

Application to Re-Open Laboratory and/or Resume On-Campus Research

In alignment with Ontario Tech’s staged approach to re-opening the physical campus, the Return to On-Campus Research Task Force has developed a framework for resumption of on-campus research activities. Completed applications must be submitted to the relevant Faculty On-Campus Research Committee (FORC) for review in consultation with the University Operations Taskforce (UOTF). Following review, applications will be forwarded, with recommendations, to the Faculty Dean. Following Dean’s approval, the Vice-President Research and Innovation (VPRI), in consultation with UOTF will render a final decision to initiate on-campus research/laboratory activities. **Completion of this form and associated documents does not guarantee access to on-campus facilities.** Approval is subject to overall COVID-19 university operational considerations. On-campus research activities cannot commence without FORC, Faculty Dean and VPRI approval.

Approval is based on:

- 1) Risk level and risk management strategies.
- 2) Priority of the research being conducted.
- 3) Completion of a local risk assessment, relevant training, and attached documents (e.g. SOPs); review of all guidance documents deemed relevant to the safe resumption of research activities on-campus.
- 4) Both the letter and spirit of the University’s staged approach to re-opening, and the Province’s document “A Framework for Reopening our Province”.

Principal Investigator:

Primary Faculty:

Dean: _____ **Level of Project:** Faculty Postdoctor Fellow Graduate Student

Title of Project:

Field and Nature of research:

If this research is funded (including from internal sources e.g. start-up) please list:

Sponsor/Program (NSERC, University, etc. / Alliance, Start-Up, etc.)

Is the research specific to COVID-19? Yes No

Persons who will be using the space: (include role: Post-Doctoral, Graduate Student, Visiting Scholar, etc.)

First Name	Last Name	Project Role	Contact Email and/or Cell phone Number:
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Required Access (Campus Security requires all rooms MUST be listed otherwise access will not be granted):

1. Building: _____ Room(s): _____	2. Building: _____ Room(s): _____
3. Building: _____ Room(s): _____	4. Building: _____ Room(s): _____

Ontario Tech On-campus Resources Being Used for Project:

Laboratory Space	Office	X-Ray Laboratory	Laser Laboratory
Biosafety 1/2 Laboratory	Radiation Laboratory	Animal Facilities	Other (please specify):

Rationale For Request to Initiate Research and/or Lab Activity:

- 1) Outline current activity; impact of the additional activities requested in the application.
- 2) Reasons why it is vital to restart part or all of on-campus research without delay.
- 3) A description of on-campus activities; activities to continue to be performed remotely.
- 4) Indicate the length of time / frequency of access that will be needed, project start and end dates if known, all partners involved and their roles.

Risk Levels and Management

Please place an X in the relevant boxes, i.e., those applicable to the research project you are seeking approval for. Completion of this matrix will assist with identifying risk mitigation strategies/procedures that are required when conducting research on-campus.

Surface/Touch Categories	Density / Physical Distancing Categories			
	1 person in a room/area at a time	2+ people in room/area Below area capacity and can maintain 2-metre physical distancing	2+ people in room/area Above room capacity and/or cannot maintain 2-metre physical distancing	Physical contact between researchers and/or participants
Common Touch Points and Surfaces (e.g. doors, computers, tables, etc.)				
Re-useable lab equipment (e.g. test tubes, beakers, etc.)				
Disposable Supplies (e.g. cloths, testing agents)				
Disposable wearables (e.g. mouth pieces, electrodes, etc.)				
Non-disposable wearables (e.g. eye trackers, electrodes, EEG caps)				
Non-disposable equipment (e.g. bikes, treadmills, robotic arm, ACE equipment)				
Invasive Procedures as defined by the Ontario Tech Research Ethics Board ¹				

Using the risk mitigation guidance on the following page, please describe in detail the risk mitigation strategies that will be used to address the above selections. **Researchers should create/modify and attach any standard operating procedures that contain COVID-19 risk mitigation strategies.**

Risk Mitigation

Based on the risks outlined above, you will be required to demonstrate that risks can be mitigated. Below is a reference of the strategies you will need to adopt.

Surface/Touch Categories	Density / Physical Distancing Categories			
	1 person in a room/area at a time	2+ people in room/area Below area capacity and can maintain 2-metre physical distancing	2+ people in room/area Above room capacity and/or cannot maintain 2-metre physical distancing	Physical contact between researchers and/or participants
Common Touch Points and Surfaces (e.g. doors, computers, tables, etc)	A	B	B,C,F	B,C,F,H
Re-useable lab equipment (e.g. test tubes, beakers, etc)	A	B	B,C,F	B,C,D,F,H
Disposable Supplies (e.g. cloths, testing agents)	E	B,E	B,C,E,F	B,C,D,E,F,H
Disposable wearables (e.g. mouth pieces, electrodes, etc)	-	B,E	B,C,E,F	B,C,D,E,F,H
Non-disposable wearables (e.g. eye trackers, electrodes, EEG caps)	-	B	B,C,F,G	B,C,D,F,G,H
Non-disposable equipment (e.g. bikes, treadmills, robotic arm, ACE equipment)	-	B	B,C,F,G	B,C,D,F,G,H
Invasive Procedures as defined by the Ontario Tech Research Ethics Board ¹	-	B	B,C,F,G	B,C,D,F,G,H

A: Ensure all touch points fully sanitized before departure.

