



**Lakehead University
Research/Activity Resumption Checklists**

On-Campus Research/Activity Space Physical Distancing Checklist

| | |
|----------------------------------------|-----------------------------------|
| Room Number(s): | |
| Completed on: | |
| Completed by: | |
| Signature: <i>Use either format</i> | Click to insert scanned signature |

Supervisors, prior to opening the space for personnel, consider and communicate the following measures as they relate to your Space Specific [Research/Activity Resumption Plan](#):

| Continue Working Remotely (Elimination of Hazard) | |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Completed | |
| | <ul style="list-style-type: none"> Consider essential operations/experiments in order to minimize the number of team members who need to access the space at any one time. Encourage team members to access the space and their office spaces only when necessary and for the minimum amount of time. |
| Adjust the Workplace (Engineering Controls) | |
| | <ul style="list-style-type: none"> Physical distancing visual reminders. 2 m markings on the floor around heavily used equipment or workstations. Post hand hygiene, cough etiquette, staying home when sick posters in a prominent place in the space. Relocating equipment and reconfiguring workstations, where possible, to support physical distancing. |
| Adjust Work Processes (Administrative Controls) | |
| | <ul style="list-style-type: none"> Staggering schedules of personnel, noting that working alone situations must be managed safely. Breaks and lunch periods should also be staggered. Creating “teams” of personnel that will access the space at the same time to minimize the number of different contacts an individual may have. This would reduce the number of people impacted in a research/activity group should one individual be positive for COVID-19. Establishing a uni-directional workflow (one way paths for movement within the space), where possible. |

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| | <ul style="list-style-type: none"> • Address pinch points which may include entrance/exit doors etc. • Strongly encourage your personnel to stay home if feeling unwell, and when they do attend the space, wash their hands upon arriving and when leaving. • Implement appropriate disinfection of equipment and common surfaces. For example, using an appropriate disinfectant, wipe down the following at the beginning of use and before the end of use on a given day or before its use by another person: <ul style="list-style-type: none"> ○ Equipment surfaces ○ Desktops/work surfaces ○ Meeting tables ○ Door handles ○ Telephones |
| Adjust Work Processes (Administrative Controls) Human Participant Research/Activity | |
| | <ul style="list-style-type: none"> • Human participant work cannot be conducted by a remote means, and approval has been granted by REB/C19ARC. |
| | <ul style="list-style-type: none"> • A written plan has been developed that details: <ul style="list-style-type: none"> ○ Disinfection of indoor surfaces before and after each participant. ○ Scheduling of participants to minimize time on campus and interactions with other members of the university community. ○ Requirement of face coverings, hand hygiene, cough/sneeze etiquette, and daily COVID-19 assessment for personnel and participants. ○ Essential contact information for participants kept for contact tracing purposes. |
| | <ul style="list-style-type: none"> • Plan includes procedures for what to do if a participant or personnel exhibits symptoms of COVID-19. |
| Provide Personal Protective Equipment (PPE) | |
| | <ul style="list-style-type: none"> • Personal Protective Equipment such as face shields, gowns, or gloves are not recommended for protection of non-medical personnel against COVID-19. • Non-medical face coverings are required in all public areas of the university and whenever 2 metres of physical distancing cannot be maintained. |

Communications and Training

- Schedule a virtual meeting with your personnel to discuss the Specific COVID-19 [Research/Activity Resumption Plan](#).
- [Job Specific Training Checklist](#) has been updated to include discussion of the Specific COVID-19 Research/Activity Resumption Plan.
- Ensure all personnel have completed the required [COVID-19 Awareness Course](#).
- Keep copies of certificates on file. All training is available online <https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/training>

Any other concerns noted by yourself or personnel:

Supervisor, retain a copy of this completed checklist for your records. If you require assistance with completing, please contact labsafety@lakeheadu.ca.