

UM PHASED APPROACH TO THE RE-OPENING OF RESEARCH DURING COVID-19: PHASE 2

This phased approach to the re-opening of research[†] applies only to research that must be conducted in university research spaces, including physical campuses and university-operated field sites. This phased approach does not apply to research that can be conducted remotely. Research personnel are encouraged to conduct research remotely to the extent practical.

This document, which was developed from similar documents at other U15 institutions, consists of 3 parts: Guiding Principles, Preventative Measures, and Process.

A. Guiding Principles

1. The health and safety of students, staff, faculty and visitors is the over-arching priority.
2. All students, staff and faculty will work remotely unless approval has been granted to work on campus.
3. Any activity on campus, whatever its nature, will be carried out while strictly respecting the constraints of public health authorities and in accordance with government guidelines and directives.
4. Recovery of on-campus activities will be gradual and in keeping with the University's stated principles and recovery plan.
5. The University will continue to take into consideration and accommodate special circumstances for staff, faculty and students, including health conditions.

B. Preventative Measures

1. Each of us has a role to play to reduce the virus from spreading – continued observance of these prevention measures will result in the timely restoration of services and easing of restrictions:
2. Stay informed and follow public health directives.
3. If you experience any symptoms of COVID-19 or have been exposed to someone diagnosed with COVID-19, stay home. See the [screening tool for COVID-19](#).
4. Limit your access to campus facilities and spaces for essential activities only.
5. Health screening will play a role in assessing access to most facilities.
6. Continue to practice good hygiene (hand washing, avoid touching your face, cough into your sleeve, disinfect frequently touched surfaces).
7. Maintain a physical distance of not less than 2 meters and do not exceed one person per 10 m² at all times.
8. Mts are not a substitute for physical distancing, good hygiene or monitoring your health. Do not go to campus when you are sick, even if you are wearing a mask.
9. Wear a mask or other appropriate face covering if you are unable to maintain the 2-meter distance. Wearing a mask is strongly encouraged when working in the proximity of others, even when the 2-meter distance is maintained. Cloth masks are acceptable as they protect others from you, should you be infected but still pre-symptomatic.
10. Ensure frequent disinfecting, especially of high-touch surfaces and objects.

[†] The term research is used herein refers to research, scholarly work, and creative activity

C. Process

Research activity will be increased in Phase 2 through the following process:

1. The operationalizing of increasing research activity (including field work) within each faculty is the responsibility of each faculty. Therefore, each faculty will be asked to agree to increased research activity within their units, recognizing that different units may have different needs or impediments. The Offices of the Vice-President (Research and International), Environmental Health and Safety, as well as Risk Management and Security, can provide advice but the scope of Phase 2 make it impossible for any other unit but faculties to operationalize.
2. Principal Investigators in units where increased research activity is welcome will be invited to apply for resumption or commencement of research activity, using a form ([found here](#)) outlining the following:
 - i) Information regarding the principal investigator (name, department, contact info);
 - ii) The names and contact info of the research personnel to return;
 - iii) The amount of on-campus time required by each returning research personnel and, if applicable, whether personnel will overlap; and
 - iv) The reason each research personnel needs to return to campus.
3. The Affiliated Institute Director (if applicable) will review and sign the form; the director will forward each form to the department head.
4. Each department head (if the faculty is departmentalized) will review all departmental requests and work with the principal investigators (if necessary), to develop a departmental plan for the re-opening of research within their department. The head will forward the principal investigator requests and the departmental plan to the dean's office for review.
5. Each faculty will review all departmental re-opening plans to facilitate a faculty-based re-opening plan. The faculty will forward the requests and faculty re-opening plan to office of the Vice-President (Research and International) for final approval.
6. The VPRI's final approval will include confirmation with Safety Resources and the EHSO that there are no valid impediments to the activity proceeding and to set a target date for resumption of the research activity, to ensure proper coordination across campus (including with Physical Plant and Facilities staff).
7. At each phase, the key priority will be approving time-sensitive and deadline-driven research. Priority will also be given to research activity involving grad students close to completing their degree and postdocs close to completing their term of appointment.
8. The plan is to beginning reopening access to university research spaces on June 1 or as soon thereafter as decided by the dean.
9. Deans/Unit Heads/Directors who wish to add additional safety measures should outline in their plan what additional safety measures are being undertaken.

