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| Memorial's Logo | **On-Campus Teaching and Learning Request Form**  **St. John’s Campus**  **COVID-19 Framework** |

**PLEASE COMPLETE ELECTRONICALLY AND SAVE AS A PDF FILE.**

**This request form and health and safety plan should be completed with reference to the Guiding *Principles for a Phased Approach to Returning to On-Campus Academic Spaces and Face-to-Face Interactions with Academic Participants* (Guiding Principle Link). Every effort must be made to conduct office work (i.e. computer work, writing, etc.) at home as recommended by the Provincial Public Health Guidelines.**

**It is recognized that this request is unusually detailed. It is critical, however, that on-campus teaching and learning activities resume in a manner that ensures that our faculty, staff and students, as well as members of the broader communities in which we live and interact, are not exposed to COVID-19 risks as a result of the in-person delivery of Memorial’s academic programs.**

**Please note: if this request is approved, you will be asked to complete a Health and Safety Plan. Incomplete Health and Safety plans, or requests that extend beyond the scope of the guiding principles, will delay consideration and approval of requests.**

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| **Nameof the Academic Unit and Dean or Department Head:** |
| **Name of the Academic Program:** |
| **Description of the teaching and learning activity to be undertaken (E.g. lecture, laboratory, work term, individualized instruction) , including a description of the learning environment:** |
| **Number of sections being offered:** |
| **Duration and frequency of the required space access (time slots):** |
| **Name of instructors and other employees involved in on-campus teaching:** |
| **Number of Students who will be on campus at this (these) location(s) (In total and by section):** |
| **Location of the teaching and learning activity (provide specific locations with room numbers):** |
| **Other resources required (e.g. Teaching and Laboratory support, Library, Information and Telecommunications Services, Departmental or Faculty resources or staff, etc.):** |
| **Description of any equity, diversity and inclusion considerations associated with the request:** |
| **Description of other activities that will be ongoing at the location of the requested teaching and learning activity (address interactions with other activities in the COVID-19 Health and Safety Plan):** |
| **Discuss the negative impact on the academic program if the activity is not approved under Framework Level 4 (maximum 150 words):** |
| **Identify any critical Personal Protective Equipment (PPE) that would be required in carrying out the teaching activities, confirm whether this is available to the instructors, students and staff (note that some PPE at Memorial has shifted to support health care operations), and indicate how teaching activities will be conducted while wearing PPE:** |
| **Are there high-risk groups involved in the teaching in any way, whether directly or indirectly, as instructors, students or support staff? If yes, describe plans for how these risks will be eliminated or mitigated:** |
| **Discuss your contingency plan in the event the requested activity must subsequently be suspended (e.g., due to renewed government restrictions or illness amongst team members):** |

**Note: Approved on-campus teaching activities are** restricted to only those that have been approved in writing by the Provost and Vice-President (Academic) and only upon receipt of the approval letter and upon meeting any conditions set out in the approval letter.

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| Memorial's Logo | **On-Campus Research**  **Activity-Specific COVID-19 Health and Safety Plan**  **Framework Level 2** |

Using the table below, please provide an activity-specific Health and Safety Plan that details the activities to be undertaken, and identifies potential hazards, applicable engineering, administrative and personal protective equipment (PPE) [controls](https://www.mun.ca/health_safety/OHSMS/Hazard_Identification_v1.pdf) required to undertake research activities during the COVID-19 pandemic. These controls must be followed in addition to all NL Occupational Health and Safety requirements, relevant Memorial University Policies and Procedures, other COVID-19 requirements (e.g. confirmation of COVID-19 awareness training, COVID-19 screening procedures) that may be introduced by Memorial’s Environmental Health and Safety unit, and other health and safety plans and procedures that would be applicable to your research under normal circumstances.

Please review the activities and controls noted in the table below, and add/delete/modify the activities and control descriptions so that they are comprehensive and relevant to your request. If assistance is required in preparing the COVID-19 Health and Safety Plan, please contact [health.safety@mun.ca](mailto:health.safety@mun.ca).

