

# HEALTH AND SAFETY PROTOCOL COLLECTION

OPENING HOURS AS OF SEPTEMBER 8, 2021  
WEDNESDAY TO SATURDAY | NOON TO 5:00 PM

MAXIMUM OF FIVE RESEARCHERS AT A TIME  
(ONE RESEARCHER PER WORKSPACE)

BY RESERVATION. ONE TIME SLOT = ONE HOUR.  
MAXIMUM OF FIVE TIME SLOTS PER RESEARCHER  
(E.G.: NOON TO 2:00 PM = TWO TIME SLOTS)

RESERVATIONS ARE TAKEN BY PHONE ONLY AND WILL  
BE RECORDED IN A PAPER AGENDA. CONTACT  
INFORMATION (NAME, PHONE NUMBER) WILL BE  
NOTED AT THE TIME OF THE RESERVATION

IF A RESEARCHER DOES NOT SHOW UP AT THEIR  
SCHEDULED TIME, THEIR PLACE MAY BE GIVEN TO  
SOMEONE ELSE AFTER FIFTEEN MINUTES

WALK-INS MAY STAY IF THERE IS SPACE AVAILABLE.  
RESERVATIONS WILL BE PRIORITIZED

RESEARCHERS MUST RESPECT THEIR DESIGNATED  
WORKSPACE. WORKSPACES WILL BE DISINFECTED BY  
ARTEXTE STAFF BETWEEN EACH USE

PROCEDURAL FACE MASK MUST BE WORN AT ALL TIMES

RESEARCHERS MUST DISINFECT THEIR HANDS UPON  
ARRIVAL AND EACH TIME THEY USE THE MOBILE  
SHELVING

RESEARCHERS MUST MAINTAIN A PHYSICAL DISTANCE  
OF TWO METERS FROM OTHER RESEARCHERS AND  
ARTEXTE STAFF AT ALL TIMES

IT IS FORBIDDEN TO EAT OR DRINK IN THE READING  
ROOM (EXCEPTION FOR WATER BOTTLES)

## IN CASE OF SYMPTOMS OR POSITIVE TEST FOR COVID-19:

ARTEXTE REQUIRES THAT RESEARCHERS  
WHO HAVE SYMPTOMS THAT MAY BE  
RELATED TO COVID-19 CANCEL THEIR VISIT  
TO THE COLLECTION. RESEARCHERS ARE  
REQUIRED TO WAIT UNTIL THEIR SYMPTOMS  
HAVE RESOLVED, IN ADDITION TO TESTING  
NEGATIVE FOR COVID-19, BEFORE  
REBOOKING A VISIT. THIS SAME  
CONSTRAINT APPLIES TO THE ARTEXTE  
TEAM, WHO MAY BE REQUIRED TO CANCEL  
APPOINTMENTS IF A STAFF MEMBER HAS  
SYMPTOMS RELATED TO COVID-19

ARTEXTE MAY CANCEL SAME-DAY  
APPOINTMENTS FOR RESEARCHERS IF A  
CASE OF COVID-19 IS SUSPECTED OR  
CONFIRMED AMONG STAFF MEMBERS.

THE TEAM MAY ALSO CANCEL AN  
APPOINTMENT, OR MODIFY THE HEALTH  
AND SAFETY PROTOCOLS IF THE PUBLIC  
HEALTH SITUATION IN MONTRÉAL  
DETERIORATES

RESEARCHERS ARE ASKED TO INFORM  
ARTEXTE IF THEY HAVE CONTRACTED  
COVID-19 WITHIN TWO WEEKS OF THEIR VISIT  
IN ORDER TO ALLOW STAFF TO CONTACT  
VISITORS AND RESEARCHERS WHO MAY HAVE  
COME INTO CONTACT WITH A POSITIVE CASE

## DONATIONS TO THE COLLECTION :

PEOPLE WHO WISH TO VISIT WITH THE SOLE  
PURPOSE OF DROPPING OFF DOCUMENTS  
FOR A DONATION TO THE COLLECTION, CAN  
DO SO WITHOUT AN APPOINTMENT, DURING  
THE OPENING HOURS

**ARTEXTE**