Return to Research Plan

Vice-President (Research)

University of Regina

June 3, 2020

University of Regina

Revision History

Date	Description of revisions
May 29, 2020	Reformatted report Added Phase 1 actual roll-out date Added Phase 2 detail
June 3, 2020	Appendix B has been updated to a newer, revised version Appendix C has been deleted – the self-monitoring checklist has been replaced with a recommendation to complete Canada's COVID-19 self-assessment tool. Revisions made throughout the body accordingly. Former Appendix D becomes Appendix C and has been updated. Former Appendix E becomes Appendix D

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Overview

The University of Regina's back to research plan will entail a four-phased approach that aligns closely with the provincial government's Re-Open Saskatchewan Plan. The University of Regina's senior research team (SRT) has been planning a smooth recovery transition for the research enterprise for the last three weeks. The three principles that underlie the 'back to research plan' include

1. the health and safety of the campus community;
2. the health and safety of the larger provincial community;
3. and the prioritization of critical research and graduate student research.

Working closely with the Research Office Staff, the Chair of the Research Ethics Board, the Council Committee on Research (CCR), and the Health, Safety and Wellness team, we have designed a four-phase back to research plan. The plan focuses on three core areas of research, including lab/studio work, field research, and research involving contact with human participants.

Return To Research Phases			
Phases	**Labs and Studios**	**Field Research**	**Human Participants**
Phase 1 Red- Highest Level of Provincial Restrictions **May 25 (actual)**	**Select (RIC, Research Park, Riddell basement)**	**With permissions of the VPR (no under-graduate students)**	**×**
Phase 2: Orange- Moderate Level of Provincial Restriction **June 8 (target)**	**Select (RIC, Research Park, Riddell, Education Building, Lab Building)**	**With permissions of the VPR**	**With permissions of the VPR**
Phase 3: Yellow- Low Level of Provincial Restrictions **TBD**	✓	**In the province only**	**With permissions of the VPR**
Phase 4: Green- No Provincial restrictions **TBD**	✓	✓	✓

The phased approach to returning to research activities will be closely monitored in relation to the Government of Saskatchewan's future COVID-19 public announcements, and dates will be adjusted accordingly.

Phase 1 Red – Highest Level of Provincial Restrictions (Launched May 25)

Phase one red is highly restrictive and aligns with phases one and two of the provincial five-stage plan for reopening the economy. During this phase, only labs and studios located in the RIC, Research Park, and the basement of the Riddell building will be open.

All researchers returning to labs or going into the field must first complete a risk assessment form. Once completed, the form is evaluated by the Risk Assessment Committee (RAC). Following the RAC's recommendations, the forms must be signed by both the faculty Dean and the VPR before any research activities may commence.

Restrictions

- Any research activities requiring face to face interactions with human participants are strictly prohibited
- Any research activities that occur within a community are strictly prohibited
- Any research activities that involve human contact with bats is strictly prohibited
- No undergraduate students are permitted in labs in phase one
- All researchers and student researchers returning to campus must complete an online health and safety module on the University of Regina's Covid-19 research protocols.

Implementation

Risk assessment

- A risk assessment form (see Appendix A) has been created for researchers to complete in order to obtain permission to return to research activities (lab or field-based). For lab- or studio-based activities, the researcher completes a two-week schedule showing who will be occupy the space and when.
- The RAC meets weekly to review incoming submissions. A health and safety review is prepared (see Appendix B) and the submission is discussed.
- The RAC provides recommendations to the respective Dean(s). The Dean reviews and recommends to the VPR who has approval authority.
- The researcher is notified of the VPR's decision (copying the respective Dean) and is provided with a copy of the health and safety review and a set of guidelines / protocols for working safely (see Appendix C). The notification also informs the researcher of the requirement to complete the online training module and to obtain signed consent of graduate students.
- Researchers must complete a pre-screen and daily COVID-19 self-monitoring checklist.
- Campus Security, Facilities Management, and Supply Management Services are informed of newly approved research activities (explained more fully in sections to follow).
- Ongoing, the researcher continues to complete and submit two-week schedules.

Cross-campus scheduling capability

- Information Services is adapting the GroupWise calendar functionality to serve as a repository of all research activity – who, where and when.
- Individual two-week work schedules will be input to the system.
- Ongoing, the two-week schedules that the researcher is required to submit throughout the duration of their research activity are also input to the system.
- Once in the system, scheduling conflicts or instances where the number of researcher exceeds the safe limit for a given floor can be resolved.
- Campus Security has access to the calendars and can use them to verify authority to be on campus during the sign in process at entry control points.
- Additionally, in the unlikely and unfortunate event of an infection, the calendars would be a useful input for contact tracing.

Graduate students

- Communication with graduate students about the return to research plan and related elements have been prepared by FGSR in collaboration with UAC.
- The informed consent form (Appendix D) has been prepared by the Health and Safety Team and FGSR.

Custodial staff

- Facilities Management is notified of approved research activities and associated locations so that the required facilities (e.g. washrooms) are available and maintained.

Compliance

- The University Secretariat is copied on regular progress reporting (risk assessments, approvals, scheduling) for the purposes of monitoring compliance.
- Non-compliance will result in the immediate closure of the lab/studio or the cancellation of permissions to be in the field.

