

Memorial University of Newfoundland

Research at Memorial and Development of a Phased Approach to Returning to On-Campus Research Spaces, Fieldwork and Face-to-Face Interactions with Research Participants

Updated June 24, 2020

Background

Research is a core priority for Memorial and is a vital component of the critical mission of our university. Research activities have continued throughout the “lock down” phase and have been adapted during the evolving situation in order to meet deadlines and goals where possible.

On March 19, 2020, Memorial suspended on-campus research and scholarly activities in labs and research spaces across our campuses due to the COVID-19 health crisis. Additionally, all fieldwork was suspended and all activities that involve face-to-face (in-person) interactions (e.g., surveys or focus groups with research participants) were deferred or carried out remotely using a technology solution that allows researchers and participants to be involved from their homes.

Since March 27, 2020, the Vice-President (Research) has considered requests for exemptions from Deans (in the case of the St. John’s Campus and the Grenfell Campus) or School Heads (in the case of the Marine Institute) on behalf of researchers (including graduate students), for on-campus research and scholarly activities that are related to:

- (1) critical COVID-19 research;
- (2) essential clinical studies; or
- (3) critical continuity activities related to research and scholarly activities that cannot be paused for a number of months.

Through much of May 2020, the suspension of research activities remained in place with the exception of those approved through the current research exemption process. In anticipation of the province implementing its COVID-19 Alert Level System, a pan-university working group, known as the COVID-19 Research Working Group (CRWG), was formed to develop and oversee the implementation of a framework that defines a process for phasing in of on-campus research activity, fieldwork and face-to-face interactions with research participants. The framework developed by the CRWG outlines the goals, principles, activity types and levels, and criteria for such phasing in, and the process for receiving and reviewing requests from Deans and School Heads on behalf of Memorial’s research community. The framework is broadly consistent with activities permitted under the COVID-19 Alert Level System that was announced for the province on April 30, 2020.

It is proposed that research that can be carried out remotely will continue to be done remotely and researchers will be asked to only request to carry out on-campus research activity, fieldwork, or face-to-face interactions with research participants when absolutely necessary.

Goals

Phasing in of access to on-campus research spaces, fieldwork and face-to-face interactions with research participants while ensuring the health and safety of Memorial's students, staff, faculty, research participants and collaborators, as well as the broader community in which Memorial exists.

Principles

1. Adhere to all relevant public health directives from the Chief Medical Officer of Health and follow the advice of the Minister of Health and Community Services and Premier of Newfoundland and Labrador with respect to actions to limit the spread of COVID-19.
 - While the directives became more restrictive since the initial COVID-19 case in NL, the province defined a process for restrictions to become less restrictive from May 11, 2020. Restrictions, however, may be reintroduced on short-notice if there is an increase in COVID-19 cases.
2. Protect the physical, mental and emotional health and safety of our students, staff, faculty, research participants and collaborators.
 - Students must not feel compelled to work on campus or in the field.
 - Researchers, students and other employees who feel uncomfortable about their work situation, for whatever reason, need to know that they can confidentially report their concerns to the Vice-President (Research) and that they do not have to participate in any activity where they are not comfortable.
 - Only approved on-campus research activities, fieldwork or face-to-face interactions with research participants can proceed while the provisions of this Framework are in effect.
 - Principal Investigators (PIs) must identify which students, faculty, staff and collaborators are essential personnel for ongoing research activities and the PIs retain responsibility for all individuals engaged in their research projects.
 - Health and safety associated with research activities must be rigorously maintained, with adequate access to and use of PPE and other health and safety supplies.
 - Environmental Health and Safety (EHS), Facilities Management (FM) and Campus Enforcement and Patrol (CEP) must be in agreement that proposed research activities can be allowed to proceed.
 - Key research support units, including Technical Services, Animal Care Services, CREAT Network, Memorial University Libraries and other units across campus, may not be able to provide normal services as a result of COVID-19 impacts and this may limit the nature or timing of research activities approved under this Framework. These units will also have their own plans and procedures that will limit access and specify COVID-19 measures (e.g. physical distancing, cleaning of shared materials and equipment, quarantining of materials that cannot be cleaned) that will be in place and which may limit availability of resources. Researchers who require access to these support units will have to comply with the measures that are put in place by those units.
3. Protect the careers of postdoctoral fellows and early career researchers.
 - The current disruptions will present challenges to researchers at all seniority levels, but they will have the greatest impact on postdoctoral fellows and early career researchers.
4. Maintain a priority focus on students – both graduate and undergraduate – and their progress through their academic programs.

