

**Schulich School of Medicine & Dentistry**  
**Template for Development of Individual Lab and Core Facility Research Plans**

**1. PI or Facility Manager Contact Information and Research Description**

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| <b>PI or Facility Manager Name</b>                        |  |
| <b>Department</b>   |  |
| <b>Email Address</b>                                      |  |
| <b>Emergency Phone #</b>                                  |  |
| <b>Alternative Emergency Contact</b>                      | <i>Please include name and position, email address and emergency phone #</i>   |
| <b>Location of Core Research Lab and Research Offices</b> | <i>Please include building name(s) and room number(s)</i>  |
| <b>Type of Research conducted</b>                         | <i>Please include a brief description of the type research your group conducts; i.e. wet bench research, dry lab/computational, animal studies, human studies, other</i> |

**2. Research Team Members**

| <b>Name</b> | <b>Role (student, postdoc, staff etc.)</b> | <b>Student or Staff ID#</b> | <b>Email</b> |
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*Please add additional rows as needed for your team*

**3. Return to Research Plan**

*If you have already developed a separate lab plan that addresses some or all of the below considerations, please attach your lab plan document and reference this in the appropriate section(s) below. The instructions/recommendations in the Details column should be deleted and replaced with your answers. For sections that are not relevant to your research program or facility, please indicate "N/A" in the Details column.*

| <b>Consideration/Action</b>   | <b>Response (Y or N)</b> | <b>Explanation/Details</b>  |
|---|--------------------------|---|
| <b>Health Status and Accommodations</b>   |                          |   |
| Have all team members been informed of the need to complete the health screening tool regularly and honestly? |                          | <i>Please provide details.</i><br><br><i>Western's screening tool can be found within the PeopleSoft system on-line at <a href="https://myhr.uwo.ca/">https://myhr.uwo.ca/</a>. The questionnaire appears as a tile within "My Human Resources" titled "Return to Work Questionnaire". Additional screening procedures may be put in place as deemed appropriate.</i> |

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| <p>Have all team members been informed of the importance of staying home if sick, and of the procedures to follow if they suspect they have COVID-19?</p>   |  | <p>Please provide details. Note that the <a href="#">COVID-19 Self-Assessment for Middlesex and London</a> provides guidelines to follow.</p>   |
| <p>Have you established a lab log to monitor occupancy levels within your research space?</p>   |  | <p>Please provide details/considerations. A simple system of check-in and check-out with names, dates, times and signatures would assist Departments and SSMD in monitoring and adhering to Western's occupancy restrictions.</p>       |
| <p>Have you suggested that research staff and trainees keep a log of their daily contacts? This would only be used for the purposes of contact tracing in the event of a COVID-19 occurrence.</p>                               |  | <p>Please provide details/considerations. Note that this should be voluntary only because of privacy regulations and should not be monitored. Permission should be sought to access this log in the event of a COVID-19 occurrence.</p> |
| <p>Have team members been given the chance to identify and/or request accommodations for scheduling or return to work because of health vulnerabilities, family responsibilities, mental health concerns, or other reasons?</p> |  | <p>Please provide details.</p>  |
| <p>Does your plan include ongoing monitoring of all team members' mental wellbeing, and/or have you identified mental health and wellbeing resources for your team?</p>   |  | <p>Please provide details and/or indicate if you need assistance with such plans.</p> <p>Schulich and Western have compiled mental health resources for <a href="#">Trainees</a> and <a href="#">Staff</a>.</p>                         |

