**ID/Access Card**

In order to work in the office, you must have an ID/Access Card that is clearly visible at all times while circulating in any Health Canada building.

Onsite Working

An Application for ID/Access Card form must be completed in order to obtain an ID/Access Card. Your supervising manager must sign the form as well as the Branch Security Coordinator (BSC).



The Security Screening Unit will also need to be contacted at the following link in order to obtain confirmation that the employee has a valid security status or clearance.

[personnel\_security-securite\_personnel@hc-sc.gc.ca](mailto:personnel_security-securite_personnel@hc-sc.gc.ca)

Once the confirmation is obtained, it will need to be sent to the BSC along with the completed Application for ID/Access Card form. Only the BSC can send this form to the Security Screening Unit for processing.

[id.section@hc-sc.gc.ca](mailto:id.section@hc-sc.gc.ca)

Employees will be contacted by e-mail when they must present themselves to have their picture taken for their ID/Access Card.

**ID Section**  
Occupational Health Unit (OHU), North entrance (facing the Jeanne Mance building)  
51 Chardon Driveway, Tunney's Pasture  
Ottawa, ON  
Hours of Operation: 8:30 a.m. to 4:30 p.m., Monday to Friday

**Satellite Office** – Tuesdays and Thursdays only  
130 Colonnade Road, Suite 101B  
Ottawa, ON  
Hours of Operation: 9:00 a.m. to 11:00 a.m.

All information on ID/Access Cards also including renewals, access updates, lost or defective cards, and regions can be found at the link below:

[ID/Access Card Renewals and Access Updates | Health Canada PHAC Intranet (hc-sc.gc.ca)](http://mysource.hc-sc.gc.ca/eng/ss/programs-services/real-property-and-security/security-management-division/idaccess-card-renewals)

**Working in the Building**

The address of the Graham Spry Building is 250 Lanark Avenue, Ottawa, ON, K1Z 1G4. Only employees whose work must be done on-site will be required to return to the workplace. Guidance from federal, provincial, and local guidelines will be followed:

* Screening
* Physical distancing (2 metres)
* Masks or face coverings
* Enhanced cleaning protocols – Cleaning and disinfecting of surfaces and objects
* Wearing of personal protective equipment
* Preventing and controlling corwding
* Continuous monitoring of occupancy levels and occupational health & safety on-site protocols

For a more in-depth look on the planning measures for easing COVID-19 restrictions, please consult the document below:



Ontario COVID-19 Public Health Measures:

[COVID-19 public health measures and advice | COVID-19 (coronavirus) in Ontario](https://covid-19.ontario.ca/public-health-measures)

Ottawa COVID-19 City Rules:

[Provincial and City rules | City of Ottawa](https://ottawa.ca/en/health-and-public-safety/covid-19-ottawa/provincial-and-city-rules)

Canada COVID-19 Prevention:

[Coronavirus disease (COVID-19): Prevention and risks - Canada.ca](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html)

[Public Service Occupational Health Program COVID-19 Guidance - Canada.ca](https://www.canada.ca/en/government/publicservice/covid-19/easing-restrictions/general-occupational-health-advisory.html#a3)

**Parking**

Parking is available for tenants of the Graham Spry building Monday- Sunday from 5am to 5pm. The cost is $2.00 for 30 minutes, $10.00 for the day, or $110.00 for the month.

[Graham Spry Building - 65 | Impark Lot Map Search](https://lots.impark.com/imp/en?latlng=45.4215296,-75.69719309999999#details=11,65)

For additional parking options:

[Graham Spry Building (Impark Lot #65) - Parking Lot (parkopedia.ca)](https://en.parkopedia.ca/parking/lot/graham_spry_building_impark_lot_65/k1z/ottawa/?country=ca&arriving=202112140800&leaving=202112141600)

**Bus & O-Train Routes**

If you are taking the bus in Ottawa to the office, the following bus lines have routes that pass near the Graham Spry Building:

16, 252, 256, 50, 66, 81

The O-Train also has a route that passes near the building.

For full details on bus and train routes in Ottawa, please consult the link below:

[How to get to Graham Spry Building (Health Canada) in Ottawa by Bus or Train? (moovitapp.com)](https://moovitapp.com/index/en/public_transit-Graham_Spry_Building_Health_Canada-Ottawa_ON-site_8568506-422)

If you are taking the bus in Gatineau from Maisonneuve/Place D’Accueil, the following buses can be taken to cross the Ottawa River with a short walk following the bus ride:

61, 63

You can also take these busses with a transfer to another bus route once you have crossed the river:

15 🡪 16

75🡪 16

For full details on bus and train routes in Gatineau, please consult the link below:

[Gatineau, Quebec to Graham Spry Building - Google Maps](https://www.google.ca/maps/dir/Gatineau,+Quebec/Graham+Spry+Bldg,+250+Lanark+Ave,+Ottawa,+ON+K1Z+6R5/@45.3985255,-75.746581,15.92z/am=t/data=!4m19!4m18!1m5!1m1!1s0x4cce1a7e0babee53:0x7cedf5701a140956!2m2!1d-75.7012723!2d45.4765446!1m5!1m1!1s0x4cce0406614ce84d:0xbc5d81c48a0615c8!2m2!1d-75.7529849!2d45.397935!2m3!5e0!5e1!5e3!3e3!5i1)