

July 16, 2020

## Neuro Procedure: Supervisor Guidelines and Responsibilities During COVID

### Step by Step Directives and Responsibilities

#### 1. McGill Daily Health Self-Assessment

As per [McGill directives](#), prior to entering The Neuro, employees (including student employees) must complete, the COVID-19 [Daily health check \[‘Self-assessment’\]](#) by logging into Minerva on a daily basis.

Supervisors are responsible for ensuring that their students and staff comply with this directive.

#### **IMPORTANT**

Supervisors cannot allow their employees and/or students into The Neuro if:

- They have not completed the form
- They have answered "yes" to any of the three statements below:
  - You have any of these symptoms: cough, fever, difficulty breathing, sudden loss of smell; **OR**
  - You have been out of the country in the last two weeks; **OR**
  - You are in contact with someone who has COVID-19

Should any employee or graduate student answer "yes" to any of these questions, **supervisors must:**

1. inform them to stay home
2. forward the email (generated from the self-assessment form) to [diana.montenegro@mcgill.ca](mailto:diana.montenegro@mcgill.ca)
3. telephone McGill security at 514-398-3000 immediately to initiate the follow-up process.

#### 2. McGill Guide for Supervisors to deal with individuals with COVID symptoms or with confirmed COVID diagnosis on campus

Supervisors of students/staff who have:

- COVID-19 symptoms
- come in contact with someone who tested positive for Covid-19, or
- a confirmed COVID-19 diagnosis on campus

must follow all directives for supervisors distributed by McGill ([Guide for Supervisors to deal with individuals with COVID symptoms or with confirmed COVID diagnosis on campus](#)).

#### 3. Neuro Daily Access Log

Supervisors are responsible for ensuring that their students/staff report their visits to The Neuro by logging-in their presence using the Neuro Access Log available online at <http://at.theneuro.ca/access-log>.

The collected information is essential to conduct contact-tracing in case someone develops symptoms, comes in contact with someone who has COVID-19, or tests positive for COVID-19.

For more information contact: Neuro Communications



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