**Request to Resume Off-Campus or Field Research**

July 21, 2020 – Until further notice

This form must be used to request approval to conduct off-campus or field research. This form must be completed by the faculty member. It must be reviewed and signed by the appropriate Chair/Director and by the Dean. Complete applications should be submitted by the PI (or designate) to [researchqueries@uwaterloo.ca](mailto:researchqueries@uwaterloo.ca)

This form must be accompanied by a completed Safety Plan Template for off-campus or field research. All information (in both forms) must be entered to be considered a Complete Submission. Incomplete submissions will not be reviewed, and will be returned to the PI.Off-campus field work also requires an approved Fieldwork Risk Management Form.

Forms are reviewed and assessed by the Office of Research, Graduate Studies and Post-Doctoral Affairs, and Safety Office.

Once approved, you will be notified regarding the timing to begin your field research activities.

**Expect the review and approval process for field work in Ontario to take at least five business days so plan your activities accordingly. As federal and provincial restrictions on travel evolve, please only submit this form if your off-campus or field research is within the next two months.**

International travel is not permitted including to the USA, and [domestic travel](https://uwaterloo.ca/coronavirus/health-and-travel-guidance#travel) (travel within Canada) will be assessed on a case-by-case basis. These requests require a strong justification, require additional permissions, and will take longer for review and approval.

At all times, you must follow [Waterloo pandemic response protocols](https://uwaterloo.ca/coronavirus/public-health-guidance) as well as guidelines from the [Region of Waterloo Public Health](https://www.regionofwaterloo.ca/en/public-health-and-emergency-services.aspx) and [Waterloo Safety Office](https://uwaterloo.ca/safety-office/), including for physical distancing. As well, familiarize yourself with the protocols as outlined in the [Waterloo Coronavirus website](https://uwaterloo.ca/coronavirus/). This contains important information and is updated regularly. Please be aware that conditions can change and you may be required to close down field research operations if public health guidance changes.

Conducting off-campus or field research safely requires the following:

* Suitable pandemic safety precautions must be in place at all times which includes physical distancing. This includes providing a distance of at least two meters between individuals and not more than 10 people being together in a group.
* All research must be conducted in accordance with applicable safety requirements and best practices. Disinfect and avoid sharing equipment. Use hand sanitizer regularly.
* No operation off-campus or field work should be carried out without adequate training and supervision.
* [Working Alone guideline](https://uwaterloo.ca/safety-office/occupational-health-safety/working-alone-guideline) must be followed when deploying employees in any operation off-campus or field work.
* Field work requiring use of a boat is not permitted unless rationale can be provided that outlines how physical distancing of at least two meters can be maintained, in addition to adhering to existing safety protocols.
* Travel to, or in proximity to, Indigenous communities or on Indigenous land to undertake field research would normally not be permitted because of federal concerns regarding safety of Indigenous communities.
* Permissions must be obtained and be current for use of off-campus locations or facilities (e.g., field stations, greenhouses, farms, municipal land, businesses, organizations) by the authority responsible for these locations or facilities. These updated permissions will need to be in place before your critical research request is given final approval. Respect the wishes to limit visitors to and from these areas. Research access will most likely require special permission from the relevant authorities.
* Appropriate precautions must be in place and documented to protect employees, students and the larger community. Limit interaction with the general public.
* Do not participate in off-campus or field research or allow a member of your team to participate if exhibiting COVID-19 symptoms.
  + Note: If a member of your team begins to exhibit COVID-19 symptoms during off-campus or field research and that member is a **student:**
    - You should advise them to contact their health care provider, or Telehealth Ontario.
    - You must contact the University Medical Doctor ([Clark Baldwin](mailto:clark.baldwin@uwaterloo.ca)) and Associate Provost, Students ([Chris Read](mailto:Chris%20Read%20%3cchris.read@uwaterloo.ca%3e)) and inform the student you have done so.
  + If a member of your team begins to exhibit COVID-19 symptoms during off-campus or field research and that member is an **employee:**
    - You should advise them to contact their health care provider, or Telehealth Ontario.
    - You must contact [Occupational Health](mailto:occupationalhealth@uwaterloo.ca) and inform the employee you are doing so.
* Lists of emergency contacts must be up to date and held by each team member.
* Shared travel and accommodations must be avoided to ensure physical distancing requirements are followed.
* Limit time and activity off-campus or in the field only to what is required. Wherever possible, travel directly from home to the off-campus or field site and back home.

