

# Faculty of Arts, McGill University

## Protocol and Questionnaire for Meetings, Extracurricular Activities, and Events

(revised September 21, 2021)

Changes noted in red

This Protocol and Questionnaire are to be used for the planning of non-curricular and non-research related activities, including meetings, extracurricular activities, and events. Before completing, please consult with [McGill University's Framework on Meetings, Extracurricular Activities and Events](#) for allowable activities.

If the activity is permitted, review the **Faculty of Arts' Protocol** below and, if required, fill out the attached **Questionnaire for Extracurricular Activities and Events**. See page 3 for submission details. *If it is a departmental/institute event, the questionnaire should be submitted to the department chair/director for approval and signature. If it is a student faculty event [AUS, etc.], it should be submitted to Associate Dean Michael Fronda and Cc Savy Marino for approval.* The Questionnaire may be used to plan ongoing activities (i.e. regular or repeated or activities) or activities of limited duration (i.e., one-time activities or events).

As of September 1, 2021, a **vaccine passport**, which requires proof of vaccination, is necessary to allow access to non-essential services. This is a requirement from the Government of Quebec, and McGill has implemented the passport for non-essential activities on campus. The [Vaccine Passports and McGill](#) page has list of activities requiring a passport, including *"participat[ion] in extracurricular activities, such as design teams, colloquia, or student clubs and activities."*

Poorly planned activities can lead to the spread of COVID-19 infection which can cause serious individual and public health consequences. The protocol and all associate procedures are rigorous because we all want to avoid this outcome, and to do so, risks must be minimized and managed appropriately.

The Faculty of Arts expects organizers to reflect on, plan, scheduling, prepare and execute activities with the highest level of care, responsibility, and professionalism.

It is the responsibility of all organizers to ensure that activities authorized under the following protocol are executed according to the requirements specified.

Faculty of Arts may limit or suspend approved activities and/or close spaces or buildings at any point, should the perceived risk associated with activities become significant.

**Reminder:** All individuals planning to come to campus must answer the screening questions before coming to campus, as follows:

- For **McGill students**, see "When to stay home: screening questions" on McGill's [Health Guidelines](#) page
- For **McGill employees (including student employees)**, fill out the [Daily Health Check \(Self-Assessment\) Form](#)
- For **\*non-McGill participants**, see "When to stay home: screening questions" on McGill's [Health Guidelines](#) page. Non-McGill participants must be sponsored by a McGill employee and follow the procedure outlined on the [Access Protocol](#) site under "Other Access Protocols for Short-Duration Visits to Campus."

# Faculty of Arts

## Protocol for Meetings, Extracurricular Activities, and Events

(revised September 21, 2021)

Changes noted in red

**Meetings** are defined as planned and organized assemblies of individuals within regular (i.e. routine) academic or curricular, research, or work-related activities. Meetings of academic staff organized in departmentally managed spaces (e.g. a professor's office hours or a departmental meeting) are the responsibility of the Chair/Director to manage and do not require further approval.

- *Meetings and gatherings of student organizations (including the use of student common spaces) count as extracurricular activities and require further approval (see below).*
- Chairs/Directors should keep a record of meetings, including location (room), date, time and participants for contact tracing purposes.

**Events and Extracurricular Activities** must have a designated "Responsible Person" who oversees the planned event/activity, discusses the risks and benefits with all those involved, and outlines measures that will be in place to minimize risk to health. They are also responsible for validating vaccine passports for events/activities where passports are required. More information regarding vaccine passports can be found on the [Vaccine Passports and McGill](#) page.

### The Responsible person is:

- a Chair, Director, or Manager on behalf of a department, school, institute, centre, or administrative unit,
- a student or student-representative of a student group organizing an activity, or
- an individual who takes responsibility for a non-research activity or event.