COVID-19 research protocols

- A guideline document including pre-return and daily health screening has been prepared by the Health and Safety team. This document is provided to the researcher with the VPR's approval notification.
- A COVID-19 Health and Safety training course has been developed for researchers participating in essential research, pre-approved research, equipment maintenance or animal care. Users at this time must have receive appropriate training before working in the lab and field, including applicable University of Regina training (Biosafety, Chemical and Laboratory Safety, WHMIS, Animal, etc.) and site-specific training from supervisors.

Supply chain

- Supply Management Services have been informed of the plan to help ensure that required supplies of disinfectants, wipes or concentrate, gloves, alcohol-based hand sanitizer, etc. are procured and are available in Science Stores.
- Supply Management Services also receive notifications of newly approved research activities to assist them with anticipating demand over time.

Key Messages

The University of Regina is following a four-phased return to research plan that aligns closely with the provincial government's Re-Open Saskatchewan Plan.

During this phase, only labs and studios located in the Research and Innovation Centre, Research Park, and the basement of the Riddell Centre will be open. Entry and exists points will be the loading docks, and all researchers must sign in and out upon entry and exit.

All researchers must conduct a research risk assessment to be evaluated by the Risk Assessment Committee and approved by the appropriate Dean and VPR before returning to campus.

Stage one will implement a number of health and safety protocols including

- Physically distancing of no less than 2M in laboratories, with only one person per principle investigator in each lab. Working alone protocols must be in place if only one person in lab/studio at any time.
- A university-wide tracking system to record who is in which lab at what time, which will serve to ensure compliance and be used if we ever required contract tracing.
- As determined by a risk assessment enhanced cleaning protocols in labs/studios will be implemented.
- Pre-return and daily health screening will be required through Canada's COVID-19 Self-Assessment app (see this website for instructions and download information)..
- All graduate students must sign an informed consent to engage in lab/studio research or to enter the field

No undergraduate students will be allowed in labs/studios or in the field in phase one.

All researchers and research students returning to campus must complete an online health and safety module on the University of Regina's Covid-19 research protocols.

Non-compliance will result in the immediate closure of the lab/studio or the cancellation of permissions to be in the field.

Phase 2 Orange - Moderate Level of Provincial Restriction (Target June 8)

The U of R Phase 2 can begin to accommodate human-participant focused research activities in addition to the lab based Phase 1 re-opening. Phase 2 affords the opportunity to increase the number of on-campus buildings that have research activities and includes research spaces in the Lab Building and Education Building, additional studio space in the Riddell Centre. Also expanded is the scope of room access for research activities (e.g. access to offices to conduct research activities). Finally, Phase 2 permits undergraduate students to re-enter research spaces.

All researchers returning to labs or going into the field must first complete a risk assessment form. Once completed, the form is evaluated by the Risk Assessment Committee (RAC). Following the RAC's recommendations, the forms must be signed by both the faculty Dean and the VPR before any research activities may commence.

Restrictions

- Any research activities that occur within a community are strictly prohibited
- Any research activities that involve human contact with bats is strictly prohibited
- All researchers and student researchers returning to campus must complete an online health and safety module on the University of Regina's Covid-19 research protocols.

Implementation

Continuity with Phase 1

- All elements implemented in Phase 1 described above continue into Phase 2.
- All researchers must conduct a research risk assessment to be evaluated by the Risk Assessment Committee and approved by the appropriate Dean and VPR before returning to campus.
- The centralized scheduling tool is to be expanded to include additional research spaces in the Riddell Centre, the Laboratory Building, and the Education Building.

Changes for Phase 2

- Two individuals are permitted in a lab / space conditional on the ability to maintain physical distancing of at least 2 metres (6 feet).
- Undergraduate research students are permitted to re-enter research spaces.
- Research activities are permitted in the Laboratory Building, the Education Building and additional studio space in the Riddell Centre.
- Medium-risk research with human participants (e.g. face-to-face) can proceed. Face to face research activities are permitted only in University-controlled areas upon approval by the Research Ethics Board (REB) and the Risk Assessment Committee (RAC).

More detail regarding Phase 2 changes is provided in the Key Messages section that follows.

The Vice-President (Research) informed the research community on May 29 at 1:30 at the fifth Virtual Research Town Hall.

Roll-out of Phase 2 will be timed with the Province of Saskatchewan's Phase 3.

Key Messages

The U of R Phase 2 can begin to accommodate human-participant focused research activities in addition to the lab based Phase 1 re-opening. Phase 2 is divided into two research relevant categories: 2a). Lab based activities with no human subjects and 2b) human participant focused research where restrictions are reflective of the Phase 2 parameters in the Saskatchewan Government's plan.

Phase 2 has multiple dates of implementation as specified by the classification of activity. For example the opening of additional on-campus buildings in Phase 2a will occur first.

Phase 2a- On Campus Lab focus

Phase 2 affords the opportunity to increase the number of on-campus buildings that have research activities and includes research spaces in the Lab Building and Education Building, additional studio space in the Riddell Centre. Also expanded is the scope of room access for research activities. For example, graduate students can return to computer simulation labs and graduate student offices where it is essential for them to access the office for research based activities. However, only one student is permitted in the office space at any given time- subject to approval of the room scheduling. Faculty Associate Deans (Research) can help to coordinate the room scheduling, as needed or required.