Notes:

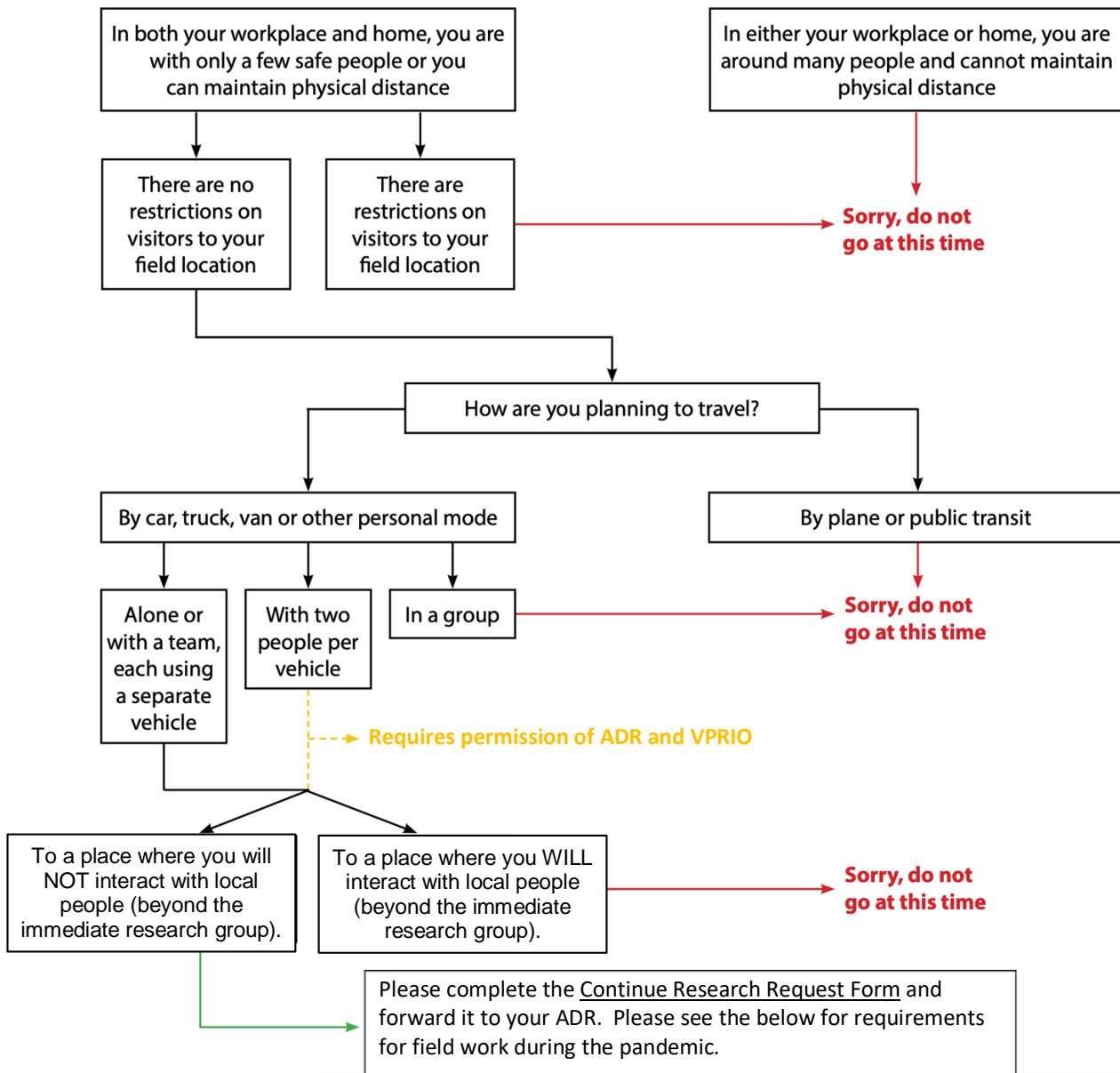
- If physical distancing can be maintained, then masking is strongly recommended. If physical distancing cannot be maintained, then masking of research personnel is required.
- In the case of interaction with maintenance employees, caretaking staff, etc., if contact with others is brief and not sustained, then masking is optional.

