



Application for Critical and/or Time-Sensitive Research Designation and Research Consideration Annex
Updated: June 15, 2020

Principal Investigator Information	
Name:	
Department:	Faculty:
Cell Phone (for emergency contact):	Email:
Contact Information for Other Team Members Who Will Participate in the Research Include: Name; Department/School; Cell Phone (or other means of emergency contact); Email; Status (faculty/graduate student/staff) (Ex: Name, Program, Phone #; Email: Position)	
1.	
2.	
Title of Project or Description of Research Activity:	
Start Date:	End Date:
Provide a rationale for requesting an exemption by briefly addressing the time sensitivity, or critical nature of the research:	
Does the proposed activity involve a breach of physical distancing between two or more individuals performing on-campus or off campus activities related to this project ? (Yes or No): A Breach in Physical Distancing is defined to occur when two or more individuals come into close proximity (< 2 m distance from one another) in a manner that is unplanned, not regulated and/or without use of an appropriate barrier or personal protective equipment apart from the distancing and safety measures defined in this proposal.	
Does your project require you or any personnel identified in this proposal to interact with other people including occupying the same laboratory or other room within a building at the same time in a planned way? How many will occupy a space at a time? What measures will be taken to ensure that Breach in Physical Distancing does not take place?	



Does your project involve work including field work off campus? (Yes or No): If Yes, please provide further details:

Does your project occur in an outside community? If yes do you have permission from the community to access the area under current travel restrictions with COVID-19?

Is travel required? If yes, please indicate your travel, accommodation and food preparation plans? Note that RSC safety protocols will request that you outline how physical distancing will be maintained during travel.

Location (building and room # for on-campus work or town/facility for off-campus research) where research will occur:

Have you consulted with your Department Head and Dean to determine if a Faculty Space/Flow plan has been completed for on-campus activities you are proposing? (Yes or No):

Are the laboratory or common areas in buildings that you and personnel will be accessing shared with other groups engaged in on-going essential and approved critical research? If so please consult with your department head to identify them and the building locations where shared usage will take place.

Have you consulted with your Department Head and Dean about use of scheduling tools used to address capacity limits of buildings under the COVID-19 Space-Flow Plans? If no such scheduling tools are available, how will you work with your Department Head/Colleagues to coordinate this?

Does the proposed activity have a time sensitivity consideration that may for example include infrequent or cyclic phenomena that if not studied in the next few months would not likely to be repeated or does this project to take advantage of a rare or unusual opportunity for research that otherwise could not take place? Please specify with detail the time urgency related to this and your rationale.

Does the proposed activity have a time sensitivity consideration whereby delay in start of the research will have significant impact on partners causing them economic or other harm?

Does delay of the proposed activity due to COVID-19 closure interfere with funding timelines and deliverables related to approved University of Windsor research agreements and contracts? If yes, please provide documentation that you have consulted with your funder to confirm that no extension of timelines and/or funding will be made or renegotiated under your agreement in relation to the COVID-19 closure.

Does the proposed activity directly address priority work with immediate outcomes concerning: COVID-19 Research, ability of partners to deliver health care and/or essential services to the public?



Does the proposed activity have a time sensitivity component whereby delay in start of research will cause significant delay in ability of a graduate student to complete their thesis? *We ask faculty and advisory committees to consider accommodations about expected research productivity for theses written during COVID-19. Students that require only a small amount of effort to complete thesis requirements are prioritized. Please give details about the extent of data gathering necessary and timelines of this activity.*

Does the proposed activity involve undergraduate students? If yes, please verify with your dean if such activity is allowable under faculty guidelines for trainees involved in research during COVID-19 restrictions.

Does your project involve animals that will require care in the Animal Care Facility?

Does your research include human participants? Do you have REB clearance? Please note that this approved RSC application must accompany the REB application or a Request to Revise must be submitted afterwards.

Does your project involve chemical control or other services on- and off-campus? (Also consider library curb-side pickup requests, emergency services for spill responses, boarder brokering services etc.)

Please provide Certificates/Approvals number and date of approval for relevant activities (Ethics; Animal Care; Biohazard, Radiation, Laser Use):

Are you currently performing on-campus or field research under an approved Critical Research project? If yes, please refer to the approved project title and total number of personnel associated with these activities.

Beyond the current proposal, do you anticipate applying for additional research activities during the current Institutional COVID-19 Phase designation? If so, approximately how many personnel are anticipated to be involved in future Critical Research proposals? This information is requested to help Departments and Faculty with Flow and Zone analysis capacity planning.

Please fill out the Research Safety Protocol Appendix that specifies additional COVID-19 safety protocols and procedures that will be adopted as part of the implementation of this activity.



Approvals

Recommendation by Department Head/Director/Associate Dean (if applicable) and date approved:

Recommendation by Building Manager (if applicable) and date approved:

Designation of Research as Critical by Dean (or designate) and date approved:

Dean (or designate) recommendation of the COVID-19 Phase Designation this Activity Belongs to: (0-4)

Recommendation by the Research Safety Committee (RSC) and date approved:

Approval by Dean (or designate) and date approved:

Authorization by Vice President Research and Innovation and date approved:

Note that you must also obtain any relevant approvals and/or clearances from the Animal Care Committee and/or the Research Ethics Board if applicable before your research proceeds.

