PLEASE COMPLETE ELECTRONICALLY AND SAVE AS A MS-WORD FILE.

This request form and COVID-19 Health and Safety Plan should be completed with reference to the Framework for a Phased Approach to Returning to On-Campus Research Spaces, Fieldwork and Face-to-Face Interactions with Research Participants (SEE LINK HERE).

It is recognized that this request is unusually detailed. It is critical, however, that face-to-face interactions with research participants resume in a manner that ensures that our faculty, staff, students, research participants, as well as members of the broader communities in which we live and interact, are not exposed to COVID-19 risks as a result of Memorial’s research programs.

Careful completion of this request form and activity-specific Health and Safety Plan by the principal investigator (PI) is important in regard to resuming face-to-face interactions with research participants in a timely manner. It is critical to also comply with building-specific Health and Safety Plans that are in place for the buildings that will be accessed in preparing for the research activity. The building-specific Health and Safety Plans that pertain to the requested activities are available from the PI’s Dean.

Your careful completion of this request form and COVID-19 Health and Safety Plan is important in regard to resuming face-to-face interactions with research participants in a timely manner. Also, please include a copy of any existing health and safety plans that
are used by your research group for normal research operations. Incomplete requests or COVID-19 Health and Safety plans will delay consideration and approval of requests.

<table>
<thead>
<tr>
<th>Name, academic unit, email address and telephone number for the principal investigator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names, email addresses and telephone numbers for each research team member to be authorized to engage in the face-to-face interactions with research participants:</td>
</tr>
<tr>
<td>Location of the requested research involving face-to-face interactions with research participants:</td>
</tr>
<tr>
<td>Description of the requested research involving face-to-face interactions with research participants (maximum 300 words and indicate sources of funding):</td>
</tr>
<tr>
<td>Description of any equity, diversity and inclusion considerations associated with the request:</td>
</tr>
<tr>
<td>Duration and frequency of the face-to-face interactions with research participants (indicate specific dates and times):</td>
</tr>
</tbody>
</table>
Description of other activities that will be ongoing at the location of the proposed research involving face-to-face interactions with research participants (address interactions with other activities in responses to the subsequent questions):

Explain how travel to and from your fieldwork site(s) can be conducted in compliance with current federal, provincial and University travel advisories and restrictions, and the attached Health and Safety Plan. Include necessary measures for physical distancing during all travel. Describe the health insurance arrangements that are in place to cover each member of the research team for COVID-19 related matters:

Describe your plan for provision of food and gasoline where travel is involved:

Outline efforts made to minimize number of personnel needed:

Outline measures that will be taken to ensure no research team member or research participant has COVID-19 symptoms before commencing face-to-face interactions with research participants:

In accordance with the attached Health and Safety Plan, outline how working conditions and use of equipment during the face-to-face interactions with research participants will allow observance of physical distancing:
In accordance with the attached Health and Safety Plan, identify any critical Personal Protective Equipment (PPE) required in carrying out the face-to-face interactions with research participants. Confirm whether this is available. Indicate how the face-to-face interactions with research participants will be conducted while wearing PPE:

Should a member of the research team develop COVID-19 symptoms while travelling or engaged in the face-to-face interactions with research participants, describe your response plan. Describe how self-isolation will be assured under such circumstances:

Are there high-risk groups involved in the research in any way (whether directly or indirectly, e.g. during research travel, as participants or members of research teams or otherwise)? If yes, describe plans for how these risks will be eliminated or mitigated:

Does this research requires approval by an ethics board? If yes, please provide an update on the status of the ethics board approval to resume or undertake the research. Please note that research may not proceed or resume until all approvals, including ethics board approval, have been received and linked or uploaded in ROMEO.
Indigenous Research includes any research on Indigenous land (under title or upon which an Indigenous group has asserted rights), and/or that uses Indigeneity as a way to recruit participants, gather data or input, or interpret data and information. It also refers to primary research and secondary use of data. Does your request seek to undertake or resume Indigenous Research? If yes, please confirm that you have received appropriate permissions and consent to conduct or resume your research or provide an update on the status of your actions to secure the permission and consent. Note: for questions, advice, or support related to Indigenous research, please contact Indigenousresearch@mun.ca.

