

Faculty of Environment Request to Resume (Non-Lab) On-campus Research

Application for Graduate Students, Post-Docs, Research Staff and Undergraduate Research Assistants

Please note, the process outlined below does not apply to human-participant, animal, biosafety or fieldwork related research; for these activities, see the [UW coronavirus website](#).

On-campus research is being phased in over time.

Up until now, the following criteria were used in decision making about on-campus research:

1. COVID-19 related research
2. Research that if not continued would result in a significant loss of data, specimens, or equipment
3. Grants and contracts with time-sensitive milestones
4. Graduate students nearing research degree completion
5. Research with needs for intermittent lab access
6. Early career researchers

Moving forward, situations where

7. Working remotely significantly compromises research productivity also are being considered.

This process below may now be used for research that meets criterion 7.

Process

1. To request access to campus for research, this form must be completed by the individual who requires access.
2. The completed form must then be submitted to the applicant's supervisor for review, who in turn must submit supported requests to the [Environment COVID-19 Research Restart Committee](#). If the supervisor is not supportive, they will advise the applicant of the same. For graduate students who do not have a supervisor, the form must be submitted to the [Associate Dean, Graduate Studies](#).
3. Once a decision is made by the Committee, the applicant and their supervisor(s) will be notified. If approval is granted, details on permitted times and location of on-campus work will be specified. Those who are approved must limit their on-campus time, location and activity to only what has been approved because of limitations on building and room capacities under covid-19.

Appropriate precautions must be in place and documented to protect employees and students. Approval to be on campus to conduct research safely requires the following:

- o Physical distancing must be applied, providing a distance of at least two meters between individuals
- o All research must be conducted in accordance with applicable safety requirements and best practices.
- o [Working Alone](#) guidelines must be followed.
In the case of research cluster/office space, desk work would fall in to the low risk category, and thus a written plan is not required providing that the following guidelines are followed: “**Low risk:** May work alone, however minimal precautions are required, including periodic check-in (using the [online check-in/ out tool](#)), access to phone and security measures to protect against theft, property damage or personal injury due to intruder.” Individuals should follow the University Police [Personal Safety Guide](#). A campus safety app is also available for download, which includes emergency tools, notifications, and tips for staying safe. Visit the [WatSafe web page](#) for more information.
- o The [Health and Safety Guidance During COVID-19](#) document must be adhered to.
- o Applications will not be approved by the committee until all [hazard-specific](#) and [mandatory training](#) has been completed including the new [Returning to Campus Safely during COVID-19 \(SO2036\)](#). Please attach a screenshot from workday learning with your name and grades to your application as proof of completion.
- o A detailed log of people who are on-campus conducting research, as approved through this process, will be kept by the Dean’s Office. Those who are so approved to conduct research must work only in those locations and at those times that are approved, and individuals must check-in and check-out daily by completing the online [Check-in/ out and Disinfection Checklist form](#).
- o Anyone requesting access who has a pre-existing medical condition that could be affected by COVID-19 must provide a letter from their primary health care provider indicating that the employee is medically able to return to campus, with no restrictions/limitations pertaining to the virus, other than taking the regular precautions (mask, physical distance, hand washing).

At all times, anyone on campus must follow [Waterloo pandemic response protocols](#) as well as guidelines from the [Region of Waterloo Public Health](#) and [Waterloo Safety Office](#), including for physical distancing. All applicants and supervisors must familiarize themselves with the protocols as outlined in the [Waterloo Coronavirus document](#). 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 operations if public health guidance changes.

No one is permitted on campus if exhibiting COVID-19 symptoms. The following notes are for the supervisor:

- o If a member of your team begins to exhibit COVID-19 symptoms during 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](#)) and Associate Provost, Students ([Chris Read](#)) and inform the student you have done so.
- o If a member of your team begins to exhibit COVID-19 symptoms during on-campus 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 ([Karen Parkinson](#)) and inform the employee you are doing so.

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| Applicant's name: |
| Department: |
| Email: |
| Cell phone number at which you can be contacted when on campus: |
| Research Location - Building and Room number(s): |
| Category of personnel involved : Graduate student: <input type="checkbox"/> Undergraduate student: <input type="checkbox"/> Post-doctoral Fellow: <input type="checkbox"/> Research Staff: <input type="checkbox"/> |
| Type of Space being Accessed: Laboratory: <input type="checkbox"/> Dedicated Desk within Research Cluster/Office: <input type="checkbox"/> Flex Desk within Research Cluster/Office: <input type="checkbox"/> Other (please specify): <input type="checkbox"/> _____ |
| Building: _____ Room(s) Number: _____ |
| If you have been assigned a (sole-use) desk, describe its location in room: |

Each individual requesting the use of non-lab space must identify their preferred on-campus day(s) (maximum of 2 days per week except in exceptional circumstances).

Requests must be submitted at least one week in advance and the individual must complete all required mandatory training prior to submitting the request.

One-time request (date and time):

Ongoing request:

Preferred start date:

Duration of request (e.g., 6 weeks, ongoing until the end of Fall Term):

Preferred weekdays (up to 2):

Rationale for request to conduct research on campus – Links to Criteria 1 to 6

Rationale for request to conduct research on campus – Link to Criterion 7. In order to protect your privacy, we do not require specifics (e.g., child care for pre-schooler); rather you may speak in general terms (e.g., I do not have a quiet work space). If your request is linked to computer connectivity or technology, please explain.

Signatures

Supervisor for staff and research based graduate students or Associate Dean for course based masters students. (electronic or scanned signature)

Name:

Date:

Department Unit Head Signature. (electronic or scanned signature)

Name:

Date:

For committee use only

- Recommend this research as requested
- Recommend this research with modification to the request, as per
- Recommend further review by the Dean

Environment COVID-19 Research Restart Committee Signature. (electronic signature)

Name:

Date:

Dean Andrey (if applicable). (electronic signature)

Name:

Date: