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

This request form and activity-specific 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 important, however, that on-campus research activities resume in a manner that ensures that our faculty, staff and students, 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.

Where on-campus research will be conducted alone, researchers must comply with Memorial’s Working Alone policy (see http://www.mun.ca/health_safety/OHSMS/S-014_Working_A lone.pdf).

Careful completion of this request form and activity-specific Health and Safety Plan by the principal investigator (PI) is important in regard to resuming on-campus research activity 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 completing the requested research.

Incomplete requests or Health and Safety plans will delay consideration and approval of requests.
Name, academic unit, email address and telephone number for the principal investigator:

Names, email addresses and telephone numbers for all individuals to be authorized to engage in the requested activity:

Location of the requested research or scholarly activity (provide specific locations with room numbers):

Title of the requested research or scholarly activity:

Where applicable, describe any equity, diversity and inclusion considerations associated with the request:

Other resources required (e.g. Technical Services, Animal Care Services, CREAT, Library, Information and Telecommunications Services, Departmental or Faculty resources or staff, etc.):

Duration and frequency of the required space access (indicate specific dates and times):
Where there are high-risk groups involved in the research in any way, whether directly or indirectly, as participants or members of research teams or otherwise, describe plans for how these risks will be eliminated or mitigated:

If this research requires approval by an ethics board, 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.

If you are seeking to undertake or resume Indigenous Research, 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.

Note:

Approved on-campus research activities 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 Plans 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.
On-Campus Research

Activity-Specific COVID-19 Health and Safety Plan

Grenfell Campus

Using the table below, please provide an activity-specific 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 research activities 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 research 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 COVID-19 Health and Safety Plan for on-campus research activities 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 on-campus 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. While on campus and before and after leaving campus, 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 research spaces. 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 research spaces, equipment and other materials that may be used in the course of the research work.
• Researchers must minimize the transfer of commonly used equipment between them in their laboratory environment,
• Enhanced cleaning protocols for COVID-19 must be followed for all research spaces. 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.
• On-campus research spaces must be configured to accommodate physical distancing and reduce the density of occupation. Enhanced cleaning protocols for COVID-19 must be implemented for these spaces.
• All waste materials generated during the course of research must be properly disposed of daily, and additional cleaning requirements must be reported to Facilities Management.
• 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.) 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 students and/or staff who are working alone.
• The principle investigator must have a plan and process in place for the students and staff to check-in at the end of each day and report on risks or issues encountered, and mitigation strategies employed.
• On a daily basis while research activities are ongoing, there must be a procedure to assess risks, to consult with Environmental Health and Safety as required, and to decide whether to continue or discontinue research activities.

<table>
<thead>
<tr>
<th>Hazard Assessment</th>
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<tbody>
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<td>Activity</td>
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COVID-19 On-Campus Research Activity Request Form and Health and Safety Plan  Date of first issue: June 23, 2020  Updated: Feb. 11th, 2021
<table>
<thead>
<tr>
<th>Activity</th>
<th>Biological virus COVID-19 exposure and circulation</th>
<th>Procedures to control hazards at the source through redesign or configuration of the workspace to facilitate physical distancing and reduction in density and traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering and exiting offices and on- and off-campus research spaces</td>
<td>&lt; method for access to 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; protocol for physical distancing; details on PPE use if physical distancing is not possible</td>
<td>&gt;</td>
</tr>
<tr>
<td>Working alone in office or research space</td>
<td>&lt; protocol for cleaning surfaces and objects; guidelines on hand washing and availability of handwashing facilities and hand sanitizer; protocol for physical distancing; protocol for working alone, including “buddy” systems to help ensure safety in research spaces with non-COVID-19 hazards</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>Removing equipment and collecting files from offices and research spaces</td>
<td>&lt; process for cleaning door handles including frequency and availability of wipes, hand sanitizer etc.; description of precautions against multiple people handling objects, including contactless measures; details on PPE use if physical distancing is not possible; protocols for health and safety when equipment is to be used off-campus</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>Scenario</td>
<td>Biohazard</td>
<td>COVID-19 Exposure and Circulation</td>
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<tr>
<td>Using shared equipment</td>
<td>Biomedical virus</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 workspace; protocol for working alone; details on PPE use if physical distancing is not possible</td>
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<tr>
<td>Working in a shared office</td>
<td>Biomedical virus</td>
<td>Cleaning protocols for surfaces and objects; guidelines on hand washing and availability of handwashing facilities and hand sanitizers; protocol for shared use of computer keyboards; protocol for physical distancing and for limiting the number of people in workspace including contingency plans for other occupants; use of virtual and telephone interaction; contactless collaboration; details on PPE use if physical distancing is not possible</td>
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<td>Working in a shared research space</td>
<td>Biomedical virus</td>
<td>Cleaning protocols for surfaces and objects; guidelines on hand washing and availability of handwashing facilities and hand sanitizers; protocol for physical distancing and for limiting the number of people in workspace; contactless collaboration; details on PPE use if physical distancing is not possible</td>
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<td>Others as applicable to activity</td>
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