### The Responsible Person must:

- Consult [McGill University's Framework on Meetings, Extracurricular Activities and Events](#) to confirm activity is allowable;
- Review McGill's current [Health Guidelines](#) to ensure the planned activity follows University directives to prevent COVID-19 transmission, which includes mask use, distancing, and screening questions
- Review the [Vaccine Passports and McGill](#) page and be prepared to verify vaccine passports for events and activities that require them;
- **Maintain lists of participants for activities requiring vaccine passports, for potential contact tracing. Lists must be maintained for 30 days and then destroyed.**
- Submit the Questionnaire following the instructions below to the appropriate approver.

**FACULTY OF ARTS**  
**Questionnaire for Extracurricular Activities and Events**  
**(updated: September 21, 2021)**  
**Changes noted in red**

The Questionnaire is designed to help organizers plan their events and activities, and it serves as an approval form.

**Instructions:**

1. The Responsible Person or delegate fills out Questionnaire, after reviewing the Faculty Protocol and [McGill University's Framework on Meetings, Extracurricular Activities and Events](#).
2. Applicants should use the following naming convention for the questionnaire and any supporting files, which includes the name of the Responsible Person and the date of submission (yyyy-mm-dd) of the proposal:

**Lastname Firstname\_YYYY-MM-DD\_Brief Name of Activity\_Activities and Events Faculty Questionnaire**

3. Submit completed Questionnaire to the following:
  - a. **For student-led activities**
    - i. **organized by a Departmental/School student group in Departmentally managed space:** questionnaire should be sent to the Department/School/Institute Chair/Director for approval. **The Chair/Director must sign the Section 4 of the Questionnaire. No further approval is required.**
    - ii. **organized by the AUS or by another student group or organization in Faculty managed or in Centrally managed space (including outdoors on-campus):** questionnaire should first be sent to the Department/School/Institute Chair/Director for approval (if relevant). Approved activities are then sent to the Associate Dean, Academic ([michael.fronda@mcgill.ca](mailto:michael.fronda@mcgill.ca)) and copy Savy Marino ([savy.marino@mcgill.ca](mailto:savy.marino@mcgill.ca)) for Faculty approval. If necessary, the Faculty will forward the questionnaire to EOC. **Chair/Director and Associate Dean signatures are needed in Section 4 of the Questionnaire.**
    - iii. **Off-campus events: the Faculty does not encourage off-campus University-related activities. University-sponsored off-campus activities will not be approved by the Faculty. Other activities are beyond the jurisdiction of the Faculty.**

**Note:** *until further notice, no student-led activities where alcohol is served in space under the management of Arts or its Departments, Schools or Institutes will be approved.*

- b. **For academic staff activities:** questionnaire should be sent to the Chair/Director for activities organized in Departmentally managed space. For activities in Faculty or Centrally managed spaces (including outdoors): questionnaire should be sent to the Chair/Director first for their approval, and then sent to the Associate Dean, Academic ([michael.fronda@mcgill.ca](mailto:michael.fronda@mcgill.ca)) and copy Savy Marino ([savy.marino@mcgill.ca](mailto:savy.marino@mcgill.ca)) for Faculty approval. If necessary, the Faculty will forward the questionnaire to EOC. **University-sponsored off-campus activities are not encouraged by the Faculty.**

**Note:** The general approval process is outlined on McGill's [Framework](#) page. If you are unsure to whom you should submit the questionnaire, ask the Associate Dean, Academic ([michael.fronda@mcgill.ca](mailto:michael.fronda@mcgill.ca)).

## Questionnaire for Extracurricular Activities and Events

**Brief Name of Activity:**

**Date of submission of the questionnaire (yyyy/mm/dd):**

This questionnaire is completed:

- On behalf of a unit** (i.e., department, school, centre, institute or administrative unit)
- On behalf of a student group**
- On behalf of an individual taking responsibility for a non-research activity or event**

This questionnaire is for an activity that is of:

- Ongoing (regular, repeated) activities.**
- Limited duration (one-time only).**

This questionnaire is:

- A new submission**
- An updated submission**

If this is an updated submission, indicate what has been updated (check all that apply). Please highlight updated answers to the questions below to facilitate rapid review.