- Limitations on research activity have enormous effects on graduate students, which, to the greatest extent possible, need to be mitigated.
 - While it is important to remember that undergraduates are students first and researchers second, many begin to build their research skills through internships and through other undergraduate research experiences, so this should be considered as circumstances permit their re-engagement.
5. Recognize and support other disproportionately affected researchers in accordance with equity, diversity and inclusion (EDI) principles.
 - There is already evidence from the international research community that women, people with disabilities, Indigenous peoples and people of colour have greater burdens of care and less access to resources during this time. This is already impacting research activities.
 6. Ensure the process for approving the phasing in of on-campus research activity, fieldwork and face-to-face interactions with research participants is informed, fair and transparent.
 7. Continually strive to enable as much research activity as possible, while respecting the necessary limits required by the evolving COVID-19 situation in NL and while understanding the potential to re-impose restrictions should the situation require.

Criteria for Increasing Research Activity

1. Research activity may proceed as government restrictions are lifted.
2. Appropriate personal protective equipment (PPE) is available for the research team.
3. The research activity can comply with all provincial and institutional COVID-19 requirements related to health and safety, subject to a review and approval of a project-specific Health and Safety Plan by Memorial's EHS unit.
 - a. In the case of the Grenfell Campus, the Director of Facilities Management and Ancillary Services will work with the EHS unit on specific Health and Safety Plans and approvals for the Grenfell Campus.
 - b. In the case of the Marine Institute, the Manager of Marine and Technical Services will work with the EHS unit on specific Health and Safety Plans and approvals for the Marine Institute Campus.
4. For level 5, the criteria shall include:
 - a. critical COVID-19 research;
 - b. essential clinical studies; and
 - c. critical continuity activities related to research and scholarly activities that cannot be paused for a number of months.
5. For levels 4, 3 and 2, the expanded criteria shall include:
 - a. research activity involving thesis-based graduate students close to completing their degree and postdoctoral fellows close to completing their term of appointment and who are unable to adapt their research projects or carry out research remotely;
 - b. research activity by disproportionately affected researchers in accordance with equity, diversity and inclusion (EDI) principles;

- c. research activity that cannot be adapted or carried out remotely, which involves external partners or funding bodies that have not indicated flexibility under the COVID-19 circumstances and which have end dates that are within 12 months of the request being made; and
- d. time-sensitive and deadline-driven research that cannot be adapted or carried out remotely.

Research Activity Levels

There are five levels of increasing access to on-campus research spaces, fieldwork and face-to-face interactions with research participants. Each level is associated with an approximate % of normal on-campus activity (the total teaching, research and administrative activity) and external conditions (e.g. public health directives) and internal conditions (e.g. cleaning capacity, feasibility for physical distancing, education and screening protocols, limitations on the operations of key research support units) that are anticipated to be in effect and which will impact on decisions regarding the extent to which on-campus research activities, fieldwork and face-to-face interactions with research participants can be undertaken. While the activity levels specified below reference the levels defined in the NL COVID-19 Alert Level System, they are not linked with respect to the time for changes to Memorial's activity levels. Memorial's Vice-President's Council will assess the capacity for Memorial to move between activity levels with consideration to the level at which the province is operating.

Level	Internal and External Conditions	Research Activity Status	Date
<p>#5 Very High Risk < ~10% of normal on-campus activity</p>	<p><u>External</u></p> <p>The Province of NL is operating at Level 5 of the COVID-19 Alert Level System (https://www.gov.nl.ca/covid-19/alert-system/).</p> <p>Public health directives are stringent.</p> <p>Concerns about PPE shortages.</p> <p>Other universities restrict activity to essential research only.</p> <p>Travel restrictions on incoming and outgoing personnel including requirement for 14-day self-isolation on arrival.</p> <p><u>Internal</u></p> <p>On-campus activities are limited to work by “critical” employees and researchers who have been given approval through the Research Exemption process.</p> <p>University resources needed to support NL Health Authorities.</p> <p>Building access is under restricted or controlled access.</p> <p>Capacity for cleaning is directed toward spaces used for critical activities.</p> <p>Support available through centralized research support units, such as the library, CREAT Network, Technical Services and Animal Care Services, varies depending on demand for services and the capacity of the units to provide support while operating under COVID-19 constraints.</p> <p>Spaces have not been adapted for physical distancing (e.g. screening, spacing).</p>	<p>General suspension of on-campus research and scholarly activities in research spaces across Memorial’s campuses, including the CREAT labs. Additionally, all fieldwork and all activities that would involve face-to-face (in-person) interactions is suspended.</p> <p>The VPR Research Exemption process that was put in place on March 27, 2020, provides for a means for Deans and School Heads (in the case of the Marine Institute) to request, on behalf of researchers, critical COVID-19 research; essential clinical studies; or critical continuity activities related to research and scholarly activities that cannot be paused for a number of months. Students involved in activities with approved access must be supervised during their access to research spaces.</p> <p>Strict expectations for health and safety plans, including minimum personnel, physical distancing, and enhanced cleaning activities, for any approved research exemptions. Plans must be included in requests and must be reviewed, amended and approved by Environmental Health and Safety prior to the commencement of approved activities.</p> <p>Researchers must be prepared to modify, scale back or suspend access to on-campus research spaces as external conditions indicate or if the expectations noted above are not being met.</p>	<p>Effective March 27, 2020.</p>

