

COVID-19 Emergency Preparedness Plan Assistance

Information for Ontario Tech Researchers

The university is currently conducting laboratory research as usual. We encourage laboratories to continue following public health recommendations such as proper hand hygiene, social distancing, and to stay home if you are ill. Investigators should be ready to scale back or implement alternative work schedules, if asked to do so. Plan your experiments and prepare your lab in order to minimize disruptions during an extended closure.



Be Prepared

- **Stay Current:** The situation with COVID-19 continues to evolve rapidly, raising many valid questions and concerns among our campus community. For the latest information on the University status during the pandemic, please visit the [Ontario Tech Website](#). The website is kept updated in accordance with the direction and information provided by public health authorities. **Rely only on official messages from the university for Ontario Tech updates.**
- **Research Questions:** The Office of Research Services has prepared an [online FAQ](#) of research related questions. Please go through the questions and if you have any more please reach out to the [appropriate person](#) or email: research@uoit.ca
- **Plan Ahead:** The [Health & Safety website](#) may have resources and information to help you plan. This includes the [Laboratory Ramp Down Checklist](#) that should be completed prior to leaving the lab once an extended closure is announced.

Extended Closure of Research Laboratory

Should the university research operations undergo an extended closure, researchers perform the laboratory ramp down procedures:

1. **Stop Work:** Cease all on-going active experiments so that the hazards will not present a danger.
2. **Communicate:** Inform all Research Lab Personnel with access to the research lab that the ramp down procedures are being performed and not to report to the lab.
3. **Take Action:** Complete the [Laboratory Ramp Down Checklist](#).
4. **Final Exit:** Perform a final walkthrough of the lab. Ensure all personal belongings are collected before exiting your lab. Once the door is closed, ensure it is locked and unable to open without a key/proxy card.
5. **Vacate:** Leave campus immediately as safely as possible if an emergency is occurring.
6. **Follow-up:** Follow-up with others to inform them of the closure status of your laboratory area(s):
 - a. Other researchers of the lab off-campus at the time
 - b. PBO and your Supervisor
 - c. Health and Safety Officer
 - d. Bio/Rad/X-Ray/Laser Permitted Labs: Biosafety and Radiation Safety Officer
 - e. Animal Care/Human Ethics Approved Labs: Research Ethics Officer
7. **Flatten the Curve:** Keep up-to-date on the current events and follow public health recommendations.

Return To Normal Operations

Announcements on the return to normal operations will be emailed to the community and made on the [Ontario Tech Website](#).