In preparing your COVID-19 Health and Safety Plan for on-campus research activities please note the following:

* Everyone has a part to play in reducing the spread of COVID-19.
* This COVID-19 Health and Safety Plan must be shared with all researchers involved in the research activity.
* Researchers who have symptoms associated with COVID-19 must not engage in on-campus activities. Symptoms include fever (or signs of a fever such as chills, sweats, muscle aches and lightheaded), cough, headache, sore throat, painful swallowing, runny nose, unexplained loss of appetite, diarrhea, and loss of sense of smell or taste.
* Researchers must practice high personal hygiene by regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible. While on campus and before and after leaving campus, wash hands often and for at least 20 seconds at a time.
* Physical distancing must be maintained when entering, exiting and working within on-campus research spaces. Maintain a physical distance of 2m (6ft) from other people in order to stop, slow down or contain the spread of COVID-19.
* Health monitoring protocols, as directed by the Environmental, Health and Safety unit, must be implemented.
* A detailed log must be kept for the use and cleaning of research spaces, equipment and other materials that may be used in the course of the research work.
* Researchers must minimize the transfer of commonly used equipment between them in their laboratory environment,
* Enhanced cleaning protocols for COVID-19 must be followed for all research spaces. Surfaces must be cleaned with 70% alcohol or other suitable disinfectant before and after use. Users must wipe down any contact points with approved disinfectant or sanitation wipes once they have finished using equipment.
* Materials that can’t be cleaned must be quarantined for 72 hours between usage.
* On-campus research spaces must be configured to accommodate physical distancing and reduce the density of occupation. Enhanced cleaning protocols for COVID-19 must be implemented for these spaces.
* All waste materials generated during the course of research must be properly disposed of daily, and additional cleaning requirements must be reported to Facilities Management.
* Where access to common or centralized research resources is required, a process for advance scheduling and coordination among different users must be implemented.
* Every effort must be made to conduct office work (i.e. computer work, writing, etc.) at home as recommended by the Provincial Public Health Guidelines.
* Physical distancing and enhanced cleaning protocols for COVID-19 must also be implemented when working in an office environment is unavoidable. It is important to limit the number of people working in a space in accordance with the Provincial Public Health Guidelines. Every effort must be made to minimize office occupancy to reduce possible risk associated with COVID-19.
* In single offices with one occupant, physical distancing must be maintained if another person enters the office.
* In shared offices with multiple occupants, the configuration of the office must be such that physical distancing can be maintained when occupation of the space increases to more than one individual.
* In circumstances where physical distancing is not possible between individuals occupying office space, appropriate PPE should be used, in case where PPE is not available, occupation must be staggered to avoid personal contact.
* A mechanism of communication, such as the MUN safe app, must be in place so that the principle investigator remains in regular contact with students and/or staff who are working alone.
* The principle investigator must have a plan and process in place for the students and staff to check-in at the end of each day and report on risks or issues encountered, and mitigation strategies employed.
* On a daily basis while research activities are ongoing, there must be a procedure to assess risks, to consult with Environmental Health and Safety as required, and to decide whether to continue or discontinue research activities.

