hands and sign-in upon arrival and departure using the logbook at the main door. Users must use their own pen to do so, or wipe off the pen with disinfectant after use. This serves to facilitate tracking individuals at risk of exposure in case one of the users is diagnosed with Covid-19.
3. Sanitizer stations, spray bottles and paper towels will be stationed at key areas – use these to sanitize your hands frequently, and to wipe down all tools, equipment and work surfaces before and after use.
4. Where possible, research teams should schedule regular working hours (either a.m. or p.m.) to avoid cross contamination between teams. There will be a Research Lead Person coordinating schedules and overseeing compliance in conjunction with representatives from each research team.
5. Use of kitchen and washrooms:
	1. Using kitchen facilities: wear masks, two people at a time to store/refrigerate, prepare/heat food and clean-up. Eating should be done OUTSIDE of the kitchen in a well-ventilated area where 2 meter distancing can be maintained.
	2. Wash hands with soap and water for a minimum of 20 seconds **before and after** using the kitchen.
	3. All surfaces must be disinfected before and after use.
	4. Washrooms are the areas most prone to spreading the virus, **so the following procedures must be strictly followed:**
		1. Wash hands with soap and water for a minimum of 20 seconds before and after using washroom
		2. Sanitize all areas of contact before and after use with sanitizer spray bottle and paper towels provided – door handle, toilet flush handle and seat, sink taps – **BE CLEAN, BE TIDY, DO NOT LEAVE A MESS.**
6. Tractors and other motorized equipment will be operated by Farm staff only. Operation by anyone else must first be authorized by Farm staff.
7. Please report any issues or concerns to your supervisor. If you wish to discuss a sensitive topic, please contact Martina Stromvik, Chair of Department of Plant Science at martina.stromvik@mcgill.ca

Finally, a friendly reminder – use of the Horticulture Research Center is a privilege granted to all of us by the Dean and McGill University administration. It is important that we respect and take care of each other by following all McGill guidelines and regulations, and the procedures specific to the Hort Centre as outlined above. Failure to do so could lead to your removal from the Hort Centre, and in severe cases, having the permission to conduct your research trial revoked.

Thank you for your diligence and cooperation in following these procedures. We are all looking

forward to a safe, productive and successful research season!

Salwa Karboune, Associate Dean (Research), Macdonald Campus

Paul Meldrum, General Manager, Macdonald Campus Farm

**In order to conduct research in the Hort Centre, you must sign the following declaration and e-mail it to** **research.macdonald@mcgill.ca** **with Cc to Kevin Morin:** **kevin.morin@mcgill.ca****.**

I have read the above procedures and commit to complying with the implemented measures.

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Signature

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Name

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Supervisor’s name

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Date