Level	Internal and External Conditions	Research Activity Status	Date
	<p><i>Prerequisites for next level:</i></p> <ul style="list-style-type: none"> - <i>PPE and other health and safety supplies available and not needed by the healthcare system</i> - <i>Necessary ancillary services staffed and operational (e.g., Environmental Health and Safety, Facilities Management; Campus Enforcement and Patrol)</i> - <i>Approved process in place for determining which research activity can resume or begin</i> - <i>Online COVID-19 Health and Safety seminar is available.</i> 		

<p>#4 High Risk ~10-30% of normal on-campus activity</p>	<p>External</p> <p>The Province of NL is operating at Level 4 of the COVID-19 Alert Level System (https://www.gov.nl.ca/covid-19/alert-system/).</p> <p>Sufficient PPE and other safety supplies available.</p> <p>Public health directives remain stringent but provide for limited on-campus research activity.</p> <p>Limited childcare options available for parents.</p> <p>Other universities also allowing more on-campus research activity.</p> <p>Travel restrictions on incoming and outgoing personnel including requirement for 14-day self-isolation on arrival.</p> <p>Internal</p> <p>On-campus activities are limited to work by “critical” employees and researchers who have been given approval through the COVID-19 Research Working Group process.</p> <p>University resources needed to support NL Health Authorities but not to the extent that some increased research activity on campus will present problems.</p> <p>Building access is under restricted or controlled access.</p> <p>Initial COVID-19 education and screening protocols being developed.</p> <p>Capacity for enhanced cleaning is directed toward spaces used for critical activities and an increased level of on-campus research activity.</p> <p>Support available through centralized research support units, such as the library, CREAT Network, Technical Services and Animal Care Services, varies depending on demand for</p>	<p>The restrictions on on-campus research activity are relaxed to allow more time-sensitive and deadline-driven on-campus research to proceed. Time-sensitive, high-priority, low-risk, in-province fieldwork (except in Labrador) that respects the NL Alert Level 4 guidelines and complies with Memorial travel restrictions may proceed. These are subject to the approval outlined in this Framework. At this level, fieldwork must not include overnight stays nor multiple individuals traveling in the same vehicle.</p> <p>Labrador may follow a different scheduling for research opening and Memorial University will follow recommendations from the Nunatsiavut Government, Innu Nation and NunatuKavut Community Council, as well as Labrador Grenfell Health and the municipalities in Labrador.</p> <p>Priority will be given to thesis-based graduate students and postdoctoral fellows close to completing their degree or term of appointment. Research activities by second-year Master’s students and third- and fourth-year Doctoral students will be considered a priority. Graduate students may be approved to work unsupervised subject to appropriate remote supervision.</p> <p>Priority will be given to disproportionately affected researchers in accordance with EDI principles.</p> <p>Priority will be given to projects involving external partners or funding bodies that have not indicated flexibility under COVID-19 and where contract end dates are within the next 12 months.</p> <p>Library will provide contactless access to its circulating print collections and</p>	<p>Anticipated mid to late May 2020</p>
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Level	Internal and External Conditions	Research Activity Status	Date
	<p>services and the capacity of the units to provide support while operating under COVID-19 constraints.</p> <p>Some spaces have been adapted for physical distancing (e.g. screening, spacing).</p>	<p>print-based services. This contact-less pickup is a "last resort" emergency service only for items that cannot be made available any other way (i.e. digitally), in order to minimize the number of people coming to campus.</p> <p>Limited, scheduled access, for thesis-based graduate students and postdoctoral fellows close to completing their degree or term of appointment will be provided to non-circulating materials in Library Archives (including the Founders Archive), Special Collections and Centre for Newfoundland Studies (CNS).</p> <p>Strict expectations for health and safety plans, including the number of people in shared space, physical distancing requirements, and enhanced cleaning activities, for any approved research exemptions. Plans must be included in requests and must be reviewed, amended and approved by Environmental Health and Safety prior to the commencement of approved activities.</p> <p>Researchers must comply with all COVID-19 related education and screening protocols that are put in place by Environment Health and Safety during the course of this activity level.</p> <p>Researchers must be prepared to modify, scale back or suspend access to on-campus research spaces as external conditions (e.g. number of COVID-19 cases rise) indicate or if the expectations noted above are not being met.</p>	