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| Name of Principal Investigator: | |
| Department: | |
| Email of PI:    Cell Phone (or other means of emergency contact): | |
| Department Chair Name: | |
| Department Chair Email: | |
| Research Location(s):  Provide details of the site location(s) for the off-campus or field work.: | |
| Anticipated Start date:  Anticipated End date: | |
| Category of personnel involved (indicate all that apply) and names (full first and last names) of all individuals:  Faculty; Names:  Graduate student; Names:  Undergraduate student; Names:  Post-doctoral Fellow; Names:  Research Staff; Names:  Total number of personnel (including PI): [Insert #] | |
| Rationale for requesting field research:  This section is to include a description of what the consequences are of not conducting this research at this time (financial, social, professional, scholarly, time sensitivities) and what the negative impact would be. Outline what work is to be done off-campus or in the field and what, if any, access, is needed to return to a laboratory or office on campus to store data or freeze samples. | |
| Timeline for the field work:  Include days of the week and hours per day and which person named above will be deployed on these days (e.g., how long each individual will be working in the location(s). | |
| Required certifications/approvals needed or already in place:  Animal study (provide research ethics application #):    Other (please describe in detail): | |
| Description of any potential impacts/exposures to people associated with the off-campus or field site(s) (e.g., businesses, employees, farmers, land owners, conservation authority personnel) and plans for mitigation or minimization: | |
| On-campus laboratories and facilities require a laboratory request form and safety plan. This applies if the research requires access to an on-campus laboratory at any time (e.g., before or after the off-campus or field work). Check the relevant box below:  I have an **approved** laboratory request AND safety plan.  Date approved:  I have a laboratory resume request AND a safety plan submitted that is pending approval.  Date submitted:  I I do not require access to an on-campus laboratory or facility for this research.  Review the [Waterloo COVID-19 Research website](https://uwaterloo.ca/coronavirus/) for details on laboratory research ramp up information. | |
| Review the following statements and confirm by checking the boxes:  I acknowledge that I have reviewed the [Fieldwork/field trips information](https://uwaterloo.ca/safety-office/occupational-health-safety/fieldwork) on the Safety office website.  I acknowledge that I have completed the [Fieldwork Risk Management Form](https://uwaterloo.ca/safety-office/sites/ca.safety-office/files/uploads/files/fieldworkriskmanagementform_2_1.pdf) and sent it to my unit head/director or dean for approval. A copy of the form is attached.  I acknowledge that if any of the documents named above are not complete or missing information these forms will be returned to me and require resubmission.  Review the following statements and confirm by checking the boxes:  I will follow the approved safety plan for my personnel as per the [Guidelines](https://uwaterloo.ca/coronavirus/research-information)  I will ensure an up-to-date list of emergency contacts is shared among the team.  I will ensure the appropriate precautions are in place and documented to protect study team members (employees and students), including practicing physical distancing and contact tracing.  I will ensure the research will be conducted in accordance with applicable safety requirements and best practices.  I will ensure no off-campus or field work operations will be carried out without adequate training and supervision.  I will ensure all research team members have reviewed and will follow the [Working Alone](https://uwaterloo.ca/safety-office/occupational-health-safety/working-alone-guideline) guideline when considering deployment of faculty, staff and student in off-campus or field operations.  I am prepared to safely suspend my off-campus or field research operations at short notice in the event of further changes due to COVID-19.  By signing below,   * I confirm that the research described in this request form is off-campus or field work operations and these activites **cannot** be conducted from a home office. * I confirm I have consulted with all students or postdoctoral scholars to be engaged in this research. Through those conversations, I have confirmed that these researchers are aware of and expressed no reservations with the safety precautions and processes that will be in place to conduct field research described in the request.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Principal Investigator (electronic signature or email approval)  Name:  Date: | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Chair (electronic signature)  Name:  Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Dean (electronic signature)  Name  Date: |

***Please submit this completed and signed form, safety plan, and risk management formto*** [***researchqueries@uwaterloo.ca***](mailto:researchqueries@uwaterloo.ca)