

Workstation Policy

Assigning a workstation

A workstation will be assigned to you during your welcome session by the CRCHU (CHUL) Human Resources Team or your work team (HDQ, HSS, HSFA, HEJ).

Rules

Workstations are at your disposal for you to perform your job, study, analyse and write your projects under optimal conditions. Since these spaces are shared, it is important to apply the following rules for the respect of all users.

It is mandatory to:

- Be respectful toward other workstation users;
- Be calm and quiet;
- Keep your workstation clean;
- Wear earbuds/headphones if you want to listen to music while you work;
- Be careful of odours (body, food, perfume, cigarette, etc.);
- Apply and respect sanitary measures: handwashing, wearing a lab coat and mask only in authorized areas.

It is prohibited to:

- Wear your lab coat, gloves or a mask that you have worn at your bench;
- Have telephone conversations or via Internet (Skype, Messenger, Teams, etc.) that are too loud. For such communications, you can reserve a meeting room if the exchange is of a professional nature or use the break areas when the conversation is of a personal nature;
- Use empty workstations as a storage space (ex.: items related to social activities organized by the Student Committee, cafeteria, compendium of results, bibliographies, laboratory notebooks having belonged to former team members, old unused computer, etc.).

If you experience any problem with the workstations (non-compliance of rules, technical problems, or damage, etc.), please speak to the person in charge of the area.

Change of workstation

It is not authorized to change workstations without the permission of the person in charge of the area.

When you leave the research center

Upon leaving, we request your collaboration and ask you to:

- Clear and clean your workstation;
- CHUL: Hand in your access card and ID card to Mrs. Catherine Jarry at TR-72 (Research Center Reception) and inform her that your workstation is free;
- HDQ: Hand in your access card and ID card to the St-Patrick reception desk (9 McMahon Street) and your keys to the accounts desk (room 1517, hospital);
- HEJ: Hand in your ID card to Natalia Gomes Lessa via internal mail to the CHUL, room: TR-103. Hand in your key to the Security office at the main entrance. Hand in your access card to the Parking office at the main entrance;
- HSFA: Hand in your access card, ID card and keys for Wings D and E to Marie-France Côté (Wing D, room D0-720). Hand in your Medeco key to the Parking office (room B0-525);
- HSS: hand in your access card to the Security office (room E1-08) and hand in your ID card and keys to Ginette Desbiens (room K0-06).

People in charge of locations

Site	Person in charge	E-mail	Ext.	Room
CHUL P0-R2 R3-T2	Julia Hernandez-Rapp	Julia.Hernandez-Rapp@crchudequebec.ulaval.ca	48767	T2-53
CHUL R00-R0-R2-T1-T0	Cyril Martin	cyril.martin@crchudequebec.ulaval.ca	46372	T2-52
CHUL R4-R5-T0-T4	Laetitia Coudert	laetitia.coudert@crchudequebec.ulaval.ca	16896 /46051	R-4719
CHUL T3	Nicole Chabot	nicole.chabot@crchudequebec.ulaval.ca	48707	T3-50
HDQ	Team management			
HEJ	Team management			
HSS	Ginette Desbiens	ginette.desbiens@crchudequebec.ulaval.ca	87390	K0-06
HSFA	Marie-France Côté	marie-france.cote@crchudequebec.ulaval.ca	53793	D0-720