**Appendix V ­– Research Management Plan (RMP) – Face-to-Face Human Research**

This form is to be completed by each PI to document their lab’s health and safety plans to support the return to research activities specifically related to the **return of human participant research.** Research plans must work to minimize the number of people necessary to undertake the research safely. Where the research necessitates interaction with human participants, additional procedures must be employed and are to be outlined below. **This is an example plan and can be modified to capture research specific to different Academic Units.**

It is appreciated that many labs may have a range of research that could fall under different categories of mitigation needs. Please include coverage of the main procedures that take place in the lab that involve face-to-face human research, where there may be increased risk of COVID-19 exposure. Specifically, consider proximity to participants, and duration of proximity, in addition to the nature of the research and the risks this may impose.

1. Are you currently completing your human participant research remotely or transitioning research remotely? If so, explain any changes that have been made to protocols. See Level 1 of return to face-to-face human research document for guidelines.

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| **Briefly explain aspects of research with COVID-19 concerns. Identify protocol or procedure changes for each concern.** |
|  | **Action** | **Comments/Description** |
|[ ]  Changes have been made to protocols to maintain remote research or transition research remotely  |  |
|[ ]  Changes have been made to REB documents and COVID specific language has been added |  |
|[ ]  Research at this level is Not Applicable – see further details below |  |

1. If research requires face-to-face interaction, but physical distancing can be maintained, what engineering and administrative controls have been implemented to maintain two metres distance? If research also requires use of PPE for aspects of research that will involve periods of time within two metres, **administrative and engineering controls can still be listed here**. See Level 2 of return to face-to-face human research document for guidelines.

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| **Briefly explain aspects of research with COVID-19 concerns. Identify administrative and engineering controls being proposed to mitigate risk for each concern.** |
|  | **Action** | **Comments/Description** |
|[ ]  Equipment has been relocated where possible to support minimum physical distancing with participant |  |
|[ ]  Engineering controls have been implemented using change in location where possible, for example from outside to inside |  |
|[ ]  If more than one researcher is required to perform an activity, research members are paired up to minimize the number of discrete contacts with different individuals, thus limiting potential exposure to a potential positive case of COVID-19. |  |
|[ ]  Consent forms (and other documents) are administered online. |  |
|[ ]  Changes have been made to REB documents, and COVID specific language has been added. |  |

1. If it is not possible to maintain two metres distance from human participants, list engineering and administrative controls (listed above or here) in addition to specific PPE required to mitigate risk during close proximity (<two metres). Include consideration of duration and nature of testing. See Level 3 of return to face-to-face human research document for guidelines.

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| **Briefly explain aspects of research with COVID-19 concerns. Identify administrative and engineering controls (describe here or above) as well as PPE being proposed to mitigate risk for each concern.** |
|  | **Action** | **Detailed description** |
|[ ]  PPE has been sourced and will be available to researchers and participants, if required.  |  |
|[ ]  All personnel working with participants have reviewed this form and it will be posted somewhere in the lab |  |
|[ ]  Changes have been made to REB documents, and COVID specific language has been added. |  |
|[ ]  Other (explain) |  |

1. Please outline your plan in the case of incidental close contact (less than two metres) with a participant, in the event of an Emergency.
2. Does the nature of the research impose additional risk (aerosol producing procedures, prolonged close contact)? Please explain below and document what mitigation strategies are being implemented to reduce risk specific to those concerns.

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1. Would you like your RMP to be reviewed at an additional tier to provide guidance for appropriate mitigation strategies for procedures with additional risk? If you choose NO, it does not mean your RMP won’t be reviewed at the second tier if questions remain that require additional expertise prior to clearance.

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|  |  | Comments |
|[ ]  YES |  |
|[ ]  NO |  |