| Other resources required (e.g. Technical Services, Animal Care Services, CREATI, Library, Information and Telecommunications Services, Departmental or Faculty resources or staff, etc.):
| List all equipment and supplies from Memorial which will be used during the face-to-face interactions with research participants:
| List all equipment and supplies which will be obtained locally where face-to-face interactions with research participants occurs off-campus:
| Will equipment or supplies used on site be shared by research team members or research participants? If yes, in accordance with the attached Health and Safety Plan, indicate the cleaning and disinfection measures will be undertaken for shared or re-used equipment and supplies: |
Discuss why the face-to-face interactions with research participants must be undertaken at this time (maximum 150 words):

Discuss the negative impact on research or scholarly activity program if the face-to-face interactions with research participants is not approved (maximum 150 words):

Discuss your contingency plan in the event the face-to-face interactions with research participants must subsequently be suspended (e.g., due to renewed government restrictions or illness amongst team members):

Have you have received and reviewed a copy of the building-specific Health and Safety Plan(s) for the building(s) that you need to access in relation to the research involving face-to-face interactions with research participants.

Yes/No (delete as appropriate)

Note:
Approved face-to-face interactions with research participants are restricted to only those that have been recommended to Environmental Health and Safety (EHS) by the Dean and only upon receipt of a letter from EHS following review of the COVID-19 Health and Safety Plan for the activity. In undertaking the requested research, the researchers are agreeing to comply with relevant building-specific Health and Safety Plan and the activity-specific Health and Safety Plan. The Dean will advise of any conditions attached to an approval. In the case of requests related to activities by researchers at the Grenfell Campus or the Marine Institute, the approval of the respective campus Vice-President (or their delegate) and the Vice-President (Research) is required. All ethics approvals and documented consent (for Indigenous Research) must be in place and linked and uploaded to ROMEO before research can proceed or resume.
Face-to-Face Interactions with Research Participants

COVID-19 Health and Safety Plan

Grenfell Campus

Using the table below, please provide a Health and Safety Plan that details the activities to be undertaken, and identifies potential hazards, applicable engineering, administrative and personal protective equipment (PPE) controls required to undertake face-to-face interactions with research participants during the COVID-19 pandemic. These controls must be followed in addition to all NL Occupational Health and Safety requirements, relevant Memorial University Policies and Procedures, other COVID-19 requirements (e.g. confirmation of COVID-19 awareness training, COVID-19 screening procedures) that may be introduced by Memorial’s Environmental Health and Safety unit, and other health and safety plans and procedures that would be applicable to your face-to-face interactions with research participants under normal circumstances.

Please review the activities and controls noted in the table below, and add/delete/modify the activities and control descriptions so that they are comprehensive and relevant to your request. If assistance is required in preparing the COVID-19 Health and Safety Plan, please contact health.safety@mun.ca.

In preparing your Health and Safety Plan for fieldwork please note the following:

