

Lakehead University Research/Activity Resumption Checklists

Travel, Field Work, and Off-Campus Research/Activity Safety Checklist

Location:	
Completed on:	
Completed by:	
Signature: <i>Use either format</i>	Click to insert scanned signature

General	
	Research/activity cannot be conducted by a remote means.
	Area of planned travel is not currently experiencing a COVID-19 outbreak, or has had travel advisories issued against travel to that region.
	If area of planned travel has 14-day quarantine period, a plan is in place to quarantine properly.
	Supervisor has a plan in place if personnel exhibit symptoms of COVID-19.
	Consider whether upcoming research/activity will be easily halted should another shut down be required/imposed.
Plan for safe travel to/from the research/activity site	
	All personnel travelling have completed a COVID-19 self-assessment immediately prior to the trip.
	All personnel travelling are able to and must complete a COVID-19 daily self-assessment during the trip.
	Travel has been arranged such that physical distancing can be maintained.
	If physical distancing cannot be maintained, personnel have masks available and are wearing them correctly.
	Personnel are aware of restriction of sharing personal/non-commercial vehicles when travelling.
	Hand sanitizer is available for personnel use, and use encouraged at the beginning and end of each trip and as needed throughout the duration of the trip.

	Personnel are reminded of cough/sneeze etiquette.
	Once at the research/activity site, maintain 2 m physical distancing whenever possible. Wear masks when it is not possible, even if outdoors.
	If essential, access to restricted areas requires authorization and documents obtained from the appropriate bodies. Appropriate documentation must be on you at all times during fieldwork or community-based research/activity.
Vehicles	
	Team members must have appropriate supplies to thoroughly and regularly clean vehicle surfaces and equipment, including before any use by other team members. Supplies should include: <ul style="list-style-type: none"> • disinfectant wipes • disposable gloves for use in cleaning and disinfection • disposable garbage bags • hand sanitizer with at least 60% alcohol • hand soap • bottled water • paper towels
	Team members have received training on donning and doffing gloves, wearing masks appropriately, and other hygiene protocols.
Accommodations and Meals	
	Accommodation has been arranged so that physical distancing can be observed.
	Supervisor has a plan to ensure there is no sharing of food, utensils, etc., and that physical distancing can be observed.
Supervisor, list any additional physical distancing/safety measures required or to be taken by your personnel. Attach additional page if needed.	

Supervisor, retain a copy of this completed checklist for your records. You may use this document along with your Physical Distancing plan to provide training to your personnel. If you require assistance with completing, please contact labsafety@lakeheadu.ca.