**Template: Plan for resumption of “other” on-campus activity**

As per the [Directives: Resumption of other on-campus activities](https://mcgill.ca/coronavirus/resources/directives-resumption-other-campus-activities), on-campus activities – not related to teaching[[1]](#footnote-1), research or construction – can be authorized if they respect the [University Directives: Preventing the Spread of COVID-19 on campus](https://www.mcgill.ca/coronavirus/resources/directives-preventing-spread-covid-19-campus). A resumption plan must be completed to obtain proper approvals.

This template includes the minimum information that must be included in a resumption plan for “other” on-campus activities. The [**Checklist: Resumption Planning for “other” on-campus activities**](https://www.mcgill.ca/coronavirus/files/coronavirus/checklist_resumption_planning_for_other_on-campus_activities_v1-july.docx) has been developed to guide you through this process and includes key planning considerations and reminders. Please review the checklist prior to completing this resumption plan.

Once completed, all plans must be submitted to [emergency.mgmt@mcgill.ca](mailto:emergency.mgmt@mcgill.ca)

All plans will be reviewed upon receipt. If EOC approval is required, the plan will be submitted for review. If no additional approvals are required, the plan will be filed for EOC reference.

**Please allow up to 10 business days for EOC review/approval and submit your plans accordingly. EOC is receiving a high volume of resumption requests and it takes time to process these in a coordinated manner with units across the university.** Note: All EOC approvals are subject to availability of resources to operationalize the plan.

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|  | **Requestor Name** |  |
|  | **Email** |  |
|  | **Phone Number** |  |
|  | **Faculty / Administrative Unit** |  |
|  | **Description of the activity[[2]](#footnote-2)** |  |
|  | **Explanation of why the work cannot be carried out efficiently from home** |  |
|  | **Does this activity require interpretation of any specific public health guidelines? (Y, N)**  **If yes, please indicate which one(s).** |  |
|  | **Is this an ongoing or limited duration activity?** |  |
|  | **Building to be accessed (Building Name)** |  |
|  | **Room(s) to be accessed, including any common rooms/areas** |  |
|  | **Total number of people involved** |  |
|  | **Maximum number of people working in the space at the same time** |  |
|  | **Can the two-meter distance be maintained for all work areas? (Y, N)**  **If yes, describe the plan to ensure two-meter (2m) distance is maintained** |  |
|  | **Are there tasks where the two-meter (2m) distance cannot be maintained? (Y, N)**  **If yes, please explain.** |  |
|  | **If the two-meter (2m) distance cannot be maintained, which rooms are involved?** |  |
|  | **Detailed safety plan for when the two-meter (2m) distance cannot be respected (i.e. how will work be adapted to ensure health & safety?)**  **Consider 1) physical barriers, 2) personal protective equipment (PPE)** |  |
|  | **Are physical modifications to the workplace required? (Y/N)**  **If yes, please explain.** |  |
|  | **If PPE is required, estimate of monthly need for PPE for safe utilization of all rooms for which access is requested** |  |
|  | **List of frequently touched surfaces and strategy to clean them.** |  |
|  | **Considerations for quick ramp-down if this is required** |  |
|  | **Other comments** |  |

For each person involved in the activity, provide the following:

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| --- | --- | --- | --- |
| Name | McGill ID | Date/Time access is requested (day of week; in and out times) | Room(s) to be accessed |
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**Approvals:**

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| **Faculty Dean / Administrative Unit Head** (name and electronic signature):  Date:  Comments: |

**Is EOC review and approval required for this activity?** Y/N

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| **EOC Review:**  Date:  Comments: |

1. Teaching resumption refers to situations where both instructors and learner would be physically present. Situations where instructors would want to access facilities on campus to prepare/record instruction are covered under “resumption of other on-campus activities” [↑](#footnote-ref-1)
2. If this activity was deemed a necessary / essential function (i.e. continued during the campus closure) please state that here [↑](#footnote-ref-2)