- Everyone has a part to play in reducing the spread of COVID-19.
- This COVID-19 Health and Safety Plan must be shared with all researchers involved in the research activity.
- Researchers who have symptoms associated with COVID-19 must not engage in the requested research activities. Symptoms include fever (or signs of a fever such as chills, sweats, muscle aches and lightheaded), cough, headache, sore throat, painful swallowing, runny nose, unexplained loss of appetite, diarrhea, and loss of sense of smell or taste.
- Researchers must practice high personal hygiene by regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible. Wash hands often and for at least 20 seconds at a time.
- Physical distancing must be maintained when entering, exiting and working within on-campus spaces, during transportation to and from the off-campus sites, and during completion of the research involving face-to-face interactions with research participants. Maintain a physical distance of 2m (6ft) from other people in order to stop, slow down or contain the spread of COVID-19.
- Health monitoring protocols, as directed by the Environmental, Health and Safety unit, must be implemented.
- A detailed log must be kept for the use and cleaning of vehicles, research spaces, equipment and other materials that may be used by multiple individuals.
- Researchers must minimize the transfer of commonly used equipment among them and research participants during the course of the research.
• Enhanced cleaning protocols for COVID-19 must be followed. Surfaces must be cleaned with 70% alcohol or other suitable disinfectant before and after use. Users must wipe down any contact points with approved disinfectant or sanitation wipes once they have finished using equipment.
• Materials that can’t be cleaned must be quarantined for 72 hours between usage.
• Fieldwork sites must be configured to accommodate physical distancing and reduce the density of occupation. Enhanced cleaning protocols for COVID-19 must remain in place for these sites.
• All waste materials generated during the course of research must be properly disposed of.
• Where access to common or centralized research resources is required, a process for advance scheduling and coordination among different users must be implemented.
• Every effort must be made to conduct office work (i.e. computer work, writing, etc.) associated with the fieldwork at home as recommended by the Provincial Public Health Guidelines.
• Physical distancing and enhanced cleaning protocols for COVID-19 must also be implemented when working in an office environment is unavoidable. It is important to limit the number of people working in a space in accordance with the Provincial Public Health Guidelines. Every effort must be made to minimize office occupancy to reduce possible risk associated with COVID-19.
  • In single offices with one occupant, physical distancing must be maintained if another person enters the office.
  • In shared offices with multiple occupants, the configuration of the office must be such that physical distancing can be maintained when occupation of the space increases to more than one individual.
  • In circumstances where physical distancing is not possible between individuals occupying office space, appropriate PPE should be used, in case where PPE is not available, occupation must be staggered to avoid personal contact.
• A mechanism of communication, such as the MUN safe app, must be in place so that the principle investigator remains in regular contact with any students and/or staff working alone or members of the research group that are engaged in fieldwork.
• The principle investigator must have a plan and process in place for the students and staff to check each day and report on risks encountered, and mitigation strategies employed.
• On a daily basis while research activities are ongoing, there must be a procedure to make an assessment of risks which must be used as the basis for a decision to continue activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Potential Hazard</th>
<th>PPE/Admin Controls</th>
<th>Engineering Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard Assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Biological virus COVID-19 exposure and circulation</td>
<td>Protocol</td>
<td>Procedures to control hazards at the source through redesign or configuration of the workspace to facilitate physical distancing and reduction in density and traffic</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Entering and exiting offices and on- and off-campus research spaces for research involving face-to-face interactions with research participants</td>
<td>&lt;method for access to buildings/offices/research spaces; process for cleaning surfaces and objects touched while entering/exiting; protocol for health screening and monitoring for individuals to be given access; details on PPE use if physical distancing is not possible&gt;</td>
<td>&lt;Protocols for cleaning door handles and equipment including frequency and availability of wipes, hand sanitizer etc.; description of precautions against multiple people handling objects, including contactless measures; protocol for working alone; protocol for physical distancing; details on PPE use if physical distancing is not possible&gt;</td>
<td>&lt;Procedures to control hazards at the source through redesign or configuration of the workspace to facilitate physical distancing and reduction in density and traffic&gt;</td>
</tr>
<tr>
<td>Moving equipment to/from offices and research spaces and loading/unloading vehicles</td>
<td>Biological virus COVID-19 exposure and circulation</td>
<td>&lt;Protocol for cleaning door handles and equipment including frequency and availability of wipes, hand sanitizer etc.; description of precautions against multiple people handling objects, including contactless measures; protocol for working alone; protocol for physical distancing; details on PPE use if physical distancing is not possible&gt;</td>
<td>&lt;Procedures to control hazards at the source through redesign or configuration of the workspace to facilitate physical distancing and reduction in density and traffic&gt;</td>
</tr>
<tr>
<td>Travel to/from off-campus research sites</td>
<td>Biological virus COVID-19 exposure and circulation</td>
<td>&lt;Protocol to ensure physical distancing during travel to/from the fieldwork site; arrangements for fuel, food and other supplies; guidelines on hand washing and availability of handwashing facilities and hand sanitizer; protocol for vehicle cleaning; arrangements for bio breaks; protocol for working alone&gt;</td>
<td>&lt;Procedures to control hazards at the source through redesign or configuration of the vehicle layout to facilitate physical distancing&gt;</td>
</tr>
<tr>
<td>Activity</td>
<td>Event</td>
<td>Measures</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Using shared equipment</td>
<td>Biological virus COVID-19 exposure and circulation</td>
<td>Cleaning protocol with individual cleaning procedures between usage; protocol for shared use of computer keyboards; guidelines on hand washing and availability of handwashing facilities and hand sanitizers; protocol for physical distancing and for limiting the number of people in the workspace; protocol for working alone; details on PPE use if physical distancing is not possible</td>
<td></td>
</tr>
<tr>
<td>Working at off-campus research site</td>
<td>Biological virus COVID-19 exposure and circulation</td>
<td>Cleaning protocols for surfaces and objects; guidelines on hand washing; availability of handwashing facilities and hand sanitizers; protocol for physical distancing and for limiting the number of person-to-person interactions; protocol for working alone; details on PPE use if physical distancing is not possible</td>
<td></td>
</tr>
<tr>
<td>Others as applicable to activity</td>
<td></td>
<td>&lt;procedures to control hazards at the source through redesign or configuration of the workspace to facilitate physical distancing and reduction in density and traffic&gt;</td>
<td></td>
</tr>
</tbody>
</table>