

May 14, 2020

NEURO PROCEDURE

Logistics Neuro Research Ramp-up

BUILDING ACCESS

Researchers will enter the Neuro complex by **3 secured entrances**

- Research staff working in the BTRC/Molson Pavilion: **BTRC entrance only**.
- Research staff working in the North Wing: **North Wing L3 entrance only**.
- Research staff working in the main Neuro building: **3801 University entrance only**.

No external visitors will be allowed at any time into research areas.

TRIAGE AND SCREENING PROCESS

All researchers will go through a triage process to ensure full compliance with MUHC and McGill protocols.

- Show McGill staff or student ID
- Screening for COVID-19 symptoms.
 - Any McGill employee who may receive a clinical diagnosis of COVID-19 must complete the [McGill self-declaration form](#) as well as the [confirmation of illness form](#), and send the latter to disability.hr@mcgill.ca.
 - Forms for McGill student can be found [here](#)
 - Disability Management will contact you to document your condition.

BUILDING HOURS

Entry to the complex is permitted from

- 7 am to 7 pm on weekdays
 - 9:00 am to 5:00 pm on weekends.
 - Weekend entry is via main entrance at 3801 University Street.
- Authorized personnel who may need to enter the building at other hours

will need to ring security at the 3801 University entrance to request access.

RESTRICTED MOVEMENT INSIDE THE NEURO

- Research staff will not be allowed to move around the buildings, except for essential research needs (ie, to access the CNDM).
- Research staff will only be allowed to use designated elevators
 - Rockefeller pavilion to access floors B1, 1, 6, 7, 8 (maximum occupancy 3 people).
 - Webster, North Wing and BTRC elevators will operate normally. (maximum occupancy 3 people).
 - Researchers will **not** have access to the McConnell or Penfield wing elevators. These will be reserved for patients and hospital staff.
- Research staff will have to follow all signage and barriers put in place within The Neuro to maintain distance between workers.

USE OF COMMONS AREAS & MEETING ROOMS

- Use of common spaces, such as lunch rooms, will be restricted to a maximum of 1 person per 16 m² (172 ft²). If dimensions allow it, >1 person will be allowed, but only if minimum 2-metre distancing can be maintained at all time.
 - All surfaces should be wiped down after each use.
- Café Vienne – researchers **will not be permitted** to go to Café Vienne.
- Lab meetings, journal clubs, seminars will continue to be held remotely

Additional information

Parking fees will continue to be waived till further instructions