Dear Colleagues:

We want to share with you important updates related to building access and ongoing research activities **ON CAMPUS**. We appreciate your efforts to ensure that only essential activities may continue (with required authorization to access campus-based labs). We will add most of this information to our [FAQ website page](#).

**Clarification on trainees working on non-essential research:** Non-essential on-campus lab work cannot be required of trainees. However, they are free to continue to work on aspects of their projects that may be completed remotely (e.g., reading literature, writing papers, connecting remotely to campus servers, etc).

**For CMARC users:** Dr. Jim Gourdon has asked, *when feasible*, to have your personnel who have been authorized to access the animal facilities to please do so during non-CMARC-working hours (which are 7 am-2 pm). This will help to ensure appropriate social distances are maintained by reducing the number of people in the facilities and using the equipment at the same time. If you must work during CMARC hours, please contact Jim Gourdon to make arrangements.

**For essential deliveries:** Together with Facilities and the Building Director's office (BDO), we continue to work to ensure that *essential goods* can be delivered. Please ensure that one individual (with authorized building access) within your lab/group/department/building has been designated to receive deliveries. Please contact vendors to try to arrange specific delivery times, provide a contact phone number, and ensure that your designate is available to open the door/loading dock to receive the goods.

If you encounter a problem or an important delivery does not get through, please inform Carmen Lampron ([carmen.lampron@mcgill.ca](mailto:carmen.lampron@mcgill.ca)), Research Infrastructure Manager, Building Director’s Office, so that we can keep track of such issues.

**For building access issues:** Anyone who has been authorized to enter a building for emergencies or ongoing research must have 'after-hours' access on their ID or proxy card. If you are normally able to get into your building during weekends and after hours, you will be able to access it during the suspension period. If you cannot normally access your building after hours, you should contact the Area Access Manager (AAM) for your unit. [A list of AAMs can be found here](#).

If your AAM is not available or cannot grant you access, please contact Physical Security Systems at [systems.security@mcgill.ca](mailto:systems.security@mcgill.ca) or at 514-398-4562. Make sure to have your McGill ID card with you at all times.

**For IRB/ethics approval issues:** The Faculty of Medicine's IRB continues its operations. If you have ethics approval for an ongoing study with human participants and are able to modify your recruitment or study procedures to utilize remote contact (i.e., not face-to-face), please consult the [IRB website](#) for instructions regarding how you may submit a Protocol Deviation form. These will be tracked but you needn’t wait for approval for this type of adjustment.
As always, we thank you for your efforts during this crisis and wish you all good health.

Best regards,
Shari, Sylvain, Aimee & Alba

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