

## Phase 3: Lakehead University Research/Activity Resumption Plan Template

### Overview:

This document must be completed prior to the resumption of research/activity as a means to document new procedures required to reduce potential transmission of COVID-19. When completed, in conjunction with the [Start-up Lab Safety Checklist](#); [Laboratory Physical Distancing Checklist](#); [Travel, Field, and Off-Campus Community Research/Activity Safety Checklist](#); and/or [On-Campus Research/Activity Space Physical Distancing Checklist](#), this document will serve as your written safety plan. If sections below do not provide enough space, append pages as necessary or use the headings and information given below as a template in your own document.

This document must be made available by the Supervisor(s) to the Joint Health and Safety Committee and other internal approval groups. Supervisors must keep a copy of this document.

**Normal safety rules still apply. Do not allow the focus on COVID-19 to distract you from practicing normal safety protocols.**

PI/Supervisor Name:	
Email Address:	
Room Numbers of labs/facilities:	
Building:	
Campus:	
# of personnel requiring access to space:	

### 1.0 Establish Priority Levels

Identify personnel who can continue to work remotely. Do not allow all personnel to return to the space at once; those who can continue to work remotely are expected to do so.

Supervisors are encouraged to prioritize time for students who are about to finish their degrees or about to finish a manuscript/project/thesis.

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## 2.0 Physical/Social Distancing

2.1 Identify the building and room # of each of your research/activity space(s) to the VPRI. The Space Inventory Committee has determined how many personnel are permitted in a given space. Contact the VPRI and/or Physical Plant for assistance as required. Post a map at the lab's entrance with the maximum allowable occupancy of each room/area to maintain physical distancing to prevent the spread of COVID-19. Please refer to the [Return to Campus Guidelines](#) for more information.

2.2 Describe your plan to ensure distancing of at least 2 metres between anyone in the space or participating in research/activity. Please consider lab/bench space, shared equipment, meeting tables, and desk seating. If not needed, explain in the box below. If visual reminders will be needed, describe what and where they will be used. If one-way traffic patterns will be used in the lab, describe it (or append a floor plan).

## 3.0 Scheduling Staff to Support Physical Distancing

Describe your schedule for implementing specific teams and varied schedules to support physical distancing. If not needed, explain in the box below.

Minimum Required Measures:

- Create a sign in/sign out log for your research/activity space. This must be digital, where possible. Records are to be maintained by the Supervisor.
- If research/activity teams/shifts are created, members of one team cannot use the time slot assigned to another team. The goal of the teams is to limit close contacts in the event

that a group member contracts COVID-19. This will ensure some research/activity continuity.

Details and Additional Measures:

#### 4.0 Screening

##### 4.1 Self -Assessment:

**Daily, before attending campus, everyone must take the [Ontario Ministry of Health self-assessment online](#).** Please follow the results of your assessment, and self-isolate if directed.

Minimum Required Measures:

- Provide link/phone number for Province's Self-Assessment Tool <https://covid-19.ontario.ca/self-assessment/>

##### 4.2 Contact Tracing

Everyone working in research/activity spaces must keep a log book of everyone they come into close contact with daily. Public places and dates/times they visited should also be recorded. The log will not be shared with Lakehead University but may be required by the district health unit should they contract COVID-19.

Minimum Required Measures:

- Personnel are informed they must keep a log of their close contacts and places they visit.

## 5.0 Cleaning

### 5.1 Laboratory

Identify the surfaces in your lab that will require frequent cleaning, how often, and who in the research/activity group will be responsible for cleaning. Identify which cleaning products will be used. Regularly disinfect shared equipment surfaces within the research/activity before and after use with either:

- 0.1% sodium hypochlorite (active ingredient in bleach) for 5 minutes of contact time then rinsed with water – note that sodium hypochlorite is corrosive;
- 70% ethanol;
- 0.5% accelerated hydrogen peroxide products such as PreEmpt (follow manufacturers' recommendations for contact time); or,
- other hard surface disinfectant approved by Health Canada.

#### Minimum Required Measures:

- Surfaces that are frequently touched by more than one person must be disinfected frequently (before and after individual use). This is the responsibility of the supervisors of those rooms. A checklist confirming cleaning must be provided.
  - Equipment surfaces
  - Bench tops
  - Faucets
  - Fume hood sash and workspace
  - Door handles
  - Telephones
  - Meeting Tables
  - Keyboards/mouse/computers
- DO NOT use a flammable disinfectant or sanitizer on any electrical device such as light switches, as the vapors may ignite.

#### Details and Additional Measures:

## 5.2 Shared and Common Spaces

Identify any common spaces and equipment – including kitchen/break areas, office areas, frequently touched surfaces (e.g. door handles, computer keyboards, etc.) – which must be cleaned before and after each use by individuals. Shared areas with other groups must communicate clearly that individual cleaning has been completed. NOTE: publicly accessible spaces such as hallway seating areas, washrooms, entry doors etc. will be cleaned by Physical Plant following Health Canada guidelines. To purchase university authorized cleaning supplies, please visit the [Physical Plant Housekeeping website](#).

## 6.0 Signage (contact [work.orders@lakeheadu.ca](mailto:work.orders@lakeheadu.ca))

The following signs are to be posted in prominent locations within the lab:

Minimum Measures Required:

- Cough Etiquette
- Handwashing and/or hand-sanitizing Procedure
- COVID Safety Protocol
- Distancing poster

Please refer to the [Return to Campus Guidelines](#) for more information on signage.

Additional Signs needed:

## 7.0 Personal Protective Equipment (PPE) / Communal Protective Equipment (CPE)

Identify whether PPE for normal research/activity will be sufficient to limit the spread of COVID-19 or whether Communal Protective Equipment (CPE) would benefit your team. NOTE: Reliance on CPE to limit spread of COVID-19 is not sufficient. PPE effectiveness and general safety must not be compromised by the wearing of CPE.

Minimum Required measures:

- Normal PPE (personal protective equipment) rules continue to apply.
- Don't share masks, goggles, face shields, or other PPE/CPE with other people. Don't use PPE/CPE that others have used.

Details and Additional Measures:

## **8.0 Working Alone Procedures**

Personnel must be attentive to potential hazards when working alone. Identify any potential tasks below that are too hazardous to conduct when working alone or after hours.

Minimum Required Measures:

- When working alone on campus, personnel will use the Keep In Touch service offered by Security Services.
  - Thunder Bay (807) 343-8569
  - Orillia (705) 330-4008 ext. 2009
- Tasks which are too hazardous to be conducted when working alone or after hours are listed below.

## **9.0 Communications**

Create a contact list including all lab personnel. Test your text string, group chat, email group etc. to facilitate emergency communications. Ensure that emergency contacts are filed with Security Services. Detail your group's communication plan below:

Details and Additional Measures:

### **10.0 Ramp-down Plan**

If required to ramp down, what steps will be taken to safely ramp down as quickly as possible.

Details and Additional Measures:

### **11.0 Revisions**

As the Province of Ontario proceeds through their reopening framework, the guidelines will change, and this document will be updated. Supervisors are ultimately responsible for ensuring they keep up to date with the status of Provincial reopening as well as updated measures in place at Lakehead University. Updated information on the University's requirements will be available on the [Office of the Vice President Research and Innovation website](https://www.lakeheadu.ca/research-and-innovation/research-faqs-relating-to-covid-19):  
<https://www.lakeheadu.ca/research-and-innovation/research-faqs-relating-to-covid-19>