Requests for access to space must still be taken through the Risk Assessment Process.

Phase 2b- Human-participant Focus

On June 8, the Province of Saskatchewan proposes to enter into Phase 3 of re-opening the economy. In light of the businesses eligible to be open in Phase 3, it seems appropriate to allow some level of face-to-face research to proceed.

For Phase 2, medium risk research with human participants can proceed (e.g., face-to-face research). For this document, "risk" refers to risk of transmitting and contracting COVID-19. Research can proceed if:

- The total number of people meeting for the research activities is less than 10. Ideally, research is conducted with a minimum number of people (i.e., one researcher (graduate student or faculty member), one participant).
- Physical distancing can be maintained with reasonable certainty.
- Protective measures in place- i.e. face masks (PHAC is advising this for individuals going out in public).
- Stringent hand hygiene and disinfection procedures are followed.
- Equipment or objects are not shared between people (e.g., pens, paper, markers, etc.). If they are shared, they must be disinfected before another person uses it.
- All participants and parties consent to meet in person.
- All parties are healthy. Anyone who is sick must stay home. The space is properly cleaned after the meeting / interaction.
- The project has received U of R REB ethics' approval.
- All study participants must use Canada's COVID-19 Self-Assessment app daily.

Of note, as per the Government of Saskatchewan's guidelines:

- older adults and / or "those with underlying risk factors should use caution" when participating in research projects
- if a researcher or participant becomes symptomatic while on campus, the individual must immediately isolate, inform the Vice-President (Research), and call HealthLine 811.

Phase 3 Yellow - Low Level of Provincial Restrictions (Date TBD)

The University of Regina Phase 3 of return to research, which includes such things as reopening of dance studios, will be informed by the Government of Saskatchewan's Phase 4 announcement of their five-phase re-opening plan. The Saskatchewan Government has not committed to any date for the Phase 4 implementation of their plan. Therefore, the University of Regina Phase 3 return to research remains undetermined and will be re-visited once the Saskatchewan Government announces a date for their Phase 4.

Appendix A

Research Risk Assessment in Support of Research Continuity

This form is intended for researchers who are leading ongoing or upcoming research/scholarly/creative (referred to below as "research" for simplicity) projects. It is intended to highlight risks related to the COVID-19 pandemic and to provide a record of ongoing projects.

The University of Regina is phasing in on-campus and field research activities during the COVID-19 pandemic, using protocols that promote social distancing and safe working conditions. Protective measures currently advised include hand-washing reminders, increased cleaning and disinfecting protocols, social distancing (1-2 meters), education of symptoms of COVID-19, self-screening, and self-isolation if any signs of illness.

Please note that the Principal Investigator has an ongoing responsibility to regularly monitor the applicable federal and provincial COVID-19 guidelines, and adjust, postpone or cancel their research projects as may be required.

Name of Principal Investigator:	
Title of Project:	
Faculty/Dept:	
Email:	
Phone:	
Cell Phone:	
Funder:	
REB or PCAC File:	

1.	Briefly describe why continuing this research is essential. Provide a description of the work to be done and the rationale. Ensure you address the following: a) Does the request align with Province of Saskatchewan directives regarding the state of emergency? b) Does the request align with University of Regina directives regarding staff and/or students working during the pandemic?	

2.	Provide the dates, times, and location(s) of research work (building and room number, or off-site location). Will the work be ongoing and/or repeated over an extended period or will it be completed within a set timeframe?

3.	Provide the names of the individuals involved (collaborators, students, post-docs, and others who will attend the research location), and describe what each of their roles shall be. Ensure you address the following: a) How many people will be working together at any one moment in time?

4.	Briefly describe the measures in place to ensure health and safety of all involved in this research at this time. Indicate how you will comply with any federal and provincial guidelines applicable to the area(s) in which the work will be conducted. Ensure you address the following: a) How will social distancing be achieved? b) How will instruments, equipment, computers, etc., be cleaned? c) If working alone, are the plans consistent with the *UofR Working Alone* guidelines?

5.	Briefly outline plans to ensure research continuity if the lead research or any collaborators become ill. (What happens to the research/experiment if the person leading the research gets ill and cannot assist? Who has the knowledge to shut down running equipment and experiments? How will ill persons contact each other? At what point will all research be halted?).

6.	Will the work generate any waste that will require special handling to dispose of? If yes, please explain.

7.	Are there any Occupational Health & Safety concerns? If yes, please explain in detail.

Health, Safety & Wellness (health.safety@uregina.ca) is to be notified, and additional risk assessments will be conducted, if research will include the use and handling of hazardous materials and equipment (e.g., risk group 2 biological materials, radiation, chemicals, autoclave, NMR, lasers, etc.).

NOTE: If this research requires travel, the completed COVID-19 travel risk assessment form must be attached: https://www.uregina.ca/covid-19/assets/docs/pdf/COVID-19-Travel-Risk-Assessment-24-02-202.pdf

Please also see the University of Regina`s COVID-19 FAQs for researchers:

https://www.uregina.ca/covid-19/faq.html

Government of Canada Guidelines:

https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html

Province of Saskatchewan Guidelines:

https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures

Appendix B

COVID-19 Research Project Risk Assessment – Preliminary Hazard Identification

Name: XXXXXXXXXXXX	**Project Title: XXXXXXXXXX**
Evaluated by: Ryan King and Tianna Young	
Date: XXXXX	

This hazard evaluation is performed with only the limited information provided in the *COVID-19 Research Risk Assessment and Continuity Planning Guide* research proposal/application. Due to the non-detailed nature of research proposals/applications, Health, Safety & Wellness cannot definitively identify all potential hazards, nor comment on the level of risk. It is expected that researchers work diligently to mitigate all hazards regardless of the level of risk, as much as is reasonably possible.