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| **Hazard Assessment** | | | |
| **Activity** | **Potential Hazard** | **PPE/Admin Controls** | **Engineering Controls** |
| 1. Entering and exiting offices and on- and off-campus research spaces | Biological virus COVID-19 exposure and circulation | COVID-19 Awareness training.  2 m physical distancing to be maintained. Personal Protective Equipment (PPE) required if physical distancing cannot be maintained. Regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible.  Individuals entering the building must provide and use their own wipes or hand sanitizer for handling high-touch items such as doors where hand sanitizer is not available.  Individuals must not enter the building without satisfying the requirements set out in the Daily Self-Assessment Tool (<http://www.mun.ca/covid19/faculty-staff/COVID19_self_assessment.pdf>).  Wearing of face masks is required in all public areas. |  |
| 2. Washrooms | Biological virus COVID-19 exposure and circulation | **Only use washrooms with signage that indicates the washrooms have been serviced.**  Maintain 2 m physical distance, PPE required if distancing cannot be maintained.  Individuals using the washrooms must wash hands with warm soapy water after use and ensure that they bring sanitizer or wipes to clean touch points (e.g. door handles, seats, flush levers, etc.) before and after use.  Wearing of face masks is required in all public areas. |  |
| 3. Hallways, stairwells, and foyers. | Biological virus COVID-19 exposure and circulation | Individuals accessing the building must not loiter in hallways, foyers, or stairwells. Go directly to your destination when in the building.  Individuals must keep to *their* right-hand side in bidirectional hallways to maintain a 2 m physical distance. PPE required if physical distancing cannot be maintained. Regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible.    For corridors that connect in a loop, the direction of traffic will be clockwise. Signage will direct individuals to walk in a clockwise direction. In the absence of Signage keep to your right in hallway.  In an emergency, all individuals must exit the building through the closest exit and once outside maintain physical distancing.  Wearing of face masks is required in all public areas. |  |
| 4. General offices, kitchens, common spaces, and lunchrooms | Biological virus COVID-19 exposure and circulation | In the Faculty of Science these spaces will remain closed to all Faculty /Staff/Students. These spaces may be used in an emergency: for example, a kitchen sink may be accessed to clean. | Signage posted to show that space is closed. |
| 5. Elevators | Biological virus COVID-19 exposure and circulation | Elevators will only be used if absolutely necessary; Elevator occupancy will be limited to one person at a time.  Signage states to not use hands, but do not use gloves! Individual can use an elbow or shirt sleeve etc.  Elevator users must provide and use their own wipes and sanitizer for cleaning elevator buttons (external and internal) before and after use.  Wash hands with soap and water upon exiting elevator or use an approved hand sanitizer. |  |
| 6. Photocopiers and shared office equipment. | Biological virus COVID-19 exposure to contaminated surfaces | This will be department specific since many departments do not have accessible photocopiers.  Photocopying only if necessary.  If using of a photocopier, it must be cleaned before and after each use.  Other shared office equipment must be cleaned before and after usage.  Physical distancing of 2 m must be maintained, PPE required if physical distancing cannot be maintained. Regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible.  Signage to be posted on shared equipment to clean before and after each use. Cleaner to be provided. |  |
| 7. Working in a shared office | Biological virus COVID-19 exposure and circulation | Individuals should work from home whenever possible. Only when necessary will office space be shared. 2 m physical distancing to be maintained. PPE required if physical distancing cannot be maintained. Regularly washing hands with soap and water, when available, or using approved hand sanitizer when hand washing is not possible.  Limited numbers of people in space (1 person per 10 square meters (excluding bookshelves, and other equipment that is against the wall impeding social distancing). Maximum occupancy for shared space will be posted on the door.  Shared space/surfaces must be cleaned between usage; Signage and cleaner provided; please request from custodial manager.  Wearing of face masks is required in all public areas. |  |
| 8. Working in a shared research space | Biological virus COVID-19 exposure and circulation | Guidelines on hand washing to be followed, must have hand sanitizer.  2 m physical distancing in place.  Limited numbers of people in space (1 person per 10 square meters (excluding fixed equipment such as desks, bookshelves, lab benches and other equipment).  Maximum occupancy for the research space will be posted on the door.  Shared equipment and surfaces will be wiped down with sanitizing solution before and after use.  Wearing of face masks is required in all public areas.  < other cleaning protocols for surfaces and objects; guidelines on hand washing and availability of handwashing facilities and hand sanitizers; protocol for physical distancing and for limiting the number of people in workspace; contactless collaboration; details on PPE use if physical distancing is not possible > |  |
| 9. Using shared research equipment | Biological virus COVID-19 exposure and circulation | Equipment must be cleaned before and after usage; please request cleaner from custodial manager.  Signage to be posted on shared equipment to clean before and after each use. Cleaner to be provided. |  |
| 10. Signage | Biological virus COVID-19 exposure and circulation | Abide by all signage posted in the buildings. |  |
| 11. Others as applicable to activity |  |  |  |