**Macdonald Campus, McGill University**

**Protocol and Questionnaire for Meetings, Extracurricular Activities, and Events**

This Protocol and Questionnaire are to be used for the planning of non-research related activities, including meetings, extracurricular activities, and events. Before completing, please consult [**McGill University’s Framework on Meetings, Extracurricular Activities and Events**](https://www.mcgill.ca/coronavirus/resources/framework-meetings-extracurricular-activities-events-summer-and-early-fall-2021) for allowable activities.

If the activity is permitted, review the **Protocol** below and fill out the attached **Faculty Questionnaire**. The Questionnaire may be used to plan ongoing activities with an unlimited duration (e.g., operation of a unit) or activities of limited duration (e.g., one-time activities or events).

Please note that as of September 1st, the vaccine passport, which requires proof of vaccination to allow individuals access to non-essential services, has come into effect. The vaccination passport is a requirement from the Government of Quebec, and McGill implements the passport for non-essential activities on campus. Please see the [**Vaccine Passports and McGill**](https://www.mcgill.ca/coronavirus/article/vaccine-passports-and-mcgill)page for a list of activities requiring a passport, as well as how to obtain a passport.

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**Macdonald Campus - Faculty of Agricultural and Environmental Sciences**

**Protocol for Resumption of Meetings, Extracurricular Activities, and Events**

It is the responsibility of all organizers to ensure that activities authorized under this protocol are executed according to the requirements specified herein.

At any point, should the perceived risk associated with activities become significant, the Faculty reserves the right to curtail these activities and/or close spaces or buildings.

**Protocol:**

All activities must designate a “Responsible Person” who oversees the planned event.

**The Responsible person is:**

* a Chair, Director, or Manager on behalf of a department, school, centre, institute, or administrative unit,
* a student or student group representative organizing an activity, or
* an individual who takes responsibility for a non-research activity or event.

**The Responsible Person must:**

* Consult [**McGill University’s Framework on Meetings, Extracurricular Activities and Events**](https://www.mcgill.ca/coronavirus/resources/framework-meetings-extracurricular-activities-events-summer-and-early-fall-2021)to confirm activity is allowable. Note that even if outdoor events on the downtown campus may be indicated to be non-allowable at the moment, these are possible at Macdonald Campus.
* Review McGill’s current [**Health Guidelines**](https://www.mcgill.ca/coronavirus/health-guidelines)to ensure the planned activity follows University directives to prevent COVID-19 transmission (see I**MPORTANT NOTE** below);
* Review the[**Vaccine Passports and McGill**](https://www.mcgill.ca/coronavirus/article/vaccine-passports-and-mcgill)page and be prepared to verify vaccine passports for events and activities that require them;
* Discuss the risks and benefits with all those involved.
* Outline measures that will be in place to minimize risk to health.
* Submit the Questionnaire following the instructions below.

**IMPORTANT NOTE:**

All participants attending the planned meeting, activity, or event must answer the screening questions before coming to campus, as follows:

* For **McGill students,** see “When to stay home: screening questions” on McGill’s [**Health Guidelines**](https://www.mcgill.ca/coronavirus/health-guidelines)page
* For **McGill employees (including student employees)**, fill out the [**Daily Health Check (Self-Assessment) Form**](https://www.mcgill.ca/coronavirus/faculty-staff-0/staff-and-student-employees-self-assessment-form)
* For \***non-McGill participants,** see “When to stay home: screening questions” on McGill’s [**Health Guidelines**](https://www.mcgill.ca/coronavirus/health-guidelines)page

\*Non-McGill participants must be sponsored by a McGill employee and follow the procedure outlined on the [**Access Protocol**](https://www.mcgill.ca/engineering/about-us/covid-19-updates-and-faqs/access-protocols)site under “Other Access Protocols for Short-Duration Visits to Campus.” For an event, individual participants do not need to fill out a visitor form. Rather, the organizer must confirm through the questionnaire that the information on sanitary measures and health questions is being communicated to the participants prior to or at the event.

