



Ramping up Research Activities

Faculty of Medicine Guidelines

Version: August 05, 2020



Outline

1. Overarching principles
2. Tentative schedule
3. Major aspects in planning resumption
4. Workflow of plan approval
5. Physical distancing
6. PPE
7. Building access
8. High-risk individuals
9. Refusal to work
10. In case of an outbreak



Caveats

- Ramping up is more complex than ramping down.
- Epidemiological situation in Montreal remains a concern.
- Volatile conditions, with guidelines and directives issued by numerous sources and subject to abrupt change.
- “Start low, go slow,” *Dr. H. Bergman quoted by Dean Eidelman.*



Overarching principles

- Health and safety of our staff & trainees are first.
- Issue procedures compliant with guidelines from QC gov't & health authorities.
- Follow directives from McGill Central Emergency Operations Committee (EOC).
- Note that additional guidelines may be issued by Research Units
 - Affiliated institutes, centres, core facilities.



Current schedule

- Driven by McGill Central

- “Go” initiated May 03, 2020
- Priority areas issued by QC gov’t, incl. biomedical research
- Staggered re-opening: 1 building per Faculty
 - Factors incl. (low) density of research space, # entrances, ability of Facilities to prepare signage/control stairways.

- Faculty of Medicine, on campus

- Phase I, May 11, 2020: Strathcona building
 - To pilot access procedures & compliance by researchers
- Phase II, June 1, 2020: Life Science Complex
- We are now in Phase III: Genome, Ludmer, Duff buildings
- Affiliated institutes follow their own schedule, issue specific directives.



How to plan the resumption of your research (1/2)

1. Consult McGill's Directives: [Preventing the Spread of COVID-19 on campus](#).
2. We seek to establish an honor system, with trust-based procedures:
 - This means responsibilities for everyone: institution, PIs, staff & trainees.
2. A staggered process
 - Even in first building that reopen, not all research can resume at once,
 - Research involving human participants [can now resume](#).
3. Physical distancing prevails
 - Low population density in labs, physical separation.



How to plan the resumption of your research (2/2)

5. Main responsibilities as PIs

- Prioritize projects (for low people density in lab)
- Organize work in shifts, small teams that rotate & do not overlap in time
- Prepare yourself & your team
 - Physical & mental health of staff & trainees is top priority
 - Involve your lab members without health conditions that would put them at higher risk.
 - **Make sure you and your group are trained**
 - It is mandatory to follow (e.g., as a group) the [info & online tutorials](#) provided by McGill on hand washing, physical distancing, cleaning procedures, masks. **This responsibility is on the PI.**
 - Before each shift, everyone must answer to a [self-assessment questionnaire](#).
 - Immediately after each shift, staff/trainees are required to fill their online [Access Log](#)
 - Campus-based PIs need to fill out an [Incident Report](#) to report issues concerning health and safety on campus Faculty premises.



Getting your resumption plan approved (1/2)

1. It's the PI's decision to submit a request to resume some of their on-campus research activities, in consultation w/ staff & trainees.
2. PI coordinates w/ colleagues on same floor re: occupancy, shifts, cleaning b/w shifts.
 - PIs can therefore submit a single resumption plan as a group (this is encouraged.)
 - [See McGill guidelines](#), esp. ensure a minimum of 16m² (170 sq ft) per person, 2m spacing, assess need for physical barriers
3. PI contacts & follows specific directives of core facilities they need to access.
4. PI uses [Faculty Word template](#) form to describe resumption plan.



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IMPORTANT: *PIs with current exemptions for essential activities in buildings that are reopening need to go through this procedure for continued access.*



Getting your resumption plan approved (2/2)

5. PI emails & discusses plan with Dept Chair/Unit Director by set Unit/Dept deadlines. Chair/Unit Director will:
 - Assess overall number of people on premises
 - Coordinate between all labs in the area
 - Ensure safe & equitable access for everyone involved
6. PI revises plan according to Chair's requests; Chair/Unit Director approves, [CC Faculty Research Office](#).
7. Faculty reviews plan and contact listed staff/trainees for their agreement to resume activities
8. After Faculty approves, PI fills out McGill Central online form (link provided in Faculty approval email) with terms of approved plan.
9. Within 48 hours, Faculty Building Director Office notifies PI when McGill badges have access.