For risk assessment assistance, contact health.safety@uregina.ca.

Special Hazards/Requirements during COVID-19

Special Hazards/ Requirements	Suggested/Additional Mitigation Strategies
Personal Hygiene Practice social distancing	• All research personnel are trained on how to incorporate appropriate social distancing into normal research activities. This training must be documented. ❍ Items to address in training and procedure development may include: ▪ Avoid handshakes and any other physical contact with others; ▪ Remain two meters apart from others whenever possible; ▪ Do not leave assigned work spaces for unnecessary walks throughout the campus or within the field; ▪ If possible, ride the elevator alone. Be courteous in stairwells, such as allowing others to pass in stairwell junctions. ❍ How is this training documented for PI and alternates?
Personal Hygiene Follow proper hand hygiene and respiratory etiquette	All research personnel are trained on how to incorporate appropriate personal hygiene into normal research activities. This training must be documented. ❍ Items to address in training and procedure development may include: ▪ Proper handwashing technique; ▪ Use hand sanitizer when hands are not visibly dirty and handwashing is not available (such as in the field or for public contacts (gas stations, service industries, etc.)); ▪ Only use hand sanitizer approved by Health Canada (Look for DIN or NPN on bottle); ▪ Avoid touching your face, mouth, nose, and eyes; ▪ Cover your coughs and sneezes, then wash hands with soap and water; ▪ Wash hands after touching communal surfaces, computers, door knobs, pens, etc.; ▪ Avoid sharing supplies, if not feasible thoroughly disinfect between each person's use. • All research personnel are trained on proper donning and doffing glove technique, to prevent cross-contamination. This training must be documented.

Cleaning and Disinfection · The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent spread of the disease.	• Areas where research activities are being conducted must implement enhanced environmental cleaning. This must include: ❍ Commonly touched areas and shared equipment must be cleaned and disinfected at least twice daily, when visibly soiled, or between uses/users. ▪ Commonly touched areas include light switches, doorknobs, toilets, taps, handrails, countertops, touch screens/mobile devices and keyboards. ❍ If there are no other users in an area, specific items need not be disinfected. Only common touch points in case personnel must enter. Be aware of emerging projects and personnel that may enter space and revise cleaning protocols accordingly. ❍ Wherever possible, discourage personnel from sharing phones, desks, offices, and other tools and equipment. ❍ One minute disinfection of touchpoint surfaces and equipment can be done using OxivirTb disinfectant wipes available at UR Stores for any shared materials and spaces. ▪ Additional research may need to be conducted to determine if specific surfaces and equipment are compatible with OxivirTb (accelerated hydrogen peroxide). ❍ Clothing and fabric items must be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried. • What are the cleaning and disinfecting protocols for the specific surfaces and equipment in the research areas? For example, what are the touch points that need to be wiped down? • What disinfecting product will be used to disinfect? How often? How long of a contact time will it require?
Cleaning and Disinfection – On campus lab areas and facilities	• Custodial services may be reduced or inactive. If re-activation of custodial services is required contact the custodial team lead for the applicable building (Joe McCabe – RIC/LB, Jo-Anne Sali – GG/ED).
Cleaning and Disinfection – Innovation place lab areas and facilities	• Ensure faculty contact with Innovation Place on: access, surface and touch point cleaning/disinfection, washroom, stairwell, and sign-in protocols.
Cleaning and Disinfection – Riddell Center	• Custodial services may be reduced or inactive. If re-activation of custodial services is required contact the custodial team lead for the applicable building (Bradley McDonald for RC)

Personal Health Surveillance – Self monitoring	• All research personnel are trained on how to self-monitor for the development of COVID-19 symptoms and what to do if they are sick. This training must be documented. ❍ To organize self-monitoring, consider using a daily symptom tracker or personal checklist. These resources can be found on the HSW COVID-19 web page, accessed here: https://www.uregina.ca/hr/hsw/COVID-19-Resources/index.html. ▪ These resources should be completed daily by all research personnel, kept in their files for future reference, and all symptoms reported to supervisors. • If symptoms are developed by PI, Lab Manager, or Project Lead, who will be notified? • If workers are returning from international travel, develop any symptoms, or come in contact with anyone who tests positive for COVID-19, they will be required to self-isolate.
Training	• All research personnel must complete the online *UofR COVID-19 Training* module; found on the HSW COVID-19 web page.
Research Continuity – Contingency plans and emergency procedures	• At what point will research be ended? Who will be notified and who makes that decision? • How can research activities and equipment be safely shut-down/halted? • Create/review emergency contingency plans for the individual research groups and projects. Recommended parts of a contingency plans: ❍ Maintain an updated list of everyone who works in the lab, research facility, or field. ▪ Include home and cell phone numbers and ensure access to the information even while away from the lab. ▪ Create a phone tree or email group to facilitate emergency communication amongst researcher personnel. ❍ Cross-train research personnel to fill in for others who may be out sick or unable to come to work. ❍ Consider documenting either via video or written documentation critical step-by step instructions. ❍ Coordinate with colleagues who have similar research activities to identify ways to ensure coverage of critical activities or sharing of personnel. ❍ Communicate significant planned absences and/or lab closures to your PI/Lab Manager/Project Lead designee. Maintain a system to know the whereabouts of all members. • Recognize that events like these can cause anxiety and emotional strain and your research personnel may be dealing with other difficult situations outside of work. Please visit https://www.uregina.ca/covid-19/resources/mental-wellness-support.html for more information and to learn about all options available to members of the University of Regina community.
Fieldwork Considerations	• Hand-sanitizer for public contacts, such as gas stations, service industries, or occupied sites (backyards, parks). • Consider alterations to response plans, reporting, or procedures for isolated work for COVID-19 circumstances. • Consider *Fieldwork Safety Awareness* and *Risk Assessment Training* for all personnel participating in fieldwork activities. Contact Health.Safety@uregina.ca for registration.

