**REQUEST FOR ONE-TIME ACCESS - PSYCHOLOGY**

To request permission to retrieve belongings in the Department of Psychology, please complete the following information and submit to your Administrative Officer [ao.psych@mcgill.ca](mailto:ao.psych@mcgill.ca) with copy to the Chair [chair@psych.mcgill.ca](mailto:chair@psych.mcgill.ca) for consideration.

Upon reception, the AO will review the request and if approved you will be notified.

I hereby request permission to return to the McGill campus for a short period of time, as described below.

**Reason for access and description of activity:**

**Name and ID# of individual requesting access:**

**Email:**

**Cell phone #:**

**Municipality of Residence:**

**Position at McGill (professor, staff, PDF, graduate student, undergraduate student)**:

**Duration of short-period, one-time access:**

**Building to be accessed:**

**Room #s:**

**Date:**

**Time in:**

**Time out:**

In submitting this request, the individual listed above confirms that he/she will access the indicated building only at the specified time for the specified period and will only engage in the activities described. The individual also agrees to follow the guidelines set forth below, adhering to government mandated social distancing requirements and public health recommendations.

In order to ensure the protection of themselves and others:

* They shall not come to McGill if they have ANY symptoms (cough, fever, difficulty breathing, or sudden loss of smell);
* They shall not come to McGill if they have been out of the country in the last 2 weeks;
* They shall not come to McGill if they have been in contact with someone who has COVID-19;
* They shall practice proper social distancing, maintaining a distance of at least 2 meters from another person;
* They shall practice proper hand washing procedures when entering and leaving the building including:
  + Washing their hands with soap under warm running water for at least 20 seconds
  + Using alcohol-based hand sanitizer only if soap and water are not available;
* They shall practice proper coughing etiquette.

Moreover, in entering McGill facilities, the individuals confirm that:

* They will allow no others to enter the building with them;
* must check-in and check-out with the department AO
* They shall only remove items from the premises with appropriate prior authorization;
* They shall not dispose of perishable items in the buildings, but must bring such items with them (i.e., bins at McGill are not being emptied regularly);
* They shall secure all doors and other areas when they leave;

**FOR ALL REQUESTS:**

**Before entering the building, you must go to the link for the self-assessment form**

[**https://www.mcgill.ca/coronavirus/resources/self-assessment-forms**](https://www.mcgill.ca/coronavirus/resources/self-assessment-forms)

**This is to be filled in every time you enter the building.**

Should your answer be "yes" to any of the questions, **you must stay home**.