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FOREWORD

Dear Gault Researchers, Students and Staff,

Welcome to summer 2021! Summer is a great time for research at Gault Nature Reserve!

Below, the project application process for Researchers, Students and Staff.

1  STEP ONE: You are required to complete the online form to submit your research project\textsuperscript{1}.
   
   bit.ly/3rh32RT

2  STEP TWO: Once you have submitted your research project, David Maneli, Associate Director will contact you.

3  STEP THREE: Please contact Isabelle Jean to receive a quotation for lodging and for your booking.

Gault has adopted relatively strict operating procedures, beyond what is required by public health. These measures will help keep you healthy and minimize disruption to research. Please read this guide carefully prior to your arrival. It contains important information about what you will need to bring to Gault and protocols you will be expected to follow this summer.

For questions regarding this guide, please contact:

- David Maneli, Associate Director, david.maneli@mcgill.ca or
- Martin Duval, Service and Security Manager, martin.duval@mcgill.ca

We are looking forward to seeing you!

Gault Nature Reserve Staff

\textsuperscript{1} We may use some information in our communication tools (for example newsletter, social media, internal TV screens, etc.).
COVID-19 MEASURES

The goal of this guide is to enable the continuation of critical research projects and teaching activities while protecting the safety of the individuals. Gault Nature Reserve strategies for operating during the coronavirus have been reviewed and approved by the Faculty of Science. Gault staff have developed the operating details within the context of those approvals. As Gault learns more about how to operate safely and effectively within the context of the virus, we will improve these operating procedures. However, some high-level changes are subject to review by the Faculty, and will not necessarily be changed, or changed quickly. Please be patient we are all in this together. Gault Nature Reserve will follow the recommendations and guidelines issued by public health officials.

Finally, we serve scientists and undergraduate researchers. The pandemic limits our ability to offer and support a “normal” field season. In terms of space allocations, we will prioritize research over other activities. Within lodging space allocations, we will allow only McGill researchers for prioritization of space.

TRANSPORTATION

All transportation must be accomplished one person per car unless shared by family members or partners or people from the same household.

If transportation must be shared by two (2) people, a physical barrier must be installed.

MASKS AND PHYSICAL DISTANCING EXPECTATIONS

- Wearing a procedure mask is always mandatory in enclosed or partially enclosed public places.
- Gault will provide procedure masks.
- Please refer to Government websites for any updates and additional information.

DAILY CHECKS

As required by McGill University, all employees and students must complete the self-assessment form on the Minerva Platform.
GUIDELINES FOR A SUSTAINABLE RESEARCH

GENERAL RULES

1) All research and teaching projects must be registered and require the approval of the Executive Committee of the Reserve.
2) Any research or teaching activity that would threaten the integrity of the mountain ecosystem is forbidden.
3) Disturbances to the ecosystem are not allowed.
4) Experimental manipulations must be done locally, and they must not involve long-lasting effects on the ecosystem.
5) All experimental manipulations must be localized and must not have any long-term effects on the ecosystem.
6) The environment must be returned to its natural state on completion of the project.
7) Please, remove flags, stakes, and similar debris at the end.

RULES SPECIFIC TO THE PRESERVATION SECTOR

1) The use of the Preservation Sector, which is closed to the public, should be restricted largely to research involving only occasional visits and non-destructive sampling, mostly for the long-term monitoring plots or field experiments requiring minimal chance of human interference.
2) Research will not be allowed if it conflicts in any way with preserving the integrity of the mountain’s ecosystem.

RESEARCH RESULTS

Your research contributes to a better understanding of the mountain. Managers of the Reserve can use your results to apply better management decisions.

Consequently, please forward a copy of any publication resulting from research done at Gault to: david.maneli@mcgill.ca
LODGING AT THE RESERVE DURING THE PANDEMIC

ACCOMMODATION FEES

In the face of global health concerns and low occupancy rate, Gault Nature Reserve had implemented additional rigorous deep cleaning and disinfection protocols throughout the buildings to mitigate risks. Consequently, room rates increase during the past year.