Travelling and Transportation	• Traveling in separate vehicles or using consistent field crews (2) to reduce number of close contacts. • Equipment will be loaded by individuals in alternate trips to maintain distancing of > 2 m. • Each individual research personnel should load their own luggage and supplies into the vehicle. • Air flow in vehicle should not be set to recirculating. However, if the passenger is being transported to/from a health care facility and/or is displaying respiratory symptoms, keep the windows open. • Vehicles being used for research activities must implement enhanced environmental cleaning. This must include: ❍ Commonly touched areas of the vehicle and shared equipment in the vehicle (steering wheel, gear shift, dash, radio, rearview mirror, door handles (interior and exterior), armrest, seatbelt, GPS, etc.) must be cleaned and disinfected at least twice daily, when visibly soiled, or between uses/users. ▪ Preference is to occupy the same seats in a vehicle until the vehicle can be disinfected. ❍ One minute disinfection of touchpoint surfaces and equipment can be done using OxivirTb disinfectant wipes available at UR Stores for any shared materials and spaces. ▪ Additional research may need to be conducted to determine if specific vehicle surfaces and equipment are compatible with OxivirTb (accelerated hydrogen peroxide).
Boating	• Is physical distancing possible on the boat? • Using consistent field crews (2) to reduce number of close contacts. • Each individual research personnel should load their own luggage and supplies into the boat. • Boats being used for research activities must implement enhanced environmental cleaning. This must include: ❍ Commonly touched areas of the boat and shared equipment in the boat (steering wheel, dash, GPS, etc.) must be cleaned and disinfected at least twice daily, when visibly soiled, or between uses/users. ▪ Preference is to occupy the same seats/side in a boat until the vehicle can be disinfected. ❍ One minute disinfection of touchpoint surfaces and equipment can be done using OxivirTb disinfectant wipes available at UR Stores for any shared materials and spaces. ▪ Additional research may need to be conducted to determine if specific boating surfaces and equipment are compatible with OxivirTb (accelerated hydrogen peroxide).
3rd Party (Vendor) on Campus	• If the vendor is required on campus for equipment repair: ensure 3rd party contractor adheres to University practices to mitigate COVID-19. • Contact Health.Safety@uregina.ca for assistance in completing the *Contractor/Vendor General Requirements and Responsibilities – COVID-19* and the *University of Regina Contractor Questionnaire.*

Working Alone	• If research personnel are working alone in lab areas or facilities, mandate the use of Campus Security's *Lone Worker Program*: http://www.uregina.ca/fm/campus-security/programs/index.html • Integrate COVID-19 in the current working alone plans. • Will others be aware of the work being done alone? Is there a communication plan?
Working Alone – In the Field	• Will others be aware of the work being done alone? Is there a communication plan? Consider alterations to response plans, reporting, or procedures for isolated work for COVID-19 circumstances. ❍ Consider details for how often research personnel needs to check-in with Project Lead via phone/email (for example, determine the daily timelines for individuals to return back to accommodation/home – at what time would emergency response plan be activated if someone did not return or contact Project Lead?) • UR Campus Security can provide some travel support – for example, using Campus Security's *Lone Worker Program* during travel activities; they may be able to provide support 24/7 (e.g., online check-in, phone calls, etc.)
Equipment Safety	• Are the alternate research personnel up-to-date on procedures? Is a training refresher required? • One minute disinfection of touchpoint surfaces and equipment can be done using OxivirTb disinfectant wipes available at UR Stores for any shared materials and spaces. • Additional research may need to be conducted to determine if specific surfaces and equipment are compatible with OxivirTb (accelerated hydrogen peroxide).