- Personnel**
- Safe Management of Spaces**
- Safety plans**
- Planned activities**
- Other**

If other, please explain:

### Section 1 – Description of Activities

1. Responsible Person Name and Position:

2. Responsible Person McGill ID:

3. Primary Academic Department/School/Administrative Unit/ Student Group or Organization:

4. Description of activities – Provide a high-level description of the planned activities and the nature of the operations that are to be conducted, including any dependency on other facilities located on or off-campus  
Date(s) and time(s) of activity or event:

5. List of on-campus or off-campus spaces (including building name, room numbers) where the activity will take place

## Section 2 – Vaccine Passports and Personnel and attendee Contact Tracing (Table 1)

Non-essential activities require a vaccine passport to allow fully vaccinated individuals to access non-essential events and activities. A list of activities that require passports can be found on the [Vaccine Passports and McGill](#). *Meetings and gatherings of student organizations (including the use of student common spaces) count as extracurricular activities and require further approval (see below).*

6. Does the event / activity require vaccine passports? (Yes / No)

7. If Yes, please confirm that the Responsible Person has verified the vaccine passports (see the “Verifying a vaccine passport” section of [Vaccine Passports and McGill](#)) for all personnel involved in the activity and has listed the personnel in Table 1. (Confirm: Yes / No)

8. Are the event/activity attendees known in advance? (Yes/Know)

9. If Yes, please confirm that the Responsible Person has verified the vaccine passports (see the “Verifying a vaccine passport” section of [Vaccine Passports and McGill](#)) for all attendees and personnel and has listed the them in Table 1. (Confirm: Yes / No)

10. If event/activity attendees are not known in advance, describe in detail the validation procedures that will be put in place during the event/activity, including information on who will be verifying vaccine passports of participants. Describe how the list of participants with confirmed vaccination status will be maintained. (Use Table 1 to register all attendees.)

## Section 3 – Safe Management of Spaces

11. Participant numbers for meetings, activities, and events must be limited to the [current distancing guidelines](#). Describe the plan to ensure that the [current distancing guidelines](#) are respected. Be specific and thorough.

12. For activities where the [current distancing guidelines](#) cannot be respected, which room(s) does it involve, and why is this necessary (e.g., training, safety considerations, operations requiring two or more personnel)? Describe your safety plan where the [current distancing guidelines](#) cannot be respected.

13. How will you ensure participants respect the [current mask requirements](#) for the activity?

14. List frequently touched surfaces in the spaces and strategies you will use to clean them.

15. Describe the steps you would take, the time needed, and the consequences if you must respond to a sudden directive to cancel the planned activity.

#### **Section 4 – Other Questions**

16. Provide any additional information or describe any particular circumstances that you wish to bring to the attention of the Faculty or EOC that will help inform their decisions to proceed with the planned activities.

#### **Approvals:**

**Department Chair/Director (Name, Signature, Date):** \_\_\_\_\_

**Faculty (Name, Signature, Date):** \_\_\_\_\_

## Table 1: Contact Tracing Information

To track of the attendees of the event or activity and to provide information that can be used for contact tracing (if needed), please use Table 1.

- Fill out the table completely; include the names and McGill ID#s for all meeting attendees.
- The Responsible Person and all event personnel must also be included in Table 1.
- Add as many rows as required in the table below to list all the personnel and/or attendees.
- For ongoing or repeated events, a form is required for each meeting of the activity or for each day of an ongoing activity (e.g. the use of student lounge).
- The sign-in list for each event or activity must be kept by the Responsible Person. A copy must also be submitted to the Chair/Director (Departmental activities) or the Associate Dean (Faculty activities).
- **Copies must be maintained for 30 days and then must be destroyed.**

**Table 1: Contact Tracing Information**

Name of Event: Name and ID# of Responsible Person:				
Name (last, first)	McGill ID	Buildings/Rooms used for activity/event (Building name, room numbers)	Date and time	Vaccination passport verified (Y/N)
<i>Ex: Smith, Joan</i>	<i>012345678</i>	<i>Leacock 738</i>		