APPENDIX A

A1. Field Work Decision Tree

Field work must be approved by your ADR and the Vice-President (Research and International) using the [Continue Research Request Form](#). The decision tree below will determine whether you may be eligible to continue field research. The expectations outlined on the next page will assist you in completing the form and your field work plan.

If you are experiencing symptoms of COVID-19, have returned from out-of-country travel within the last 14 days, or been in contact with someone who has tested positive, you must self-isolate and delay any field work.



APPENDIX A

A2. Field Work Protocols

- Given the extent of the COVID-19 pandemic, we must limit the amount of research activity that cannot be undertaken from home. If your field work must proceed, you will need to use the [Continue Research Request Form](#) to describe:
 - Why the activity must proceed (*i.e.*, the consequences of suspending, delaying or modifying the work); and
 - Your health and safety plan for all research personnel (taking into account the expectations outlined below).
- The research team should be limited to the absolute minimum number of people required to perform the duties. Participation must also be entirely voluntary.
- Whenever possible, all research team members should self-isolate for 14 days prior to commencing field work.
- All research team members must:
 - strictly follow all [provincial health directives](#);
 - practice appropriate physical distancing (at least two meters between individuals);
 - regularly wash their hands with soap and water or using an alcohol-based hand sanitizer;
 - avoid touching their eyes, nose and mouth with unwashed hands; and
 - regularly monitor for COVID-19 symptoms (*e.g.*, fever, cough, sore throat, shortness of breath).
- If any research team member experiences symptoms, they should immediately refrain from field work, self-isolate, and use the Government of Manitoba's self-assessment tool to determine whether they should be tested. Because all research team members are expected to strictly adhere to distancing and cleaning requirements at all times, other team members should be able to continue field work.
- It is preferable for research team members to travel individually in vehicles. In situations where vehicles must be shared, and only when the ADR and Vice-President (Research and International) approve, multiple passengers may be allowed; in such cases, both occupants must have self-isolated for 14 days prior to the trip, the passenger must be seated as far from the driver as possible, both occupants must wear masks for the duration of the trip.
- Any meals must allow for appropriate distancing and avoid sharing of any utensils (*i.e.*, buffet tongs or spoons).
- Where overnight stays are required, all research team members must have individual accommodations.
- Research team members must have appropriate supplies to thoroughly and regularly clean vehicle surfaces and equipment, including before any use by other team members.
- While in the field, the research team must:
 - have access to essential services, including grocery stores and gas stations [NB: In keeping with guidance from provincial health authorities, only one research team member should be tasked with accessing these services and should do so with limited frequency];
 - bring their own toilet paper, hand sanitizer, and other personal hygiene products;
 - bring required prescription drugs and medical supplies before travel;
 - gas up before leaving home;
 - pack out what was packed in and leave no trace;

- All research team members must also know how to access the nearest hospitals and emergency medical services. Research team members should not use local health providers, unless it is an emergency.
- While in the field, the research team must be able to monitor, on a daily basis, any new directives from public health authorities or university administration, or they must be able to keep in daily contact with someone that can provide any such updates.
- Principal Investigators must have a contingency plan in place in the event you and/or your research team cannot continue the work (*e.g.*, due to illness, new government restrictions, new university directives, or other factors beyond your control). Where research involves animals, your contingency plan must address animal welfare and ethics concerns.