**FACULTY OF AES**

**Faculty Questionnaire for Resumption of Meetings, Activities, and Events**

**(Last updated: November 05, 2021)**

**Instructions:**

1. The Responsible Person or delegate fills out Questionnaire, after reviewing the Faculty Protocol and [**McGill University’s Framework on Meetings, Extracurricular Activities and Events.**](https://www.mcgill.ca/coronavirus/resources/framework-meetings-extracurricular-activities-events-summer-and-early-fall-2021)
2. Applicants should use the following naming convention for the questionnaire and any supporting files, which includes the name of the Responsible Person, a key word, and the date of the (first day of the) event (yy-mm-dd):

**Lastname Keyword yy-mm-dd – Activities and Events Faculty Questionnaire**

1. Submit completed Questionnaire to the following:
	1. **For student-led activities organized by a Department or School student group:** questionnaire should be sent first to the Department Chair or School Director, after which the Chair/Director can forward the request to Sinthuja Packiarajah, <macdonaldevents@mcgill.ca>
	2. **For student-related activities**: questionnaire should be sent to Sinthuja Packiarajah, <macdonaldevents@mcgill.ca>
	3. **For faculty member and staff-related activities**: questionnaire should be sent to Department Chair, School Director or Unit Head

**Note:** If the event is scheduled before 8:00 AM or after 5:00PM, please forward the approved application (after chair, director or Unit head approval) to<macdonaldevents@mcgill.ca>

* 1. For **research related activities** with impact beyond the unit: questionnaire should be sent to Department Chair, School Director or Unit Head as well as Associate Dean Research Salwa Karboune - researchassociatedean.macdonald@mcgill.ca

**Note:** If the event is scheduled before 8:00 AM or after 5:00PM, please forward the approved application (after chair, director or Unit head approval) to<macdonaldevents@mcgill.ca>

 **Note**: The approval process is outlined on McGill’s [**Framework**](https://www.mcgill.ca/coronavirus/resources/framework-meetings-extracurricular-activities-events-summer-and-early-fall-2021)page

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**Date of submission of the questionnaire** (yyyy/mm/dd):

This questionnaire is completed:

[ ]  **On behalf of a unit** (i.e., department, school, centre, institute or administrative unit)

[ ]  **On behalf of a student group**

☐ **On behalf of an individual taking responsibility for a non-research activity or event**

This questionnaire is for an activity that is of:

[ ]  **Unlimited duration (e.g., operations of a unit)**

[ ]  **Limited duration.** Please specify the period: yyyy-mm-dd to yyyy-mm-dd

This questionnaire is:

[ ]  **A new submission**

[ ]  **An updated submission**

If this is an updated submission, indicate what has been updated (check all that apply). Please highlight updated answers to the questions below to facilitate rapid review.

[ ]  **Personnel** [ ]  **Safe Management of Spaces** [ ]  **Safety plans**

[ ]  **Planned activities** [ ]  **Other**

If other, please explain:

# Section 1 – Description of Activities

1. Responsible Person Name:

2. Responsible Person McGill ID:

3. Primary Academic Department/School/Administrative Unit/ Student Group or Organization:

4. Description of activities – Provide a **high-level** description of the planned activities and the nature of the operations that are to be conducted, including any dependency on other facilities located on or off-campus

1. Proposed Location: b) Date of Event:
2. Number of Attendees Expected: d) Scheduled Start and End Time:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ADVERTISING: | Yes ☐ No ☐  | EXTERNAL SPONSORS: | Yes ☐ No ☐ | STORAGE: | Yes ☐ No ☐ |
| ALCOHOL:SERVED/SOLD | Yes ☐ No ☐ | FOOD: | Yes ☐ No ☐ | TABLES/CHAIRS: | Yes ☐ No ☐ |
| MUSIC: | Yes ☐ No ☐ | TENTS: | Yes ☐ No ☐ | B.B.Q.: | Yes ☐ No ☐ |
| NON-ALC. BVGS: | Yes ☐ No ☐ | ELECTRICITY: | Yes ☐ No ☐ | SECURITY: | Yes ☐ No ☐ |
| OTHER: |  |  |  |  |  |

5. Specify whether the event is **essential** (e.g. curricular context, activity for which participation is expected in professional context) or **non-essential** (e.g. extracurricular, optional, social).

6. List of on-campus or off-campus spaces (including building name, room numbers (if known at this time)) where the activity will take place. Specify if only outdoor space is used.

# Section 2 – Personnel, attendee tracking, and vaccine passports

7. In order to track activity attendees and provide information that can be used for contact tracing (if needed), please provide the following information where requested:

**Meeting**

* **For tracking attendees of a one-time group/team meeting:** use Table 1 below to provide the names and McGill IDs for group/team members invited to the meeting.
* **To track meeting attendees:** Please include the names of invited meeting attendees in Table 1 and remove any names of no-shows after the event. **The sign-in list for the meeting must be kept by the Responsible person for 30 days and be available, should contact tracing be required.**