<table>
<thead>
<tr>
<th>Number of nights</th>
<th>2021 Rate Person/night All-inclusive*</th>
<th>2021 Rate Person/night No meal**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 21 nights</td>
<td>45 $</td>
<td>21 $</td>
</tr>
<tr>
<td>22 consecutive nights or more</td>
<td>38 $</td>
<td>14 $</td>
</tr>
</tbody>
</table>

* Meal preparation must be reduced at the minimum. Therefore, the all-inclusive formula includes two (2) main courses per day. Not included in the all-inclusive formula: Breakfast, Beverages, Snacks, Deserts

** If the accommodation is available, accommodation (Chalet or Cottage) can be rent without any meals.

Quotation and reservations
Please contact Isabelle Jean isabelle.jean2@mcgill.ca for a quotation or a reservation.
ROOM/BATHROOM ASSIGNATION

Maximum of 1 person per room or 2 people if the roommates are a couple or belong to the same bubble (same address. **Mask outside the bedroom is always required.**

<table>
<thead>
<tr>
<th>Building</th>
<th>Room number</th>
<th>Bathroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cottage</td>
<td>1</td>
<td>Shared bathroom</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Chalet 1</td>
<td>1</td>
<td>Bathroom A</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Bathroom B</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Chalet 2</td>
<td>5</td>
<td>Bathroom C</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Bathroom D</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Gault House</td>
<td>109</td>
<td>Private bathroom</td>
</tr>
<tr>
<td></td>
<td>107</td>
<td>Bathroom 108</td>
</tr>
<tr>
<td></td>
<td>110</td>
<td></td>
</tr>
<tr>
<td></td>
<td>204</td>
<td>Bathroom 208</td>
</tr>
<tr>
<td></td>
<td>205</td>
<td></td>
</tr>
<tr>
<td></td>
<td>206</td>
<td>Bathroom 209</td>
</tr>
<tr>
<td></td>
<td>207</td>
<td></td>
</tr>
</tbody>
</table>
UPON YOUR ARRIVAL

It is important that you arrive during normal business hours (8 a.m.- 4 p.m.) since we need to provide you the following and any other information for your stay. As soon as you arrive, you must go to the Welcome Centre between 8 a.m. and 4 p.m. to pick up the following:

➢ Your research card. A picture will be taken. Please always carry that card with you.
➢ Keys and/or Access cards
➢ Alarm codes
➢ Research vest for identification

DURING YOUR STAY

Physical distancing

▪ Keep a distance of at least 2 arms lengths (approximately 2 metres) from others.
▪ Remember to wash your hands often for at least 20 seconds and avoid touching your face.

Cleaning and disinfecting

1. Lodging facilities will remain unoccupied for a period of 48 hours to disinfect them thoroughly.
2. Please make sure to empty the small bins in the big ones outside (trash, compost, recycling).
3. It is your responsibility to keep your room and work areas tidy.
4. The chalet will be cleaned by Gault Staff. We will let you know the schedule. Please plan accordingly and do not stay in the building while Gault Staff is cleaning.
5. Care sanitizing wipes will be available.

Meals

▪ Kitchen must be used by one person only and cannot be shared unless shared by family members or partners or persons from the same household. Please take turns for the kitchen use.
▪ Eating outside on picnic tables is recommended or in your bedroom.
▪ There is a kitchen with stoves, refrigerators, a microwave oven, toaster oven and coffee maker. There are dishes and pots and pans, including large-capacity utensils to facilitate cooking. We provide dish towels, garbage bags, toilet paper, and dish soap.

Washers/dryers

▪ Only one individual can utilize the laundry machines at once and only one person should be in the laundry room at a time.
Security and alarm system

- Please lock all doors at night or when you leave for the day on the field.
- The last person to leave the building must lock the doors and activate the alarm system.
- Check the doors and windows before you leave.
- In case of a false alarm, call 514 944-9504.
- Report all abnormal or unusual activities or defective equipment.
- Do not forget that outside business hours, the gate will be closed. It is important to send someone to the gate (if possible) to open and guide the rescue service.

Gatehouse

- Between 8 a.m. and closing of the Reserve (at sunset) the gate is open. After closing, you must use your McGill ID card.
- When leaving the Reserve, drive slowly towards the gate. The gate will open automatically.

Visitors

- Visitors are not allowed due to COVID-19.

