

Guidelines to Conduct Research Activities on CUE's campus (COVID-19)

Since March 16th, 2020, certain research activities at CUE have been put on hold. CUE is responsible for the well-being of students and staff. On May 25th, CUE released the [plan to reopen for the Fall term](#). In recent weeks, under [Research Sans Frontières](#), we released a series of resources for CUE investigators to continue their research activities while away from campus.

While we currently cannot allow all research to resume on campus, we are glad to inform that some research activities at CUE may resume by July 2nd. **After July 2nd, Critical Research and Time-Sensitive Research activities that require CUE's on-campus resources may be allowed, pending authorization.** Regular Research on campus is still not allowed. For definitions, please read below.

We will keep restrictions in place as per [Alberta's Relaunch Strategy](#) along with the ongoing advice and recommendations of Alberta's Chief Medical Officer of Health. These restrictions and recommendations will be respected at all times. All faculty members, staff and students must follow the [Protocols for On-Campus Attendance](#).

General Information

1. For important current health information related to the COVID-19 pandemic, please consult our dedicated website <https://concordia.ab.ca/covid-19-information/>, as well as the one developed by Alberta Health Services <https://www.albertahealthservices.ca/topics/Page16944.aspx>
2. CUE is following the relaunch strategy by AHS. For current information, please consult their [website](#).
3. Research activities on campus remain restricted and can **only be resumed if they have been authorized** in writing by the Vice-President Academic & Provost (VPA&P) or the Asst. Vice-President Research (AVPR). Research activities at CUE during COVID-19 response and relaunch must abide by these guidelines.
4. Working from home is encouraged. Attendance to CUE must be kept to the minimum necessary for the research.
5. Activities should be conducted in the spaces for which an authorization was granted. In case research needs to be conducted in additional or different spaces, the Principal Investigator will request the change by email to the [ORS](#). It is important for CUE administration to know what spaces are being used, even if it is only for a few minutes, as these will require sanitization to be arranged with Plant Operations. Failure to abide by this puts others at risk.
6. During this period, attendance must be recorded daily by the Principal Investigator. The record must be available upon request by the ORS or the Academic Administration, and must include:
 - a. Names of staff members, including faculty, research staff and research assistants in attendance.
 - b. Names of students participating in research activities during the day.
 - c. Dates and times of attendance (both in and out times).
 - d. All CUE locations where each individual conducted research activities during each day.

7. If an active outbreak at CUE is declared at CUE, on-campus research activities an authorization may be revoked. Refer to the [Protocols for On Campus Attendance](#) for additional information.
8. An authorization for research activities can be revoked by any of the following:
 - a. Changes in restrictions due to the COVID-19 pandemic set by the Alberta Health Services;
 - b. Declaration of an active outbreak on campus;
 - c. Changes in CUE's plan to reopen;
 - d. Failure to abide by the conditions under which the activities were authorized.

DEFINITIONS

9. Research activities on campus are identified in the authorization letter under one of three categories:
 - a. **Critical research.** Activities that are highly time-sensitive and directly related to the COVID-19 pandemic. There is imminent risk of significant data loss or harm to research participants if the research does not resume as soon as possible.
 - b. **Time-sensitive research.** The research outcomes may be negatively affected if the research activities do not resume soon. Thesis work or graduate student projects will be delayed, affecting timely graduation and/or publication of results.
 - c. **Regular research.** The research project will not be severely affected if the on-campus research activities are resumed after the end of the Fall term.

CRITICAL RESEARCH and TIME-SENSITIVE RESEARCH ACTIVITIES

10. Starting on July 2nd, research activities of faculty members, research staff and research assistants, working on Critical Research or Time-Sensitive Research projects may be authorized in writing by the VPA&P or the AVPR.

REGULAR RESEARCH ACTIVITIES

11. Regular Research activities of staff, including faculty members, research staff and research assistants, are still not allowed on campus. Exemptions may be obtained upon request from the VPA&P or the AVPR.

How to obtain an authorization to start or resume research activities

To request authorization, the Principal Investigator (PI) must:

- a. Request the **application package** from the [Office of Research Services](#).
- b. Fill out the **application form**.
- c. Attach a **Justification to Application to Resume Research Activities during the COVID-19 Pandemic**. This is a free-form document (2 pages maximum) that must include any information that may indicate that the project may be time-sensitive. This information will be used to determine if an authorization is provided, and to define whether the project is deemed Critical Research, Time-Sensitive Research or Regular Research.
- d. Provide a **signed waiver form** for each individual who will participate in research activities on campus.
- e. **Submit** all documents to the ORS.
- f. If approved, the PI will receive a **written authorization to resume activities on campus**.



Terms and conditions for authorization to start or resume research activities

In the authorization letter you will find a list of Terms and Conditions. These can be, but are not limited to the following:

1. **No research staff or students must be pressured to resume research activities on campus.** If an individual, regardless of whether they be staff or students, feels inappropriately pressured to comply with a research activity, or to work in an unsafe environment, they should contact the Office of Research Services (ORS) or the Asst. Vice-President Research directly. There must be no coercion or punitive measures for any staff member or student who feels unsafe in resuming research activities.
2. **Who can resume research activities?** Research activities that can be resumed remotely (e.g., email or Google Meet) must be conducted in this manner. Only the personnel listed in the letter of authorization is allowed to resume research activities on campus. There may be individual restrictions depending on the type of personnel (faculty, staff, students). No guests are allowed, even if they are also CUE members; the only exception is research subjects, for which a record must be maintained and who should remain under supervision by research staff at all times.
3. **Where can research be resumed?** Research activities must only be conducted in the spaces for which an authorization was provided. Access to other spaces, even for a few minutes, is not allowed.
4. **What to do if there is a suspected COVID-19 case in my group?** If someone at a research location, a member of the research staff or a student, shows symptoms of COVID-19, in addition to the provisions of the [Protocols](#), you must immediately notify the ORS and Plant Operations and request that all research personnel who shared spaces or otherwise had contact with the individual showing the symptoms to self-quarantine at home.
5. **Personal Protective Equipment (PPE).** The Principal Investigator must procure PPE and appropriate cleaning supplies for themselves, and for staff and students under their supervision. Please contact Plant Operations to arrange this. Some supplies may be readily available at the research location. Additional limited supplies may also be available.
6. **Signage.** All research locations must have proper signage stating physical distancing (2m minimum), requirements for hands washing, PPE, station cleaning, and how to disinfect the area both **before** and **after** use. Floor signage must indicate safety distances and traffic flow. Please contact Plant Operations to obtain signage.
7. **Safety at work.** Any unsafe condition must be immediately reported to the Principal Investigator, the Office of Research Services and Plant Operations. Before restarting any equipment or using water taps, please ensure that they are in working order and that electrical plugs or pipes are operational. If unsure, please contact Plant Operations before use.