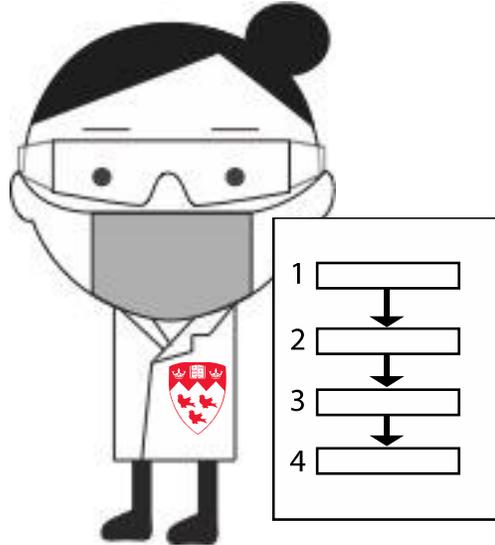
IMPORTANT: *PIs with current exemptions for essential activities in buildings that are reopening need to go through this procedure for continued access.*

In summary...

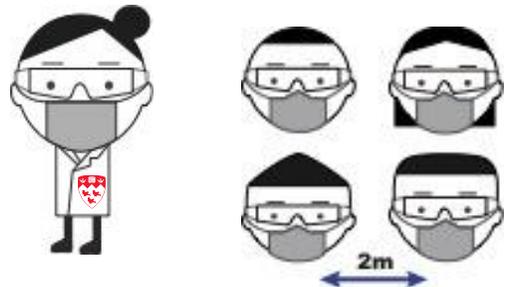
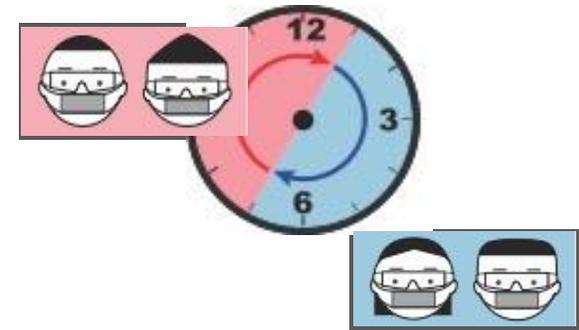


Basic aspects for planning resumption

PI Responsibilities



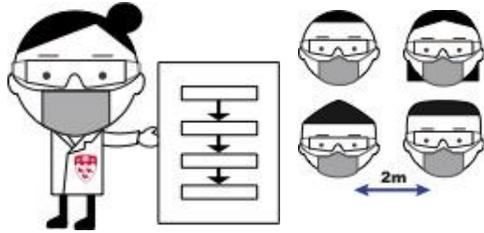
1. Prioritize projects within your lab.
2. Organize work in shifts, small teams that rotate and do not overlap in time.
3. Prepare yourself and your team:



- Physical & mental health of staff and trainees is top priority.
 - Involve lab members without health conditions that put them at higher risk.
- **Make sure you and your group are trained.**
 - MANDATORY to follow (as a group) the [McGill directives and online tutorials](#) provided by McGill on hand washing, physical distancing, cleaning procedures, masks.
- Before each shift, everyone fills out a [self-assessment questionnaire](#)
- Immediately after each shift, staff/trainees are required to complete their online [Access Log](#):
 - To maintain access privileges and ensure compliance with plan.