General Rules

1) Smoke-free environment. Smoking/Vaping is tolerated on the Chalets and Gault House parking lots.
2) You are responsible for any damages caused to equipment or building.
3) No BBQs. No candles inside and outside.
4) No temporary road signs.
5) No furniture should be moved outside.
6) Campfires must be done in the designated fire pit.
7) No swimming on Hertel Lake.
8) Pets are not allowed.

Rules specific to the Public Sector

Research and teaching use are appropriate throughout the Public Sector but should be conducted so as not to interfere with public enjoyment and nature study. Students and researchers must always be willing to take the time to respond to public inquiries about their work (by always respecting physical distancing measures).
IF YOU SUSPECTED YOU HAVE COVID-19

If you have symptoms of COVID-19 (fever, cough, and difficulty breathing), you should inform your manager and David Maneli, Associate Director. You must go leave the Reserve.

To avoid spreading the virus to colleagues and clients, if you have symptoms of COVID-19 (fever, cough, and difficulty breathing), you have a duty to isolate as per direction by public health officials and to stay at home as long as you present symptoms or as long as directed by your local public health authority.

UPON YOUR DEPARTURE

- Return your keys. Any missing key or access card will lead to a $50 fee.
- Return your equipment.
- Please leave your room tidy.
- Remove all food from the kitchen and empty the refrigerators.

ADDITIONAL FEES

- Additional cleaning fees will be charged to your supervisor if any damage or if extra cleaning is needed.
- Any missing key or access card will lead to a $50 fee.
DIRECTORY

EMERGENCIES
For emergencies requiring the intervention of the police/fire/ambulance:  
Dial 911

➔ VERY IMPORTANT
Do not forget that outside business hours, the gate will be closed. It is important to send someone to the gate (if possible) to open and guide the rescue service.

FOR ALL OTHER NEEDS OR ASSISTANCE

1) McGill Security (after business hours only)  514 398-3000
2) From 8 a.m. to 4 p.m.  Dial “0”
3) Gault 24/7 emergency  514 944-9504

GAULT NATURE RESERVE STAFF CONTACT LIST

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>PHONE NUMBER</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Maneli, Associate Director</td>
<td>514 944-9510</td>
<td><a href="mailto:David.Maneli@mcgill.ca">David.Maneli@mcgill.ca</a></td>
</tr>
<tr>
<td>Carole Lemieux, Administrative Assistant</td>
<td>514 776-8199</td>
<td><a href="mailto:Carole.Lemieux@mcgill.ca">Carole.Lemieux@mcgill.ca</a></td>
</tr>
<tr>
<td>Charles Normandin, Infrastructure Coordinator</td>
<td>514 607-8727</td>
<td><a href="mailto:Charles.normandin@mcgill.ca">Charles.normandin@mcgill.ca</a></td>
</tr>
<tr>
<td>Isabelle Jean, Senior Events Coordinator</td>
<td>514 942-4082</td>
<td><a href="mailto:isabelle.Jean2@mcgill.ca">isabelle.Jean2@mcgill.ca</a></td>
</tr>
<tr>
<td>Jonathan Dufresne, General Maintenance</td>
<td>514 781-6092</td>
<td><a href="mailto:Jonathan.dufresne@mcgill.ca">Jonathan.dufresne@mcgill.ca</a></td>
</tr>
<tr>
<td>Marc-André Langlois, Property Manager</td>
<td>514-244-9438</td>
<td><a href="mailto:marc-andre.langlois@mcgill.ca">marc-andre.langlois@mcgill.ca</a></td>
</tr>
<tr>
<td>Martin Duval, Manager of Services and Security</td>
<td>514 944-9572</td>
<td><a href="mailto:martin.duval@mcgill.ca">martin.duval@mcgill.ca</a></td>
</tr>
<tr>
<td>Sonya Tétrault, Porter</td>
<td>-</td>
<td><a href="mailto:Sonya.tetrault@mcgill.ca">Sonya.tetrault@mcgill.ca</a></td>
</tr>
</tbody>
</table>

There is only one telephone per building (cottage, chalet, Gault House). It is available (dial first 9) but please use preferably your own means of communication. Please make sure to wash your hands after use.