

COVID-19 Procedures-Phytorium and Research Greenhouse

2021-02-018 (Living Document, subject to changes)

RESEARCH GREENHOUSE (INCLUDING BASEMENT PHYTORIUM)

1. A common effort is required to keep everyone safe.
2. All users and staff of the Research Greenhouse should refrain from close contact with one other. Users and staff should refrain from close contact with members of the construction crew as well.
3. If you find yourself within speaking range of someone in the greenhouse, maintain a physical distance of **at least 2 meters**.
4. All users must wear a procedural mask at all times while in the Research Greenhouse.
5. A maximum of **two people** (student/researcher/PI) should be inside a greenhouse compartment at one time while respecting a physical distance of at least 2 meters.
6. Research Greenhouse Access Hours: **7am-7pm**.
7. All users must limit the time spent in the Research Greenhouse to a minimum. This means that users should only perform high priority and necessary tasks and refrain from performing optional tasks. The users must leave as soon as the tasks have been completed.
8. 70% ethanol will be provided at the front door only and should be used to disinfect the door handle before and after touching it. Until further notice, labs are asked to supply their own disinfectant for use inside the building – please keep these bottles on your person and use them to **sanitize anything you touch before and after use** (all tools, equipment and work surfaces). Note: no wiping needed with ethanol spray.
9. If the front door ethanol bottle needs refilling or is getting low, please immediately notify the Research Greenhouse staff through email.
10. All users must enter and leave through the main (south) door, must sanitize their hands and **sign-in upon arrival and departure using the logbook at the main door**. Users must use their own pen to do so or disinfect the common pen after use. This serves to facilitate tracking individuals at risk of exposure in the case that one of the users is diagnosed with Covid-19.
11. Use of washrooms in the basement: The washroom originally designated for women is now to be used by **all users of any gender**. The washroom originally designated for men is to be used **uniquely by the construction workers on site**. The washrooms are areas especially prone to spreading the virus, **so the following procedures must be strictly followed**: Wash hands with soap and water for a minimum of 20 seconds before and after using washroom and sanitize all areas of contact before and after use with your own sanitizer – door handle, toilet flush handle and seat, sink taps – be clean, be tidy, do not leave a mess.
12. Please report any issues or concerns to your supervisor.

13. All McGill University directives regarding Covid-19 practices must be followed. As these are likely to be updated regularly, all users and staff must ensure they are up to date.

<https://www.mcgill.ca/macdonald/about/covid-19-coronavirus-faqs-macdonald-campus>

PHYTORIUM (RAYMOND BUILDING)

1. A common effort is required to keep everyone safe.
 2. All users and staff of the Phytorium should refrain from close contact with one other.
 3. If you find yourself within speaking range of someone in the Phytorium, maintain a physical distance of at **least 2 meters**.
 4. Users must wear a procedural mask at all times.
 5. Only one user (student/researcher/PI) should be in the Phytorium at one time.
 6. Phytorium Access Hours: **7am-7pm**.
 7. All users must limit the time spent in the Phytorium to a minimum. This means that users should only perform high priority and necessary tasks and refrain from performing optional tasks. The users must leave as soon as the tasks have been completed.
 8. 70% ethanol will be provided at the south entrance only and can be used for disinfecting the common pen or your hands. Until further notice, labs are asked to supply their own disinfectant for use inside the Phytorium – please keep these bottles on your person and use them to sanitize anything you touch before and after use (all tools, equipment and work surfaces including growth chamber doors). Note: no wiping needed with ethanol spray.
 9. If ethanol bottle needs refilling or is getting low, please immediately notify the Research Greenhouse staff through email.
 10. All users must sanitize their hands and **sign-in upon arrival and departure using the logbook** on the table outside of the Phytorium (in corridor near the south-side entrance). Users must use their own pen to do so or disinfect the common pen after use. This serves to facilitate tracking individuals at risk of exposure in the case that one of the users is diagnosed with Covid-19. Whenever possible, please use the south-side to enter the Phytorium and the north-side to exit.
 11. Please report any issues or concerns to your supervisor.
 12. All McGill University directives regarding Covid-19 practices must be followed. As these are likely to be updated regularly, all users and staff must ensure they are up to date.
- <https://www.mcgill.ca/macdonald/about/covid-19-coronavirus-faqs-macdonald-campus>

Finally, a friendly reminder – use of the Research Greenhouse and Phytorium is a privilege granted to all of us by the Dean and McGill University administration. It is important that we respect and take care of each other by following all McGill guidelines and regulations, and the specific procedures as outlined above. Failure to do so could lead to your removal from the space, and in severe cases, having the permission to conduct your research trial revoked.

Thank you for your diligence and cooperation in following these procedures. We are all looking forward to a safe, productive and successful research ramp-up!

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I have read the above procedures and commit to complying with the implemented measures. I understand that permission to enter the Research Greenhouse and/or the Phytorium will only be granted after this form is read, signed and emailed back to Melissa. No physical copies please.

_____ Signature

_____ Name

_____ Date