Research Considerations Appendix - *must be completed and submitted with the Application for Critical and/or Time-Sensitive Research*

In combination with your completed “*Application for Critical or Time Sensitive Resumption of Research Designation*” above, please outline your research-related procedures regarding each topic below.

These forms are to be submitted together to your Head and/or Director who will send their recommendation to the Associate Dean of Graduate Affairs and Research (where applicable), who will in turn submit it to the Research Safety Committee and VPRI for final approval.

PI name:

Project title:

Rooms:

All UWindsor staff, faculty, students and campus community are expected to and have the responsibility to follow the guidance of public health which include:

- **regularly and thoroughly clean your hands;**
- **avoid touching your eyes, nose and mouth;**
- **physical distance and stay 2 meters or 6 feet away from others;**
- **follow good respiratory hygiene; and**
- **stay home and self-isolate even with minor symptoms such as cough, headache and/or mild fever, until you recover.**

Passive Screening: Ontario recommends use of passive screening procedures (signs) that remind individuals about a) need for maintaining physical distance; b) need for individuals to self-screen and refrain from entering the premise when positive symptoms of respiratory infection are detected; c) need for individuals to engage in regular hand hygiene and cough etiquette.

Log in/log out procedures: It is important that the University of Windsor retain records of contact information for all people working on campus during the COVID-19 Closures. It is also important that log books be kept and filled out to identify who is in the building, room #, time in and time out. Please identify how you will collect and store this information.

1. Physical Distancing

- How will physical distancing be managed in a lab with more than one worker?
 - i. Breach of physical distancing is defined when two or more individuals come into close proximity (< 2m) in a manner that is unplanned, uncontrolled, without protective barriers and is not timed to ensure brevity in duration of the encounter.
- Do the locations of workstations in the lab support physical distancing? Please refer to the Flow and Zone analysis plan (if available) designated by your Faculty.
- How will scheduling take place to ensure minimum number of people in labs at one time? Please specify days/times when the lab will be used. Please refer to time and space scheduling tools developed by your Department and Faculty (if available).
- Work Alone procedures should be established, documented, and included in emergency plans. (Campus police is one possible resource).

2. Cleaning and Disinfectant procedures

- Clearly outline procedures including type of cleaning agent used. (Ontario Guidelines Specify Cleaning Agent – Degreaser followed by Disinfection Solution)
- Please specify contact disinfectant time and disposal procedure.



3. Hand washing protocols

- Please describe the location for handwashing for workers before and after entering lab space and for before and after donning PPE.

4. PPE

- What PPE will be donned to protect the worker?
- Will masks be worn? If so, what type and provide rationale for use and decontamination/cleaning procedures if masks will be reused?

Please note that if N95 respirators are specified this will requires additional information by provided about how these resources will be obtained and re-supplied and documentation that personnel using N95 filters have been fit tested.

5. Entry & Exit Procedures

- Please indicate plans for staggered entry/exit referring to the Flow and Zone analysis (if available)
- Appropriate signage should be posted and placed on laboratory doors to indicate if room is occupied/not occupied, and when work is being conducted.
- Please describe plans to establish flow of traffic to limit crossing paths within the identified rooms in which activity is to take place
- Please provide methods that will be used to maintain entry & exit log books (sign in/sign out date and time).



6. Shared Lab Space

The sharing of common areas or offices is discouraged, and personnel should only be coming in to use the lab for necessary work and then leaving. There should be clear communication to lab personnel and other lab occupants on the activities being conducted and any additional precautions or procedures that may be required.

- Please describe plans to coordinate with other groups/researchers. Please refer to Departmental or Faculty time and space scheduling tools (if available)
- Could the shared lab space you are working in exceed 5 people at any one time, and how will this be mitigated?

7. COVID-19 Screening

- What steps will be put in place to ensure workers are not experiencing any signs or symptoms of COVID-19?
- what reporting mechanism will be put in place and how will records be retained?
- What are the protocols and reporting structures for those who do show signs or symptoms?
- If physical distancing cannot be avoided in some situations, what measures will be taken to protect the workers?

8. Sample Collection

- How are samples collected, transported, and stored?
- What are the procedures to eliminate potential contact contamination?
- Please describe how secondary containers and disinfectants will be used.

9. Emergency Plan

- Emergency Lab equipment should be inspected and/or tested prior to the onset of work. ex. Fume hoods, eyewash stations, safety showers, biological safety cabinets, hose connection, first aid kits. Please describe your inspection procedure and logs?
- What is the emergency plan in the event of an accident or spill within the lab?
- What reporting mechanisms are in place?
- What are the clean up/spill procedures?
- Are their safety check-ins (e.g. PI – check in), and how will these be implemented?



10. Travel

- Are there any restrictions locally, provincially, federally or globally in the area you will be travelling? If yes, what measures are in place to ensure those restrictions are met?
- Will others be travelling with you? If yes, how will physical distancing be maintained?

11. Security

- How is the laboratory being secured?
- What steps will be taken in the event of loss or theft of product or potential breach of security?
- Facility Services should be advised of activities across campus to ensure resources are allocated appropriately.
- Is any infrastructure being used off-campus during COVID-19 closure? Has it been insured by the University of Windsor against damage, loss and liability?

12. Personnel

- Training records and waivers should be kept by Supervisor/PI.
- Please describe the process, if applicable, for communicating to students/lab personnel their rights, reporting structures, and safety procedures.



13. Extras:

Please use this space to describe anything not included in the items above, but that is relevant to your current research. (Only this section #13 is optional).