**COVID-19 PROCEDURES FOR PILOT PLANT – 2022**

1. A common effort is required to keep everyone safe.
2. Only personnel approved to use the Pilot Plant are allowed to enter this Facility.
3. Users can only access the Facility according to the schedule organized by Dr. Hosahalli Ramaswamy and Dr Mark Lefsrud.
	1. Phone contacts:
		1. **Hosahalli S. Ramaswamy; 514-608-9587;** hosahalli.ramaswamy@mcgill.ca
		2. **Mark Lefsrud: 514-778- 7967;** mark.lefsrud@mcgill.ca;
		3. **Michael Ngadi: 514-927-8061;** michael.ngadi@mcgill.ca
	2. All work should be planned and scheduled with the coordinator in order to reduce the risk of exposure to other individuals in the space.
	3. Once we have the list of all the students requiring the use of pilot plant facility, we will make a weekly or recurring timetable for the use of facility.
	4. A Zoom meeting will be held on an as-necessary basis to facilitate planning, designing and scheduling of research projects.
4. All users of the Pilot Plant building should maintain 2 m distancing at all times. Protecting the health of all users is of primary importance.
	1. If you must be within speaking range, maintain a physical distance of **at least 2 meters, and wear procedural mask.**
	2. Maximum people allowed in the building is 2 at any time.
5. 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/>.
6. All users must limit the time spent at the Pilot Plant 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 Pilot Plant as soon as the tasks have been completed.
7. All users must enter and leave through the main (south) door adjacent to the large garage door. All users must sanitize their hands and indicate that they are in the Pilot Plant through an In/Out user document mounted on the door. Users must use their own pen. Only those listed on the door list will be allowed to enter the building.
8. Space set aside for each research group should remain only for the individuals in the laboratory that is using the space. The research area, lab and the equipment are clearly marked. Do not touch or move any equipment other than laboratory equipment that you are authorized to use. Do not move any material or equipment to the area of the other team. If necessary, space and equipment can be moved but needs to be requested before beginning the procedure, and all parties involved must be consulted and their approval obtained. A formal request, that include an outline and the procedure to be completed, must be submitted to Dr. Hosahalli Ramaswamy and Dr Mark Lefsrud
9. 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.
	1. Wipe down the doorknob and entry keypad before each entry and exit.
	2. Any other surfaced touched needs to be cleaned with sanitizer before and after use.
	3. Report any unusual activities to Drs Ramaswamy and Lefsrud.
	4. Sign in and sign out of the pilot plant.
	5. Report any illness Drs Ramaswamy and Lefsrud.
10. Use of washrooms:
	* 1. Use of the washroom is highly discouraged, as is it not consistently cleaned.
		2. Only use the washroom only if absolutely essential and personally sanitize before and after use. Clean/wipe with a sanitizer as outlined through McGill procedures.
11. Any and all tools used must be wiped down with disinfectant when task is finished and replaced into their proper location. Do no use tools not belonging to you.
12. Please report any issues or concerns by email to Dr. Ramaswamy and Dr Mark Lefsrud. If you wish to discuss a sensitive topic, please contact the following individuals:
	1. Viacheslav Adamchuk, Chair of Department of Bioresource Engineering: viacheslav.adamchuk@mcgill.ca
	2. Varoujan Yaylayan, Dr, Chair of the Food Science Department. varoujan.yaylayan@mcgill.ca;

Finally, a friendly reminder – use of the Pilot Plant is a privilege. It is important that everyone respects and takes care of each other by following all McGill guidelines and regulations, and the procedures specific to the Pilot Plant as outlined above. Failure to do so could lead to loss of privileges.

Thank you for your cooperation. The wellbeing of our faculty, staff and students is **paramount**. We are committed to keeping a safe and healthy environment during these difficult times.

**In order to conduct research in the Pilot Plant, you must sign the following declaration and e-mail it to** **research.macdonald@mcgill.ca** **with Cc to Dr. Ramaswamy and/or Dr. Lefsrud.**

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

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Signature Supervisor’s Name

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Name Date