

APPENDIX: Research Phase-in Checklist



IMPROVE LIFE.

Research Recovery from COVID-19

The checklist is to be completed by the PI to document plans for physical distancing upon returning to research activities.

Name of Principal Investigator/Supervisor:

Department:

1. General:

- I confirm that a plan has been established to quickly scale back or suspend research activities if so required by the University in accordance with Public Health directives

I have reviewed the following with my research team:

- All faculty, staff, students, visitors, and contractors must complete the [University of Guelph COVID-19 Daily Screening Form](#) every day before coming onto the Guelph Campus or other University of Guelph work location.
- All personnel are to stay home if sick. If anyone is showing symptoms of COVID-19, they are not to attend work, but rather self-isolate at home and consult their health care provider.
- Strict hygiene measures including avoiding touching your face, frequent hand washing and good respiratory etiquette are to be followed.
- All those on University of Guelph campuses are required to follow the requirements for face coverings as outlined on the [University of Guelph Return to Campuses website](#).



OFFICE of RESEARCH

2. Physical Distancing

The number of research team members (faculty, staff, students, etc.) who access spaces at any time must be minimized to ensure all individuals can continue to practice physical distancing. Identify the strategies used to minimize people within your research spaces.

	Strategy	Comments and/or Description
<input type="checkbox"/>	Shared electronic calendar available to facilitate coordination of schedules between personnel using the same space. <i>Identify method e.g. Teams, One Drive, etc.</i>	
<input type="checkbox"/>	Shifts staggered	
<input type="checkbox"/>	Lunch and break times staggered	
<input type="checkbox"/>	Use of common equipment coordinated to avoid multiple people using at a given time	
<input type="checkbox"/>	Teams of personnel who will work at one time have been created to minimize the numbers of discrete contacts with different individuals and limit the impact in the event of a COVID positive case, while also minimizing working alone situations.	
<input type="checkbox"/>	Visual markings have been added to indicate minimum physical distancing	
<input type="checkbox"/>	Equipment has been relocated to support minimum physical distancing	
<input type="checkbox"/>	Workstations have been reconfigured to support minimum physical distancing	
<input type="checkbox"/>	Workstations have been dedicated to one person	
<input type="checkbox"/>	Uni-directional workflow has been established and labelled accordingly (i.e. one-way paths for movement within the space)	

If there are scenarios where working alone will be required, identify how these will be managed _____



3. Hand washing and disinfection

	Consideration	Comments/Description
<input type="checkbox"/>	Handwashing soap and paper towels and/or an appropriate alcohol-based hand sanitizer (>60%) are available and supplies deemed to be sufficient.	
<input type="checkbox"/>	Expectations for handwashing/sanitizing have been reviewed with personnel. <i>Describe expectations.</i>	
<input type="checkbox"/>	Disinfectant for use on equipment, tools and high-touch surfaces (e.g. faucets, door handles, bench/desk tops, etc.) is available and supplies deemed to be sufficient. <i>Indicate disinfectant(s) to be used</i>	
<input type="checkbox"/>	Procedure developed and communicated to research team for disinfection of equipment and high touch surfaces at the beginning of use and before the end of use on a given day, or before its use by another individual	

4. Personal Protective Equipment (PPE)

	Consideration	Comments/Description
<input type="checkbox"/>	Supplies of PPE for research activities have been assessed and are adequate	
<input type="checkbox"/>	PPE for each individual is stored separately	

5. Other

Are there scenarios where personnel will be unable to maintain a physical distance of 2m?

Yes No

If yes, describe:

If yes, identify what additional precautions will be practiced:

Non-medical mask will be worn

Physical barriers will be implemented

Additional practices implemented:

Please refer to the following for further information:

- [Current COVID-19 related guidance for Research at the University of Guelph](#)
- Related COVID-19 guidelines on the [EHS website](#)

