**Request to Resume On-campus Laboratory Research**

July 15, 2020 – Until further notice

This form must be used to request access to conduct on-campus research requiring a laboratory or specialized equipment. This process is *not* for requests for access to office space for research that does not require specialized equipment or software.

The form must be completed and submitted by the faculty member. It must be reviewed and signed by the appropriate Chair/Director and by the Dean. Complete applications should be submitted to [researchqueries@uwaterloo.ca](mailto:researchqueries@uwaterloo.ca)

This form must be accompanied by a completed Safety Plan Template. 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.

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

Once approved, you will be notified regarding the timing of your access to campus to continue your research.

Please limit your time and activity on campus to only what is required.

Phase 2 (launched July 15th) includes expanded criteria.

* Criteria for consideration of access for on-campus laboratory research in Phase 2:
  + COVID-19 related research
  + Research that if not continued would result in a significant loss of data, specimens, or equipment
  + Grants and contracts with time-sensitive milestones
  + Graduate students nearing research degree completion
  + Research with needs for intermittent lab access
  + Early career researchers
  + Researchers currently hindered by restrictions due to COVID-19, where ongoing access to research laboratory and specialized facilities would be required for the continuation of their research.

Appropriate precautions must be in place and documented to protect employees and students.  Ability to conduct research safely includes the following:

* + Physical distancing must be applied, providing a distance of at least two meters between individuals.
  + Lists of emergency contacts should be up to date and posted in a clearly visible location.
  + All research must be conducted in accordance with applicable safety requirements and best practices.
  + No operation should be carried out without adequate training and supervision.
  + Please also reference the [Working Alone](https://uwaterloo.ca/safety-office/news/working-alone-guideline) guideline when considering deployment of employees in on-campus operations.
  + Provision of anticipated frequency and duration of on-campus activity.
  + Refer to the [Health and Safety Guidance During COVID-19](https://uwaterloo.ca/research/sites/ca.research/files/uploads/files/health_safety_guidance_during_covid-19_v1.0_apr2020.pdf) document

**Do not participate in laboratory 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 laboratory 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 laboratory 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.

At all times, ensure you 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. Finally, please familiarize yourself with the protocols as outlined in the [Waterloo Coronavirus document](https://uwaterloo.ca/coronavirus/). This contains important information and is updated regularly. Please be aware as well, that conditions can change and you may be required to close down lab operations if public health guidance changes.

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| Name of Principal Investigator: |
| Department: |
| Email of Principal Investigator: |
| Department Chair Name: |
| Department Chair Email: |
| Research Location \*Note: A Request Form must be submitted by one PI. It may include multiple rooms, if they are all directly managed by the PI.. Shared spaces should be addressed in a separate submission by the department.  Building: [Insert Building Name]  Rooms included in this request (and Safety Plan) must each be listed separately below (add rows as necessary):   |  |  | | --- | --- | | Room # | Maximum occupancy (from Safety Plan) | |  |  | |  |  | |  |  | |  |  | |
| Category of personnel involved (indicate all that apply) and list the full names of all individuals:  Faculty:  Graduate student:  Under-graduate student:  Post-doctoral Fellow:  Research Staff:  Total number of personnel (including PI): [Insert #] |
| Required resources: Note: use of core facilities will be controlled by those managers (and must have an approved Safety Plan).  Laboratory  Vivarium  Core facility. If yes, identify:  Office  Other (please specify): |
| Rationale for requesting to continue research, including justification of how this meets the criteria as defined above. |

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| By signing below,  I confirm that 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 research described in the request to be in on campus. Also:   * I will follow the recommendations for safety for my personnel as per the [Guidelines](https://uwaterloo.ca/research/covid-19-and-research), and certify that:   An up-to-date list of emergency contacts is posted in a clearly visible location.  Appropriate precautions are in place and documented to protect employees and students, including practicing physical distancing.  The research will be conducted in accordance with applicable safety requirements and best practices.  No operation will be carried out without adequate training and supervision.  I have reviewed and will follow the [Working Alone](https://uwaterloo.ca/safety-office/occupational-health-safety/working-alone-guideline) guideline when considering deployment of employees and students in on-campus operations with those I supervise.  I am prepared to safely suspend lab operations at short notice following the steps outlined above in the event of further changes due to COVID-19.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Principal Investigator (electronic signature or email approval)  Name:  Date:  Once signed, please send to your chair/director | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Chair (electronic signature)  Name:  Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Dean (electronic signature)  Name  Date: |