**Events and Activities**

* **To track personnel/organizers:** use Table 1 below to provide the names, McGill IDs for all the event organizers. Please include yourself, as the Responsible Person, in this table.
* **To track attendees**: Please track all attendees by requiring a sign-in list during the event. The sign-in list should capture the attendees’ name and McGill ID, including the building and rooms in which the event/activity is being held and the name(s) of the individuals who were collecting this information during the event/activity. **The sign-in list for the event must be kept by the Responsible Person for 30 days and be available, should contact tracing be required.**

**Table 1: Personnel and Spaces to be Accessed by them**

|  |  |  |
| --- | --- | --- |
| **Name of Personnel**(last name, first name) | **McGill ID** | **Buildings/Rooms used for activity/event**(Building name, room numbers)  |
| *Example: Smith, Janet* | *010061744* | *CC1-150/R2-045* |
|  |  |  |
|  |  |  |
|  |  |  |

# 8. Non-essential activities require a vaccine passport to allow fully vaccinated individuals to access non-essential events and activities. A list of activities that require passports can be found on the [Vaccine Passports and McGill](https://www.mcgill.ca/coronavirus/article/vaccine-passports-and-mcgill).

1. Does the event / activity require vaccine passports? (Yes / No)
2. If Yes, please confirm that the Responsible Person has validated vaccine passports for all personnel listed in Table 1 using the VaxiCode Verif app, as described under the “Verifying a vaccine passport” section of [Vaccine Passports and McGill](https://www.mcgill.ca/coronavirus/article/vaccine-passports-and-mcgill).
3. If event/activity attendees are not known in advance, describe in detail the validation procedures that will be put in place during the event/activity, including information on who will be verifying vaccine passports of participants.

# Section 3 – Safe Management of Spaces

9. Participant numbers for meetings, activities, and events must be limited to the [**current distancing guidelines**](https://www.mcgill.ca/coronavirus/health-guidelines#preventing).
Will the proposed activity allow your personnel to maintain these distancing guidelines in the space used? (Yes / No)

10. Describe the plan to ensure that the [**current distancing guidelines**](https://www.mcgill.ca/coronavirus/health-guidelines#preventing) are respected. Be specific and thorough.

11. For activities in which the [**current distancing guidelines**](https://www.mcgill.ca/coronavirus/health-guidelines#preventing) cannot be respected, which room(s) does it involve, and why is this necessary (e.g., training, safety considerations, operations requiring two or more personnel)?

12. Describe your safety plan for the cases described in the answer to Question 9 when the [**current distancing guidelines**](http://www.mcgill.ca/coronavirus/health-guidelines#preventing) cannot be respected.

13. How will you ensure participants respect the [**current mask requirement**](https://www.mcgill.ca/coronavirus/health-guidelines#preventing)**s** for the activity? If McGill external participants are expected, how and when will you communicate the sanitary measures in place?

14. Describe the steps you would take, the time needed, and the consequences if you must respond to a sudden directive to cancel the planned activity.

15. List frequently touched surfaces in the spaces and strategies you will use to clean them.

16. Which, if any, Macdonald Campus resources will be required (FMAS, Security, other)?

# Section 4 – Other Questions

17. Provide any additional information or describe any particular circumstances that you wish to bring to the attention of the Faculty or EOC that will help inform their decisions to proceed with the planned activities.

18. For activities that will be conducted at off-site locations, provide detailed information that will demonstrate that they are allowed and will be conducted in accordance with [**McGill’s directives**](https://www.mcgill.ca/coronavirus/resources/framework-meetings-extracurricular-activities-events-summer-and-early-fall-2021) and the **Faculty’s protocol for meetings, extracurricular activities, and events**. The Responsible Person must ensure that the owners/operators of such facilities (1) are informed of these protocols and directives; (2) have granted permission to the Responsible Person and associated personnel to use the space for planned activity; and (3) confirm that the location can be used in a manner consistent with these protocols and McGill directives. In the absence of such assurance, university-sponsored activities at off-campus locations are prohibited.

**Section 5 – Approval Process**

 Department Chair/ Yes ☐ No ☐

School Director/

Unit Head Date: Approved:

*(If applicable)*

 Interim Approval: Yes ☐ No ☐

  **Christine Butler**

 Date: Approved:

 Security Services: Yes ☐ No ☐

 Date: Approved:

 Facilities: Yes ☐ No ☐

 Date: Approved:

 Fire Prevention: Yes ☐ No ☐

 Date: Approved:

 Risk Management: Yes ☐ No ☐

 Date: Approved:

 Building Director/ Yes ☐ No ☐

 Athletic (field):

 Date: Approved:

 AVP Macdonald Campus: Yes ☐ No ☐

 Date: Approved: