

LDI Covid Guidelines

Dec. 15 '20

NEW or HEAVILY REVISED GUIDELINES, vs PREVIOUS EDITIONS, ARE HIGHLIGHTED IN YELLOW

Updated Research Guidelines for All Axes (Lab-specific guidelines follow)

TAKE CARE, PLEASE: Because of asymptomatic transmission outside the LDI, if not in it, it is perhaps inevitable that we will have cases at the LDI, especially in a lab environment, even if we are completely observant of the guidelines.

Just as you have done so carefully over the past 8 months, please continue to be careful for yourself and others. All of us depend on each of us more than ever.

1. All LDI staff must continue to be completely adherent to these guidelines.

Strict adherence is critical because you'll recall that up to 40% of infected people, including children, are often asymptomatic but have viral burdens comparable to those who become ill; they may be equally infectious, but this remains to be firmly established.

2. Masks, physical distancing, and hand-washing, are the ONLY well-established mechanisms known to minimize the spread of Covid amongst people who assemble. These facts will remain the core of infection control until the vaccines are shown to control spreading of the virus. The masks you wear must be the surgical masks that you receive on entering the LDI, not cloth ones.

3. McGill is clear that *lab/group meetings that involve trainees must be online.*

This is particularly important since there are students who can't get to Montreal and will be starting their graduate studies from abroad.

4. With cases raising in Quebec and Montreal, we encourage all research groups to be away from the LDI, and keeping as safe as possible, from December 23 – January 5.

We understand that for personnel living alone, it is often a pleasure to come to the LDI, and that is fine.

Of course some wet lab activities must be maintained. This is especially the case in wet labs, to maintain cell lines and mouse colonies) and to complete essential experiments in preparation for manuscripts and/or upcoming grant deadlines.

5. Groups of 6 can meet in special circumstances. The conference rooms remain locked. If for some *extremely* critical reason a meeting of 6 or less is essential, then please discuss access to a conference room with your Axis head, and get their approval.

6. Everyone must have a signed consent form on file at the LDI. If you do not have a signed consent on file, depending on your Axis please email Alessandra.Padovani@ladydavis.ca for the MRM and Cancer Axes; Marisa.Mancini@ladydavis.ca for Epi; and Sebastien.Chenier.ccomtl@ssss.gouv.qc.ca for the Psychosocial Axis, to obtain the form and then submit it to the same individual assistant.

7. Only personnel who have signed and submitted a consent form can enter the LDI. If you require someone external to the LDI to enter the premises (to service a piece of equipment for example), you must inform reception/security *at least two days in advance* (Please call ext. 28260). Provide the person's name and the approx. time/date when they will require access to the building.

All guests must sign a consent form when entering the LDI, agreeing to follow our guidelines re. mask wearing, social distancing and hand washing. They must fill out a form, and specify that they are asymptomatic, have not travelled outside of Canada in the last 14 days, and have not been exposed to anyone with Covid.

8. For all visitors to the LDI, whatever their final LDI destination (Pav F, E or H), there is only one entrance to the LDI, which is through the entrance at 3999 Cote Ste. Catherine (corner with Legare). At the Legare entrance, someone from your group must meet the guest when they arrive, be with them while they are on site, and escort them out of the building when they leave. Please take into consideration that the number of visitors must be minimized and only allowed when their presence is essential.

No visitor should enter, or try to enter, Pav F via the JGH.

9. If anyone develops *any* symptoms consistent with Covid, they simply must not come in to the LDI, but instead go to be tested the same day they feel ill.

If you are experiencing any of these symptoms (fever, cough, malaise, difficulty breathing, sore throat...), please stay home and call **514-293-1536** or **514-267-7912** to get an appointment to be tested through the JGH COVID screening clinic located in Pavilion N.

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Updated Guidelines for Lab Research

Lab spacing and protections

Each PI must develop a plan with lab members. People must work more than 2m apart at all times and wear masks if anyone else is in the lab. There is still a limit to the number of people per lab. The limit depends on the design of your lab. For most labs, this means 2 people per bay, working diagonally (see diagram).

The exception occurs when new trainees must be taught a new technique by senior lab members, or another person in the lab must be taught a new technique by other lab members. This may require a closer distance between lab members. Under such circumstances, limit the length of time that you are next to one another to no longer than 15 minutes.

- Any bay shorter than 6 feet can be used by only one person.
- When people are in adjacent bays with benches that face another bench, plastic sheeting needs to be installed between the benches to prevent droplets from crossing the bench area. Plastic sheeting and duct tape will be provided by the LDI. Please contact Gabriella Di Pancrazio at ext 25262.



- **The policy for Pav F elevator use is still one-person max at a time.**
- **Tissue culture rooms must adhere to the same rules** (i.e. 2m apart, masks, plastic sheeting, etc). PIs who share TC space will need to coordinate the use of the TC facility they use.
- **Frequently disinfect all laboratory equipment before and after use** (including computer keyboards). Use 70% ethanol or diluted bleach.
- **Core facilities.** Please contact the relevant core facility manager for specific information for operation. Please book ahead of time to use the equipment and respect your time slot.
- **Re. equipment in individual labs.** If you use equipment housed in another lab, please book it ahead of time (via email) to reserve a time to enter the room. Again, disinfect the equipment, both before and after use. Those PIs who have shared equipment in their labs should post on the door who to contact for that lab, so that individuals could get permission to enter the room.



- **Re. the animal facility.** No one is permitted to access their mouse colony between the hours of 10am-2pm (Monday-Friday), while AQ staff is present. The exception is for animal surgeries, whereby room 002 can be used during the day but must first be reserved at <https://corescheduler.ladydavis.ca>.
- **Re. Glassware.** Continue to leave items on a cart (or a small table) outside of your lab for pick up. The items will be returned to you in a similar manner. No one should enter the labs to pick up or return these items to you.
- **Re. Autoclaving.** You must deliver your material to the autoclaving rooms. We would appreciate your cooperation and assistance in this matter to ensure that your autoclaving bags are not left outside your laboratory door.
- **Re. housekeeping.** To dispose of waste, please continue to leave your garbage bags in the hallways. For waste that needs to be autoclaved, please leave these on the tables outside the autoclave room as normal.
- **Re. deliveries.** Delivery personnel should not enter the labs. Rather, packages should be picked up at the door of the lab. If no one is present in a lab, they will continue to bring the packages to purchasing, who will inform you that the package has arrived. You will be able to coordinate with Talia/Cesar for pick up.
- **Re. pharmacy orders (ethanol and methanol):** You need to order by Mondays before noon by filling the pink sheet, scan it and send it by e-mail to Talia.Rosberger@ladydavis.ca. The sterilization technician will deliver the order to your lab. Please make sure that:
 - 1-Your lab is open Tuesday
 - 2-A lab staff member is at the lab to receive the order
 - 3-A lab staff member will lift himself the bottles or boxes from the sterilization technician cart. The purchasing department will not store the order at their office if no one is at the lab or the lab is closed.
- **Re. chemical and radiation waste:** To be done on Fridays from 11:30 am to 12:00 p.m. Please book your time slot on the google doc: https://docs.google.com/spreadsheets/d/1YzztLNgSvFR0eoxxdela3oYV_JcMxi6ex3WuubQ5B0s/edit?usp=sharing
- **Re. yellow bins and sharp containers pick up (Stericycle service):** You must leave them outside your lab on Tuesday morning. They will be picked up by Stericycle.
- **Re. Lab coats:** There will be two designated rooms on the LDI 4th floor, one in pavilion F (F443) and one in pavilion E (E409) where you can bring dirty lab coats twice per week (Tuesday & Friday). A new one will be delivered to your lab by one of the glasswashers. *Please do **not** go into the hospital.*
- **New trainees:** Until further notice, seasonal students without prior experience are not permitted. New co-op students, undergraduate students pursuing honours thesis projects, graduate students and postdoctoral are permitted but

must strictly abide by the guidelines set forth in the document. In regard to international trainees, please refer to McGill guidelines and FAQ listed below:

- <https://www.mcgill.ca/shhs/faq-covid-19>
- <https://www.mcgill.ca/internationalstudents/covid-19/entering-canada>
- <https://www.mcgill.ca/studentsservices/quarantine>

New trainees are obliged to respect all of the guidelines set forth in this document.

- **Training to use core facilities** (microscopy, flow cytometry, Animal Quarters): To be trained in the use of these facilities, please coordinate with **Christian Young** (cyoung@jgh.mcgill.ca) for **microscopy and flow cytometry**, and **Yvhans Chery** (yvhans.chery@ladydavis.ca) for **Animal Quarters**. Each of them will establish their own protocols on when and how the training sessions will be conducted.
- **Re. Bio-Bar procedure:** Talia Rosberger from purchasing will send the order request to the Biobar manager and cc the end user. The Biobar manager will deliver the order or call the lab staff to pick up. Physical distancing should be followed at all times. The Biobar manager scans the slips/bills and will send them by email to Talia.
- **Handling of infected specimens:** Any specimens derived from the respiratory system (e.g. pleural fluids, lung), ENT (e.g. saliva) and gastrointestinal tract (e.g. colon) as well as stool are considered high-risk specimens. The handling of all high-risk tissues and SARS-CoV-2 infected samples will be performed in our BL2+/BL3 HIV-1 facility meeting BL-2+ precautions for SARS-CoV-2.
- **Room 451 (COVID-19 and HIV shared entry room):** Entry room contains impermeable lab coats, gloves, bonnets, goggles and booties.
- **Room 457 (COVID-19 work only):** Equipped with two biocontainment hoods, one centrifuge and one incubator.
- **Room 463 (COVID-19 work only):** Newly equipped with a biocontainment hood and a centrifuge with HEPA filter exhaust and covered rotor buckets.
- **Room 458 (COVID-19 and HIV-1 shared facility):** Freezer room has one new freezer dedicated for COVID-19 samples only.
- **Room 455 (COVID-19 and HIV shared autoclave room):** All autoclaving will be performed by Cesar Collazos only.

At present, all COVID-19 work with the SARS-CoV-2 biobank is being performed by Maureen Oliveira and Nathan Osman. Laboratory training for all individuals intending to use the BL2+/BL3 HIV facility will be given by Maureen Oliveira. These specialized laboratory technicians, students, and post-doctoral fellows will be granted a code for entry on completion of a training course and yearly refresher course.

Thank you,

Rod McInnes, Director, LDI
Koren Mann, Head, MRM Axis
Josie Ursini-Siegel, Head, Molec Oncol Group
Gustavo Wendichansky, COO, LDI