B: Ensure all touch points fully sanitized before and after every use.

C: Wear mask and/or face shield when 2-metre physical distancing cannot be maintained.

D: Wear gloves at all times.

E: Create standard operating procedure to outline the process for immediate safe disposal of lab consumables after use.

F: Modify or create standard operating procedures so that updated information is included in lab documentation. (E.g. increased risk language, consent form for REB, lab space planning, enhanced cleaning practices, etc.)

G: Create comprehensive disinfection procedures for research being performed (e.g. disinfection of invasive equipment used).

H: Strong consideration must be given to finding methods for allowing participants to self-administer study procedures if possible; except in cases where the procedure is a controlled act defined under the Regulated Health Professions Act, 1991.

Please note: Given the dynamic nature of the COVID-19 pandemic, the risk matrix and mitigation requirements may be revised to reflect new and/or emerging information. Regardless, operational PPE use must still apply.

1. The Ontario Tech REB identifies the following procedures as invasive:

- performing a procedure on tissue below the dermis, below the surface of a mucous membrane.
- proposal involving administering a substance by injection or inhalation.
- involve the use of radioactive material or radiation treatment devices. (For example, ingestion of a dye for imaging procedures, x-ray procedures).
- involve an application of an electrical, thermal or magnetic modality to a human participant -(e.g., MRI, TMS, tDCS, electrical stimulation, heat, ultrasound, ice, etc.)

Required Certifications or Permits for Project:

Human Biosafety Animal Radiation/X-Ray/Laser Other (Please specify):

(Please Contact the Research Ethics/Biosafety/Radiation Safety Officer if you require an update on the status of your project approval/permit/certificate: researchethics@ontariotechu.ca, radbio@ontariotechu.ca)

Please check all the services that you require to support your project:

Research should not proceed without appropriate administrative support (custodial, administrative, financial, and others needed to sustain the research activities).

Science Stores Procurement Shipping/Receiving Autoclave
Hazardous Waste Disposal Other (please specify):

Can workers of external organizations be tracked through campus security? Yes NO

If NO, Please explain how their work on campus will be tracked and how they can be contacted:

Acknowledgments

I acknowledge that I may need to shut down operations within 1 business day in the event of an outbreak or government restrictions. I have a lab continuity plan in place for such a shut down.

Principal Investigator Acknowledgment:

I, as well as others using the space, have read and understood the [COVID-19 Response \(Infectious Disease Program\) website](#) information on the [Health and Safety Website](#).

I, as well as others using the space, have read and understood the research facilities and lab safety information on the [research-related FAQs](#).

I, as well as others using the space, will follow all laboratory rules, procedures, and public health recommendations.

I, as well as others using the space, have completed the following found on the [COVID-19 Response \(Infectious Disease Program\) website](#):

- Return to Work COVID-19 Training
- Re-Start Lab Checklist
- COVID-19 Risk Mitigation Plan Document

I, as well as others using the space, have read the following documents on the [COVID-19 Response \(Infectious Disease Program\) website](#):

- Guidelines for Working on Campus During COVID-19
- COVID-19 Reporting: Actions to be Taken

I, as well as others using the space, understand that the University may undergo ramp-down procedures at any time in response to government directives and have read the [Extended Closure of Research and Laboratory Activities: Ramp-down and Re-Start](#) to prepare for such an event.

Principal Investigator:

Signature:

Date:

Please send the complete application to your Faculty On-Campus Research Committee (FORC) and healthandsafety@uoit.ca for review and signature.

Review:

FORC Member:

Signature:

Date:

Approvals:

1. Please send to your Faculty Dean for review and signature:

2. Please send to research@ontariotechu.ca for review and signature:

FACULTY DEAN

LES JACOBS

VICE-PRESIDENT RESEARCH AND INNOVATION

Signature:

Signature:

Date:

Date:

3. VPRI to Forward Completed Signed Form To:

Risk Management: Jacquelyn Dupuis Jacquelyn.Dupuis@ontariotechu.ca
cc: Health and Safety Office: Maureen Calhoun Maureen.Calhoun@dc-uoit.ca
cc: Research Services: research@ontariotechu.ca
cc: Principal Investigator