Getting your resumption plan approved

(It is the PI's decision to submit request to resume on-campus research activities, in consultation w/ staff & trainees)



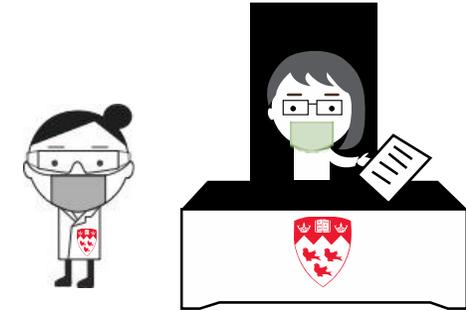
1. PI coordinates w/ colleagues on same floor: regarding occupancy, shifts, cleaning b/w shifts.
 - PIs can submit a single plan as a group, and this is encouraged
 - See [McGill directives](#), including very importantly, minimum 16m² (170sqft) per person, 2m distance
 - Assess need for physical barriers



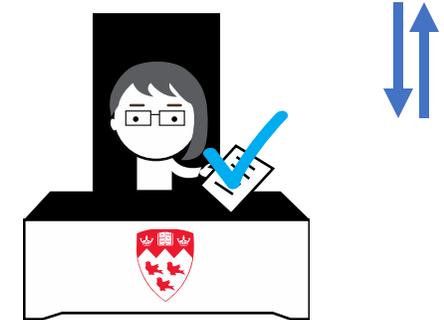
2. PI contacts and follows specific directives of core facilities they need to access.



3. PI uses Faculty [template form](#) to detail resumption plan.



4. PI emails and discusses plan with Dept Chair or Unit Director by set Unit/Dept deadlines; Chair/Unit Director:
 - Assesses overall number of people on premises,
 - Coordinates between all labs in the area,
 - Ensures safe and equitable access for all involved.



8. Within 48 hours, Faculty Building Director's Office notifies PI when McGill badges have access.
9. Fill out [Self-Assessment Questionnaire](#), [Shift Access Log](#) (all staff).

7. On approval, PI completes McGill Central online form (link provided in Faculty approval email).

6. Faculty reviews plan and contacts graduate trainees for their agreement to resume activities.

5. PI revises plan according to Chair's requests; Chair/Unit Director approves, [with Faculty Research Office on copy](#).

IMPORTANT: PIs with current exemptions for essential activities in buildings that are reopening need to follow this procedure for continued access.



Physical distancing

- Avoid proximity with other individuals.
- Whenever possible, continue working from home.
 - No PI in campus office, for now
 - No meetings in person (use Zoom, Webex)
- Rearrange workspaces & schedules.
 - Adjust work times, in shifts, small, rotating teams
 - When physical distancing is not possible, use physical barriers (i.e., Plexiglas, PPE) but [Consult McGill directives on the matter](#).
- Lunch/break rooms ok with physical distancing, cleaning.

A few important points...



PPE

- Reminder: physical distancing & hand-washing are paramount.
- Provincial health recommendations: wear a mask/face covering, when physical distancing is not possible.
- Again, consult [McGill guidelines for information & training](#)
- Procurement
 - May need to ration provisions, due to limited global supplies.
 - There is a central store for these materials (surgical/procedure masks, gloves, cleaning supplies/ethanol) on [McGill Market Place](#) (MMP): “McGill Personal Protection Stockroom.”
 - Please do not order more than you need for one week at a time.



Building access

- Lab access: 7AM – 9PM weekdays, 7AM-5PM on weekends
- Only one entrance, one exit open, controlled by McGill Security staff, who will also ensure:
 - Individual scans of access cards, no piggybacking allowed
 - Observance of 2-meter rule @ entrance and inside the building, incl. elevator, washrooms (1 pers.)
 - Individuals wash or disinfect their hands once inside the building (hand sanitizing station @ entrance)
- Visitors for research purposes (McGill staff & externals, e.g. of core facilities) need to fill out [an access request form](#).



High-risk individuals

- Please consult relevant section of [McGill Directives: Preventing the Spread of COVID-19 on campus](#)



Refusal to work

- Please consult relevant section of [McGill Directives: Preventing the Spread of COVID-19 on campus](#)



What to do if someone in your team receives a COVID-19 diagnosis?

- Please consult relevant section of [McGill Directives: Preventing the Spread of COVID-19 on campus](#)

Thank you!