| <b>Physical Distancing</b>  |  |   |
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| <p>Have you clearly identified work that can continue to be carried out remotely from home?</p>   |  | <p><i>Please provide details.</i></p> <p><i>Whenever possible staff, faculty and trainees should work from home if their work does not require them to be physically on campus.</i></p>   |
| <p>For on-campus research activities, how have you arranged your <b>research laboratory space</b> to minimize pinch points and to maintain/increase physical distancing (2 metre/6 ft between people for all work areas)?</p> |  | <p><i>Please include a description of your plans to ensure that a 2 metre/6 ft distance between people for all work areas is maintained at 20%, 40% and 60% occupancy.</i></p> <p><i>Clearly identify the maximum number of people that you feel can work within each of your laboratory spaces at each occupancy phase.</i></p>  |
| <p>For on-campus research activities, does your <b>research office or dry lab space</b> have the capacity to maintain the 2 metre/6 ft distance for all work areas?</p>   |  | <p><i>Note that wherever possible, staff and trainees should be encouraged to carry out non laboratory-based activities at home, however it is recognized that office space may be needed for eating/waiting during longer experiments.</i></p> <p><i>Please include a description of your plans to ensure that distance is maintained at 20%, 40% and 60% occupancy.</i></p> <p><i>Clearly identify the maximum number of people that you feel can work within each of your office spaces at each occupancy phase.</i></p> |
| <p>Do you have research space and/or research activities for which the 2 m/6 ft rule cannot be respected?</p>   |  | <p><i>Please describe the research activity and/or research space and provide a detailed safety plan to address these situations.</i></p> <p><i>Such situations may include experiments/procedures that require more than one person, and/or one-on-one training in a new procedure.</i></p> <p><i>Indicate if you need assistance with developing an alternative plan (i.e. access to additional space, enhanced PPE, plexiglass shields etc). These plans may require additional consultation with OHS.</i></p>           |

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| <p>Have you considered developing schedules and/or sign-up sheets for shared equipment or lab spaces?</p>   |  | <p><i>Please provide details.</i></p> <p><i>Use of online scheduling tools such as Outlook or Google Calendars provides easy and remote access for booking different lab areas, office spaces, and shared equipment.</i></p>  |
| <p>Do you need to develop a schedule for staggered work shifts to accommodate physical distancing?</p>  |  | <p><i>Please include a description of your plans, including potential timing of shifts that you are considering.</i></p> <p><i>Consider staggering work start/finish times to avoid overlap and crowding in common areas such as elevators and hallways. This could also enable staff to avoid the busiest times on public transit.</i></p> |
| <p>Do any of your team members have concerns with travel between home and work while still maintaining physical distancing (i.e. individual transportation via public transportation)</p> |  | <p><i>Please provide details.</i></p>   |
| <p>Have you made plans to continue holding research team meetings online?</p>   |  | <p><i>Please provide details.</i></p> <p><i>Lab meetings, thesis defenses, committee meetings, meetings with external collaborators, etc. should continue to take place online.</i></p> <p><i>Face-to-face meetings should be limited to maintain the 2m rule for physical distancing (recommend no more than 3 people).</i></p>            |

| <b>Lab Safety</b>   |  |   |
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| Have all team members completed the required online Western OHS training modules?   |  | <i>Please provide details. It is anticipated that new COVID-related training modules will be available soon through the <a href="#">Western OHS Training</a> site.</i>  |
| If you anticipate that a team member may be working alone because of staggered shifts, have you developed a plan that is compliant with OHS's working alone policy? |  | <i>Please provide details.</i>  |
| Have you confirmed that any changes to your laboratory workflow are compliant with fire and safety regulations?   |  | <i>Please provide details.</i>  |
| Have you reviewed your procedures for disposal of biohazardous waste and other waste items (glass, chemical, radioactive waste)?                                    |  | <i>Please provide details.</i>  |
| <b>Lab Cleaning/Decontamination</b>   |  |   |
| Have you developed a list of commonly touched surfaces, and do you have a clear plan for regular cleaning and decontamination processes?                            |  | <p><i>Please provide details. Facilities Management will clean common areas and high touch-points on a daily basis. However, labs and individuals should ultimately be responsible for their own safety and cleaning/decontamination within research spaces.</i></p> <p><i>Consider development and logging of "clean in and clean out" and clean glove procedures for use and cleaning of workspaces and equipment (i.e. lab benches, incubator handles, fridge/freezer handles, pipettors, BSC/fume hood glass, keyboards, microscopes, centrifuges, etc).</i></p> <p><i>Health Canada has provided recommendations for <a href="#">hard-surface disinfectants and hand sanitizers</a> (COVID-19). Before use, ensure that cleaners will not cause damage to the equipment/surface that you are cleaning.</i></p> |