Personal Protective Equipment	• All research personnel are trained on what personal protective equipment (PPE) is required for the proposed research activities. This training must be documented. ❍ Items to address in training and procedure development may include: ▪ An assessment that determined what PPE is required: glove, google, face shield, cloth mask, respirator, etc. • Note: If social distancing is not possible, additional strategies must be in place; such as barriers and PPE. ▪ Proper donning and doffing technique to prevent cross contamination. **Mask Guidance (If Applicable)** • Mask guidance is available in the online *UofR COVID-19 Training* module; found on the HSW COVID-19 web page. • It must be determined if masks are being used as a voluntary choice or because appropriate social distancing is not possible. ❍ Surgical and cloth masks cannot be used in place of approved fit-tested respirators. Contact health.safety@uregina.ca if a respirator is needed as a mitigation step for a hazardous research activity. ❍ Surgical masks (not cloth) must be used in place of social distancing requirements, see below guidance on surgical masks. ❍ If masks are being used as a voluntary choice, see below guidance on cloth masks. **Surgical Masks** • When developing surgical mask training, consider these additional items: ❍ surgical masks are to be used, where will they be purchased/sourced from? ❍ How often do surgical masks need to be changed? **Cloth Masks** • When developing cloth mask training, consider these additional items: ❍ If cloth masks are to be used, where will they be purchased/sourced from? ❍ How often do cloth masks need to be changed? ❍ If they are reusable cloth masks, how will they be laundered/cleaned? How will the potentially contaminated cloth mask be transported? How will the mask be stored until laundered?
Camping	• Is camping done on private/public property or will a provincial park be utilized? Are public/park washrooms going to be utilized? Will food be prepared individually among the non-cohabiting partners? Will common areas, tools, equipment among the non-cohabiting partners be disinfected? • If a provincial park see the Government of Saskatchewan Parks and Campground Guidelines
Federal Land Closures	• NCC properties are now closed until further notice. • https://www.natureconservancy.ca/en/access-to-lands.html?_ga=2.191953770.1935593847.1588297708-1809024573.1588297708

Appendix C

Research Safety: COVID-19 Guide

1. Introduction: Purpose

The *Research Safety: COVID-19 Guide* is intended to provide updates to fundamental health and safety practices for researchers essential during the 2020 Covid-19 Pandemic. The information presented in this document is subject to change in the rapidly changing environment.

We are all adjusting to major changes in research operations, including issuances by federal, provincial, and local authorities. We are working in unprecedented times and as always are committed to providing a safe and healthy work environment for all members of the campus community. We appreciate your continued patience and cooperation as we work through these times as a community. Campus leaders continue to work with local and national health officials to implement safety management processes in this time of rapid change and uncertainty.

During these conditions, it is imperative that:

- Sick workers do not enter campus;
- Personal protective equipment, health and safety supports and utilities/supplies are confirmed to be available before work begins;
- Plans and practices are developed to reduce the risk of spreading illness to levels as low as reasonably achievable
- *As asymptomatic individuals* can spread the disease, when applying precautionary measures everyone should be considered to potentially be infected

2. Administration

2.1 Campus Access

Access to campus will continue to be available to those who require it from 7 a.m. until 8 p.m. daily. Outside of these times the facilities will be locked. The only change is that the number of unlocked exterior entrances will be limited to (subject to change): the Riddell Centre (West doors); Ad Hum (North doors); Research Innovation Center loading dock; Innovation Place; Maintenance Building or Education Building (South doors) ***only.*** Student employees, supported by campus security, will be stationed at main campus locations to ensure those entering have reason to be there. Please bring your University or government-issued identification.

2.2 Required Health and Safety Training

A ***COVID-19 Health and Safety*** training course has been developed for researchers participating in essential research, pre-approved research, equipment maintenance or animal care. Users at this time must have receive appropriate training before working in the lab and field, including applicable University of Regina training (Biosafety, Chemical and Laboratory Safety, WHMIS, Animal, etc.) and site-specific training from supervisors.

For more information or assistance, contact Health Safety and Wellness at Health.Safety@uregina.ca or visit https://www.uregina.ca/hr/hsw/. For COVID-19 specific questions please see the updated University of Regina COVID-19 page: https://www.uregina.ca/covid-19/.

2.3 Working Alone and Afterhours Plans

Working Alone refers to any time a worker or student is alone on a worksite or is working in circumstances where assistance is not readily available to the worker or student in the event of injury, ill health, or emergency. Working afterhours refers to any work done outside of normal business hours.

During the conditions of federal, provincial or local restrictions there are no normal business hours and working alone cannot be avoided. All researchers must implement a working alone plan into all planned activities during this time. This plan must be reviewed with all workers and students (virtual meeting is encouraged).

Recommended items for a Working Alone/After hours plan:

- Communications Plan – contact numbers, alternate contacts, check-in intervals.
- Work Scheduling – determine work locations, durations, supervision and alternate supervision.
- Job Safety Analysis – determine allowable/prohibited activities, task hazards and mitigation strategies.

3. Updated Emergency Response

3.1 Create and Review contingency plans and emergency procedures

Creating or reviewing contingency plans and emergency procedures for each research group will help avoid unnecessary stress in the future. Please take the time to create/review emergency contingency plans for the individual research group. Recommended parts of a contingency plans:

- Maintain an updated list of everyone who works in the lab, research facility, or field.
    - ❍ Include home and cell phone numbers and ensure access to the information even while away from the lab.
    - ❍ Create a phone tree or email group to facilitate emergency communication amongst research personnel.
- Cross-train personnel to fill in for others who may be out sick or unable to come to work.
- Consider documenting either via video or written documentation critical step-by step instructions.
- Coordinate with colleagues who have similar research activities to identify ways to ensure coverage of critical activities or sharing of personnel.
- Communicate significant planned absences and/or lab closures to your PI/Lab Manager/Project Lead designee. Maintain a system to know the whereabouts of all members.

Recognize that events like these can cause anxiety and emotional strain and your colleagues may be dealing with other difficult situations outside of work. Please visit https://www.uregina.ca/covid-19/resources/mental-wellness-support.html for more information and to learn about all options available to members of the University of Regina community.

3.2 Incident Reporting

Faculty, staff or students involved in an incident, spill or near miss incident while engaged in activities at, or while conducting work for the university, shall adhere to the following incident response and reporting processes.

The individuals involved in the incident are responsible to:

- Seek appropriate medical attention. In a medical emergency, call 911;
  - Notify Campus Security of medical personnel on campus; they will coordinate access to the emergency scene;
- Notify their supervisor as soon as possible;
- Contact Health Safety & Wellness in the event of a spill;
- Complete an incident report within 24 hours via instructions found on the HSW website: https://www.uregina.ca/hr/hsw/
- Notify your faculty representative.

4. Health Safety & Wellness

Health Safety & Wellness is working both on campus and remotely to keep supports up and running with limited disruptions. During these unprecedented times it is imperative to focus on individual worker safety. This includes conducting ONLY preapproved research and following all health and safety procedures already put in place by the University of Regina.

4.1 HSW Services Available

- Permit Amendments and Regulatory approvals (BioSafety and Radiation)
- Online training
- Procedure, work practice and risk assessment guidance
- Must be notified and will provide consultation on work refusals in partnership with OHC/Supervisor/PI/Student
- Ergonomic assessments and Transferring, Lifting and Repositioning training
- Workspace visits to assist with identifying and mitigating hazards
- Hazardous Waste Management service – See Hazardous Waste Disposal page on HSW website
  - Chemical, biological, radiation, glass and sharps waste management continue as requested.
- Additional services available as requested to Health.Safety@uregina.ca.

5. Safe Work Practices

Avoid unnecessary meetings and limit personal interactions. Two-meter distancing between individuals in the workplace shall be maintained unless it is not possible for safety reasons (ex. Two person lifts). Operations can be altered or postponed to maintain distancing such as postponing work or working in shifts. Unnecessarily working in close quarters or choosing to ignore social distancing measures puts all workers at risk.

The Government of Saskatchewan encourages all workers who become ill (cold, flu, etc.) to stay home and self-monitor for symptoms.

The following must occur:

1. Stay home if you are feeling unwell

2. If you fall ill at work, leave the workplace
3. Inform supervisor and U of R Healthy Workplace Advisor of illness
4. Sick employees, students work stations must be disinfected along with all communal surfaces as soon as possible. Custodial Services can assist with disinfection

5.1 Special Requirements During COVID-19

All research must follow the additional requirements during the COVID-19 Pandemic:

1. You may not enter unless you are authorized to use the laboratory or field;
2. If you are sick, do not enter the lab or field. You should not be at the workplace;
3. Ensure you are thoroughly handwashing before enter and before leaving the laboratory and field;
4. Maintain a distance of two meters between all workers on a bench or in a closed space at any given time;
5. Ensure you clean up completely and store materials before leaving the lab, avoid all temporary storage or conditions that may require intervention;
6. Ensure appropriate personal protective equipment (PPE) is available and workers are trained in proper use prior to starting any research activity. If adequate PPE is not available, do not conduct the activity;
7. Prepare a contingency plan in case access is severely restricted to laboratories/field areas or are shut down for a prolonged period of time. Discuss this with all personnel.

5.2 Personal Hygiene

Personal hygiene is critical for the continuation of work during the COVID-19 pandemic. Please adhere to the following practices:

- Practice social distancing at work
  - ❍ Avoid handshakes and any other physical contact with others;
  - ❍ Remain two meters apart from others whenever possible;
  - ❍ Do not leave assigned work spaces for unnecessary walks throughout the campus;
  - ❍ If possible, avoid taking the elevator, or, ride alone. Be courteous in stairwells, such as allowing others to pass in stairwell junctions.
- Follow proper hand hygiene and respiratory etiquette including:
  - ❍ Wash your hands, palms, nails, etc. often with soap and water. Scrub for 20 seconds;
  - ❍ Use hand sanitizer when hands are not visibly dirty and handwashing is not available;
  - ❍ Only use hand sanitizer approved by Health Canada (Look for DIN or NPN on bottle);
  - ❍ Avoid touching your face, mouth, nose, and eyes;
  - ❍ Cover your coughs and sneezes, then wash hands with soap and water;

❍ Wash hands after touching communal surfaces, computers, door knobs, pens, etc.;

❍ Avoid sharing office supplies, if not feasible thoroughly disinfect between each person's use.

The following are general hygiene practices that shall be followed by all individuals working/learning in laboratory environments in addition to the COVID-19 specific conditions listed above:

- Follow laboratory access procedures and PPE requirements;
- Do not smoke (includes e-cigarettes), drink, chew gum, eat or store food or drinks in any laboratory where hazardous materials are handled or stored;
- Avoid contacting yourself with contaminated hands;
- Wash hands regularly after removing PPE and before leaving the laboratory, and before eating, drinking, smoking or going to the washroom. Use soap and water and wash for a minimum of 20 seconds;
- Practice good housekeeping - regularly wash/decontaminate work surfaces;
- Do not wear laboratory coats or protective clothing outside laboratory areas;
- Immediately report to your supervisor if you have been exposed to hazardous materials, or if you are experiencing adverse medical symptoms that may have resulted from work activities in the laboratory.

5.3 Cleaning and Disinfection in the Lab/Workspace

The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent spread of the disease.

- Workplaces must implement enhanced environmental cleaning. Commonly touched areas and shared equipment must be cleaned and disinfected at least twice daily, or when visibly soiled.
- Wherever possible, discourage workers from sharing phones, desks, offices, and other tools and equipment.
- Commonly touched areas include light switches, doorknobs, toilets, taps, handrails, countertops, touch screens/mobile devices and keyboards must be cleaned and disinfected at least 2 times each day or between uses.
- Clothing and fabric items must be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.
- Additional research may need to be conducted to determine if specific surfaces and equipment are compatible with disinfectants used.

Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (>65%) and accelerated hydrogen peroxide. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants. Only products with an NPN or DIN have been approved by Health Canada. OxivirTb (accelerated hydrogen peroxide) wipes are available at UR Stores (RIC 110 and GG 119). Store information can be found https://www.uregina.ca/fs/sms/sciencestores/index.html.

Custodial services may be reduced or inactive. If re-activation of custodial services is required contact the custodial team lead for the applicable building (Joe McCabe – RIC/LB, Jo-Anne Sali – GG/ED). Custodial services will coordinate cleaning times around workspace activity periods.

5.4 Travel and Fieldwork considerations

For activities involving travel or fieldwork, PIs/Researchers/Supervisors must complete appropriate UofR *Travel and Field Work Risk Assessment and Procedures* (part of the Financial Services' *Travel Authorization Form)* to ensure all travel risks are appropriately assessed and controlled. More information can be found here: https://www.uregina.ca/hr/hsw/travel-fieldwork/index.html

Consider alterations to response plans, reporting, or procedures for isolated/field work for COVID-19 circumstances. This may include:

- Self-monitoring of symptoms in the field
- Procedures for halting work safely should symptoms arise
- Identification of closest emergency services to work site
- Travel/vehicle accommodations to ensure social distancing, or appropriate controls when social distancing is not possible
- Enhanced cleaning/disinfecting procedures for vehicles and materials (See 5.3)
- Plan and train for disinfecting procedures (handwashing, hand sanitizer) for contacts with public services (gas stations, service industries or sites occupied by the public)
- Working alone plans as stated above

5.5 Personal Health Surveillance

To prevent the spread of COVID-19, faculty, staff, and students who are working on campus during this time are recommended to self-monitor for the development of COVID-19 symptoms. Symptoms may include:

- Fever (>38.0°C)
- Headache
- Chills
- Shortness of breath/Difficulty breathing
- Loss of sense of taste or smell
- Fatigue (tired)
- Aches and pains
- Sore throat
- Runny Nose

If workers are returning from international travel, develop any symptoms, or come in contact with anyone who tests positive for COVID-19, they will be required to self-isolate. Self-isolation means they are required to stay home and avoid contact with others.

Canada's COVID-19 app should be filled in daily by all workers. This app organizes daily self-monitoring and offers direction to self-assessment, medical advice, and provincial testing should symptoms arise. For more information on the Government of Canada COVID-19 App and Daily Symptom Tracker, links and directions can be found on the University of Regina HSW COVID-19 Resources Page. **If you require medical assistance, call the Saskatchewan Healthline at 8-1-1.**

Appendix D

Research Personnel Acknowledgement

ACKNOWLEDGEMENT

I, (name) _____, (position) _____ for

(research project or file number) _____, HEREBY ACKNOWLEDGE:

Due to the COVID-19 (novel coronavirus) pandemic, the Province of Saskatchewan (the "Province") has imposed necessary distancing measures and restrictions in an effort to slow the transmission of the virus and reduce the risk to the population. The Province has now developed a phased-in approach to lift restrictions on businesses and services in an effort to reopen the provincial economy and public life. Link found here: https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/re-open-saskatchewan

The University of Regina (the "University") has designed a four-phase Back to Research Plan (the "Plan") commencing May 4, 2020 designed to open up research activity at the University in a measured and responsible way and in concert with the Province's reopening plan. The University has developed Research and Safety COVID 19 Guidelines to assist with reopening the research enterprise. Link found here: https://www.uregina.ca/research/policies-forms-top/covid-19-research.html

Research Personnel will have an opportunity to resume lab and field research activities in accordance with approvals provided on a case-by-case basis by the Vice-President (Research). Although the University has taken careful steps to mitigate risk to those participating in research activities, it is understood that there is still a level of risk associated with these activities and that Research Personnel may not feel comfortable engaging in these activities during the early stages of the Plan.

Those individuals who do not wish to engage in research activities during the early stages of the Plan will not be subject to penalties from the University for non-participation while restrictions are in place.

I hereby acknowledges that I:

☐ **consent OR**

☐ **do NOT consent**

to participating in research activity.

If I have consented to participating in research activities, I acknowledge by signing below that I have read the University of Regina Research and Safety COVID 19 Guidelines indicated above.

Research Personnel

_____ _____

Name: Date:
Title: