

## Request for Approval to Proceed - Activities under the Vice-President, Research and Innovation

*Once completed please send this form to Sue Wright at [swright@lakeheadu.ca](mailto:swright@lakeheadu.ca) for review by the COVID-19 Advisory Review Committee (C19ARC)*

**\*Note, this application is not for RESEARCH initiatives; for research with human participants please follow the [REB Resumption of In-Person Research with Human Participants](#).**

**This form should be used for Activities under the jurisdiction of the Vice-President Research & Innovation (VPRI) and include:**

- a) Delivery of workshops and/or speaker series to community members, working with focus groups, offering services to specific groups paid for by contracts administered by the Office of Research Services, outreach activities within communities (i.e., youth outreach programs, training programs, etc.) delivered by individuals or groups under the jurisdiction of the VPRI such as Canada Research Chairs, Research Centres and Research Institutes, etc. In-person conferences hosted by Lakehead University on or off-campus are not being approved during Phase 3;
- b) Community Engagement and Community-based activities includes working with community partners, NGOs, community members, etc.; and
- c) Meetings on or off campus with community members.

### Section A: Faculty Contact Information:

<b>Name:</b>			
<b>Department/Faculty:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Project Title:</b>			
<b>Funding Agency &amp; Program (if applicable):</b>			
<b>Name and email address of individual completing this form:</b>			

### Section B: Personnel Conducting the Activity (necessary for contact tracing should the need arise):

As above

<b>Name:</b>				
<b>Position:</b>	<input type="checkbox"/> Faculty member	<input type="checkbox"/> Grad student/Project Staff	<input type="checkbox"/> Post-doctoral fellow	<input type="checkbox"/> Staff

Please use Adobe Reader to complete this form.

<b>Program of Study:</b>			
<b>Phone:</b>		<b>Email:</b>	

<b>Name:</b>			
<b>Position:</b>	<input type="checkbox"/> Faculty member	<input type="checkbox"/> Grad student/Project Staff	<input type="checkbox"/> Post-doctoral fellow <input type="checkbox"/> Staff
<b>Program of Study:</b>			
<b>Phone:</b>		<b>Email:</b>	

<b>Name:</b>			
<b>Position:</b>	<input type="checkbox"/> Faculty member	<input type="checkbox"/> Grad student/Project Staff	<input type="checkbox"/> Post-doctoral fellow <input type="checkbox"/> Staff
<b>Program of Study:</b>			
<b>Phone:</b>		<b>Email:</b>	

NOTE - add additional pages if needed

**Section C: Rationale for In-Person Activity (check all that apply):**

<input type="checkbox"/> The activity is time sensitive
<input type="checkbox"/> There is a pressing need for the activity
<input type="checkbox"/> An alternative is not available or appropriate
<input type="checkbox"/> The activity relates to COVID-19
<input type="checkbox"/> Other _____
<i>*Note, checking one or more of the above criteria does not guarantee a recommendation for approval by the COVID-19 Advisory Review Committee.</i>
<b>Explanation and justification for in-person activity, including if alternatives have been considered:</b>

<b>Describe any known community members vulnerabilities, i.e., immunocompromised, existing medical conditions, elderly, working in close contact with those who may be infected by COVID-19, recent traveler, socially and economically vulnerable populations, etc. If there are vulnerabilities, please describe how you will mitigate these vulnerabilities with additional safety precautions.</b>
<b>If applicable, has the partner approved in-person research during COVID-19? Attach evidence of partner approval, i.e., letter of support, email, etc. Examples of partners include Indigenous communities (see questions below), school boards, long-term care homes, hospital/health care facilities, etc. Explain below.</b>

**Section D: Activities in collaboration with Indigenous Communities**

<b>Indigenous communities have developed their own policies and regulations regarding COVID-19. Researchers working with/in Indigenous communities must be aware of and conform to these regulations.</b>	
<input type="checkbox"/>	I have consulted with the Indigenous community(s) in which I am partnering regarding their COVID-19 regulations.
<input type="checkbox"/>	I have attached the Indigenous community(s) permission. (This can take the form of a letter from Chief and Council, and the relevant service authority where applicable).
<input type="checkbox"/>	I will follow this direction and am prepared to and agree to halt the research at any time if requested by the Indigenous community(s).
<b>It is the duty of the Faculty member lead to seek out information regarding the community(s) in which they are working to determine if in-person research is allowable during this time. The Faculty member lead must take the lead from the community and follow their regulations as appropriate. Please detail below the community regulations, i.e., quarantining necessary upon arrival in community and how this will be accomplished, outdoor activities only allowed, regulations for mask wearing/physical distancing, etc.</b>	

**Section E: Activity Safety Plan**

*(all these items must be included in your Activity Safety Plan and must be attached)*

**Checklist of information to include in the Activity Safety Plan:**

Safety Plan for Faculty/Staff/Students:	
<input type="checkbox"/>	While conducting in-person activities, faculty/staff/students must confirm <b>DAILY</b> that they are not currently experiencing, or have experienced within the past 14 days, any symptoms of illness, and they have not had recent contact with a known or presumed COVID-19 patient. If yes to any of these questions, their participation as part of the team is halted.
<input type="checkbox"/>	Faculty/staff/students will complete a COVID-19 self-assessment <b>DAILY</b> within one hour of the start of the activity: <a href="#">Ontario Ministry of Health Self-Assessment online</a>
<input type="checkbox"/>	Even though safety measures are in place, if any faculty/staff/students are showing flu-like symptoms, the activity is suspended immediately. Researchers must contact <a href="mailto:ea.vpri@lakeheadu.ca">ea.vpri@lakeheadu.ca</a> , or 807-343-8201 immediately should this occur. The Vice-President, Research and Innovation will follow University protocol to assess the situation.
<input type="checkbox"/>	Physical distancing of 2m is maintained whenever possible. Wear masks when it is not possible, even if outdoors.
<input type="checkbox"/>	Faculty/staff/students have masks available and are wearing them correctly.
<input type="checkbox"/>	Hand sanitizer is available for faculty/staff/students use, and use is required at the beginning and end of the data collection process.
<input type="checkbox"/>	Faculty/staff/students are reminded of cough/sneeze etiquette and hand washing protocols.
<input type="checkbox"/>	Each faculty/staff/student is required to maintain a personal contact log that includes the name and telephone number of all persons that he/she has been in contact with, including "off" hours (e.g. community members, other faculty/staff/students, family members, etc.). The contact log shall be kept for 30 days, and then safely destroyed. The log details are only disclosed to the area Health Unit upon request.

On a separate page, list any additional physical distancing/safety measures required or to be taken by your team in the Plan. **Valuable safety information can be found on the [Lakehead University COVID-19 site](#) or the [Ontario COVID-19 site](#)**

**Safety Plan for Community Member participants:**

You play a role in protecting the safety of community member participants that are engaged in your activity. This checklist is provided to help you put a plan in place to ensure that your community member participants can and are able to participate safely in your activity.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | While conducting in-person activities, faculty/staff/students must confirm <b>DAILY</b> that they are not currently experiencing, or have experienced within the past 14 days, any symptoms of illness, and they have not had recent contact with a known or presumed COVID-19 patient. If yes to any of these questions, their participation as part of the team is halted.                |
| <input type="checkbox"/> | All community member participants must complete a COVID-19 self-assessment <b>DAILY</b> , prior to the start of the data collection: <a href="#">Ontario Ministry of Health Self-Assessment online</a>  |
| <input type="checkbox"/> | If applicable, travel has been arranged for the community member participants that maintains physical distancing.   |
| <input type="checkbox"/> | Once at the site, community member participants will maintain 2m physical distancing whenever possible.   |
| <input type="checkbox"/> | Provide masks when/if community member participants don't have them available, even if outdoors.  |
| <input type="checkbox"/> | Shared space is cleaned appropriately between community member participant use.   |
| <input type="checkbox"/> | Hand sanitizer is available for community member participant use, and use is required at the beginning and end of each in-person session and as needed throughout.  |
| <input type="checkbox"/> | Even though safety measures are in place, if any faculty/staff/students are showing flu-like symptoms, the activity is suspended immediately. Researchers must contact <a href="mailto:ea.vpri@lakeheadu.ca">ea.vpri@lakeheadu.ca</a> , or 807-343-8201 immediately should this occur. The Vice-President, Research and Innovation will follow University protocol to assess the situation. |
| <input type="checkbox"/> | Community member participants are reminded of cough/sneeze etiquette and handwashing protocols.   |

On a separate page, list any additional physical distancing/safety measures required or to be taken by the community member participants in the Plan. **Valuable safety information can be found on the [Lakehead University COVID-19 site](#) or the [Ontario COVID-19 site](#).**