| <b>Lab Start-Up</b>  |  |  |
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| <p>Have you identified a member of your research team to lead the lab start-up procedures in preparation for re-entry?</p>   |  | <p>Please provide details. This would occur in Phase 1, and ideally this should be someone who is already on the essential personnel list with access; i.e. PI, facility manager and/or senior research personnel.</p>   |
| <p>Have you re-started and calibrated any equipment and taken steps to ensure the general safety of the research space after the shut-down (i.e. electrical cables, biohazard/sharps containers, cleanliness, air flow, running water etc.)?</p> |  | <p>Please provide details.</p>   |
| <p>Have you developed a clear prioritization list for experiments/research projects?</p>   |  | <p>Please provide details. This prioritization list should be developed in collaboration with all research team members.</p>   |
| <p>Does your research scale-up plan include animal studies?</p>  |  | <p>Please provide details. <b>Important note:</b> ACVS may have limited staffing capacity to support rapid scale-up and will provide further guidelines for prioritization of these studies. Once your plan is approved at the Department level, ACC/ACVS will reach out to you to help develop a scale up plan for your studies that aligns with current ACC/ACVS operating capacity.</p> |
| <p>If your studies involve humans, have you assessed the ability to restart in accordance with HREB, hospital, and/or community partner restrictions?</p>  |  | <p>Please provide details.</p> <p><b>Important note:</b> It is anticipated that human research may be the last to re-start. Wherever possible, human study participants should be engaged remotely. Where this is not possible, physical distancing and PPE guidelines must be carefully developed and implemented.</p>  |

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| <p>Have you checked you inventories and/or ordered all research supplies and reagents needed for your priority experiments?</p>   |  | <p><i>Please provide details.</i></p> <p><i>Supply chain and delivery delays should be anticipated, so it is recommended that orders are placed early.</i></p>   |
| <p>Have you evaluated the PPE needs for your lab and/or confirmed whether certain PPE will be provided centrally through your Department, SSMD or Western?</p>          |  | <p><i>Please provide details.</i></p> <p><i>Indicate if you anticipate needing access to specialized/enhanced PPE, plexiglass shields etc.</i></p> <p><i>Supply chain and delivery delays should be anticipated, so it is recommended that orders are placed early.</i></p>  |
| <p>Have you developed a strategy for quick ramp-down of research activities if required?</p>  |  | <p><i>Please provide details including steps, how long this would this take, and what consequences this may have to your research program.</i></p>   |
| <p><b>Research Team Communication and Supervision</b></p>   |  |  |
| <p>Have you developed this research re-entry plan in collaboration with your research team (recommended) and/or communicated this plan to all members of your team?</p> |  | <p><i>Please provide details.</i></p> <p><i>As the leader of your research program or core facility, clear and ongoing communication with your team is crucial to foster responsible individual behaviors, in line with public health recommendations and institutional restrictions and emphasizing that controlling the pandemic is “everyone’s responsibility” — not just that of health professionals and policy makers.</i></p> |

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| <p>Have you developed a strategy to maintain regular and open communication with your research team?</p>   |  | <p><i>Please provide details.</i></p> <p><i>Online team communications such as Slack or text messaging are ideal for keeping in close contact with your research team members.</i></p>   |
| <p>Have you developed group and individual supervisory/mentorship plans with your team members?</p>  |  | <p><i>Please provide details. Mentorship and supervisory plans are particularly critical for research trainees.</i></p>  |
| <p>Have you ensured that your team members know the process for confidentially discussing/reporting any concerns?</p>  |  | <p><i>Please provide details.</i></p>  |
| <p><b>Access to Other Research Facilities and Resources</b></p>  |  |  |
| <p>Do you or any of your team members require access to other research facilities and/or equipment, either within the Department and/or elsewhere? If yes, have you coordinated your research re-entry plan with other relevant PIs/facility managers and respected their procedures and restrictions?</p> |  | <p><i>Please provide details about room numbers/core facilities and specific members of your team who will require access.</i></p> <p><i>This may include shared equipment in your colleague's lab, core facilities within the department, or core facilities in SSMD and elsewhere on campus. It is imperative that you coordinate your planning with others and respect their procedures and restrictions.</i></p> |

| <b>Unresolved Challenges and Barriers to Research Re-Entry</b>                               |  |  |
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| Have you identified any unresolved challenges or barriers to research re-entry and scale-up? |  | <i>Please provide details about any unresolved challenges and indicate the support that you need at the Department/Faculty/University level.</i> |

#### 4. Approvals

| Role                          | Name | Signature | Date |
|-------------------------------|------|-----------|------|
| <i>PI or Facility Manager</i> |      |           |      |
| <i>Department Chair</i>       |      |           |      |
| <i>Dean/VDR</i>               |      |           |      |

*It is of paramount importance that all community members involved in on-campus research activities comply with established safety protocols and approved return-to-research plans. Approval for research activity may be reversed at any time in the event of non-compliance and/or a resurgence of COVID-19 in the community.*