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](https://www.mcgill.ca/healthandsafety/covid19), 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](https://www.mcgill.ca/healthandsafety/covid19)).

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](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