RESEARCH STATION ACCOMMODATIONS UNIT

APPLICATION

Accommodations and facilities at the Labrador Campus Research Station exist primarily for use by Memorial staff and affiliates however consideration will be given to other Applicants pending availability and purpose.

PERSONAL INFORMATION

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Phone</td>
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<tr>
<td>Address (Street &amp; PO Box)</td>
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<tr>
<td>City</td>
</tr>
<tr>
<td>University/ Department/ Organization</td>
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Reason for Stay: □ Research   □ Study   □ Work   □ Other: _______________________________

EMERGENCY CONTACT PERSON

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<td>Address</td>
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DATES REQUESTED

<table>
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<tr>
<th>Arrival Date yyyy/mm/dd</th>
<th>Departure Date yyyy/mm/dd</th>
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Send invoice by: □ Email ______________________________
                 □ Mail __________
POLICY & USER AGREEMENT

• Booking includes a private bedroom with bunkbeds and desk; shared bathroom with stand-up shower and shared common area with a full kitchen, sitting area and laundry facilities. *(Note: bedding, linens, towels are NOT provided, arrange to bring with you).*

• Applications must be received 3 weeks in advance of planned arrival. Labrador Campus will assess the application, check availability and notify Applicant of result. *(Note: Persons without a confirmed booking will not be granted access).*

• The accommodation fee is **$40 per night, per room, plus tax**. An invoice will be forwarded upon departure using the communications method indicated on application (email or mail). Payment must be made by cheque, money order, or internal Memorial journal voucher only. *(Note: We are not set up to accept payments via cash, debit or credit card at this time).*

• Keys must be collected and returned by the Applicant/User at the Labrador Campus office in Happy Valley – Goose Bay. Hours of operation are 8:30am-4:00pm, Monday to Friday. *(Note: Key service is NOT available outside of these hours. User is responsible to make travel arrangements to accommodate this key return arrangement).*

• Keys are the responsibility of the User. To ensure security, it is imperative the keys remain only in your possession. They must not be shared or given to others. In the event of lost or unreturned keys, a **$150** administrative/replacement fee will apply.

• Labrador Campus requires notice of cancellation (7 days minimum). In the event of short notice cancellation, or a “no-show” booking, a fee may be applied to cover 50% of the scheduled stay.

User Responsibilities

• Housekeeping is not available or provided. Cleaning is the responsibility of User(s). Areas must be kept clean and tidy (cleaning supplies are on site).

• Access and occupancy by approved Users only; no overnight guests permitted.

• There are 2 bedrooms in residence. Be respectful and mindful of others (i.e. noise levels).
Upon departure the following tasks must be completed:

- Wash, dry and store dishes
- Sweep and mop floors
- Clean bathroom including toilet, vanity and shower
- Wipe down surfaces (table, counter etc.)
- Wash, dry and store any linens used (i.e. dishcloths)
- Gather garbage from all rooms and place together in kitchen
- Leave washer and dryer doors open for ventilation
- Remove ALL personal belongings (Labrador Campus is not responsible for items left behind and items may be disposed)
- Remove ALL food items
- Lock doors
- Return keys to Labrador Campus office

Failure to adhere to these responsibilities will result in a $200 cleaning fee, applied to user's invoice to cover cost of hiring an external cleaner.

Building Regulations/ Information

- No smoking or vaping permitted. The residence is SMOKE-FREE.
- Alcohol, in moderation, is permitted within the residence area of the building.
- Facility signage (fire exits, emergency contacts, departure checklist, etc.) is posted throughout residence. Familiarize yourself with this information.
- If use is required of other Labrador Campus space (lab, office space, etc.) a separate request and application process is required. Such requests will depend on availability. Safety requirements must be met before lab use. Additional information is available upon request.

Covid - 19 Advisory

In response to Covid-19, the Labrador Campus is committed to ensuring a high level of safety, following the guidelines established by Public Health.

In addition, users must comply with the following measures and controls:

- Before coming to Labrador Campus facilities and research/field activities, approved employees must review and comply with the controls in the attached Health and Safety Moment message, and also complete Memorial's COVID-19 awareness training session.
- Physical distancing of 2m must be maintained. Personal protective equipment (PPE) is required if physical distancing cannot be maintained.
- Regular hand washing with soap and water, or use of approved hand sanitizer when hand washing is not possible.
- Individuals entering the building must provide and use their own wipes and hand sanitizer for handling high-touch items such as doors.
- Shared equipment and surfaces must be wiped down with sanitizing solution before and after use.
- Retain information of clients for contact tracing purposes, in the event that it is required.
Controls

- All members of the Memorial University community who wish to resume on-campus work activities and, in the case of researchers, research in off-campus locations are required to complete the Memorial University Activity form. This includes staff, faculty and graduate/undergraduate students who are employed with the university, and all students involved in research activities.
- Marine Institute employees continue to complete the MI Building Access Request Form for access requests.
- Completion of Memorial's COVID-19 awareness session is required before resuming campus, office and field activities.
- Please use the density calculator. The unit’s plan should align with these density parameters.
- Before arriving each day, complete a COVID-19 self-assessment check; also available on the MUN Safe app.
- Please do not report to campus, offices or field activities if you are exhibiting flu-like symptoms. These symptoms may include fever (or signs of a fever such as chills, sweats, muscle aches and lightheadedness), cough, headache, sore throat or runny nose.
- Do not report to campus, offices or field activities if you are self-isolating or travelled outside Newfoundland and Labrador within the past 14 days.
- Memorial requires wearing non-medical face masks while in public spaces and common areas at Memorial. A two ply face mask is the minimum standard while three ply is recommended. Face shields do not replace a mask, masks with exhalation valves should not be worn, and neck gaiters, scarves and bandannas are not recommended.
- Wash your hands often, for at least 20 seconds with soap and warm water or in the absence of water use an alcohol based hand sanitizer. Clean hands before, during and after leaving campus.
- Avoid close contact with people who are sick. Avoid touching your eyes, nose and mouth.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Maintain a physical distance of 2 metres from other people in order to stop, slow down or contain the spread of COVID-19. Everyone has a part to play.
- Stay to the far right in hallways and stairwells.
- Read and comply with posted signage.

Contact us

Environmental Health and Safety
Office of the Chief Risk Officer
Email: health.safety@mun.ca
www.mun.ca

If you have questions please email:
health.safety@mun.ca
RESEARCH STATION ACCOMMODATIONS UNIT AGREEMENT

I have read and understand the Policy & User Agreement and agree to abide by the terms and conditions as outlined.

I have also read and understand the attached Covid 19 Health and Safety Moment message and agree to follow Covid-19 protocols and controls.

__________________________________________
NAME (Print)

__________________________________________
SIGNATURE

__________________________________________
Date

FOR OFFICE USE ONLY

DATE RECEIVED: _______________ Campus Representative: _______________

APPROVED: YES NO DATE APPROVED: _______________

Please forward application and agreement to:

Labrador Campus, Memorial University of Newfoundland
P.O Box 490, Station B
Happy Valley-Goose Bay, NLA0P-1E0
Office: (709) 685-3547
Email: paula.cooke@mun.ca