Level	Internal and External Conditions	Research Activity Status	Date
	<p><i>Prerequisites for next level:</i></p> <ul style="list-style-type: none"> - <i>COVID-19 Health and Safety and Expectations Manual is available</i> - <i>Online COVID-19 Health and Safety seminar is available</i> - <i>System established for screening of on-campus personnel for COVID-19 symptoms</i> - <i>PPE and other health and safety supplies are increasingly available</i> - <i>Ancillary services are able to accommodate needs associated with increased campus activity</i> - <i>Others as identified based on experience at Level 4</i> 		

<p>#3 Moderate Risk ~30-50% of normal on-campus activity</p>	<p>External</p> <p>The Province of NL is operating at Level 3 or below of the COVID-19 Alert Level System (https://www.gov.nl.ca/covid-19/alert-system/).</p> <p>Significant testing and identification of new cases, with appropriate self-isolation.</p> <p>PPE and other safety supplies increasingly available.</p> <p>Public health directives are relaxed to enable more activity in the community, including further research activity.</p> <p>Limited childcare options available for parents.</p> <p>Other universities also increasing research activity on campuses.</p> <p>Travel restrictions on incoming and outgoing personnel including requirement for 14-day self-isolation on arrival.</p> <p>Internal</p> <p>On-campus activities are limited to work by “critical” employees and researchers who have been given approval through the COVID-19 Research Working Group process.</p> <p>University resources still needed to support NL Health Authorities but not to the extent that further research activity on campus will present problems.</p> <p>COVID-19 education and screening protocols fully developed and implemented, with good compliance.</p> <p>Building access is under restricted or controlled access.</p> <p>Building-specific Health and Safety Plans have been approved by EHS for overall ramp up of operations within</p>	<p>The restrictions on on-campus research activity are further relaxed to allow for more on-campus research to proceed plus fieldwork (except in Labrador) that respects the NL Alert Level 3 guidelines and complies with Memorial travel restrictions may proceed. These are subject to the approval outlined in this Framework.</p> <p>Labrador may follow a different scheduling for research opening and Memorial University will follow recommendations from the Nunatsiavut Government, Innu Nation and NunatuKavut Community Council, as well as Labrador Grenfell Health and the municipalities in Labrador.</p> <p>Priority will be given to thesis-based graduate students and postdoctoral fellows who require access to on-campus research spaces to complete their research. Graduate students may be approved to work unsupervised subject to appropriate remote supervision.</p> <p>Priority will be given to disproportionately affected researchers in accordance with EDI principles.</p> <p>Priority will be given to projects involving external partners or funding bodies.</p> <p>Office access for research purposes by faculty, staff and students will be in accordance with campus-wide policies regarding office access.</p> <p>Further expanded on-campus library research options including limited, scheduled access to the non-circulating print collections by faculty, staff and graduate students for critical research purposes.</p> <p>Strict expectations for health and safety plans, including minimum</p>	<p>Anticipated late June 2020.</p>
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Level	Internal and External Conditions	Research Activity Status	Date
	<p>a building in which research activity is to take place. This will include defining measures to control and monitor space use and people flow in corridors, common areas (such as washrooms, lunchrooms, lounges, seminar rooms, classrooms, photocopy rooms, etc.), and shared graduate student offices. In some cases, multiple academic and non-academic units will need to coordinate in the development of Health and Safety Plans where buildings are shared.</p> <p>Capacity for enhanced cleaning is directed toward spaces used for critical activities and an increased level of on-campus research activity.</p> <p>Support available through centralized research support units, such as the library, CREAT Network, Technical Services and Animal Care Services, varies depending on demand for services and the capacity of the units to provide support while operating under COVID-19 constraints.</p> <p>All utilized spaces have been adapted for physical distancing (e.g. screening, spacing).</p>	<p>personnel, physical distancing, and enhanced cleaning activities, for any approved research exemptions. Plans must be included in requests and must be reviewed, amended and approved by Environmental Health and Safety prior to the commencement of approved activities.</p> <p>Researchers must comply with all COVID-19 related education and screening protocols that are put in place by Environment Health and Safety.</p> <p>Researchers must be prepared to modify, scale back or suspend access to on-campus research spaces or field work as external conditions indicate or if the expectations noted above are not being met.</p>	

	<p><i>Prerequisites for next level:</i></p> <ul style="list-style-type: none"> - COVID-19 Safety and Expectations Manual is available - Online COVID-19 Health and Safety seminar is available - System established for screening on-campus personnel for COVID-19 symptoms - PPE and other safety supplies are increasingly available - Ancillary services are able to accommodate needs associated with increased campus activity - Other as identified based on experience at Level 3
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<p>#2 Low</p> <p>~50-80% of normal on-campus activity.</p>	<p>External</p> <p>The Province of NL is operating at Level 2 or below of the COVID-19 Alert Level System (https://www.gov.nl.ca/covid-19/alert-system/).</p> <p>Widespread testing and identification of new cases, with appropriate self-isolation.</p> <p>PPE and other safety supplies widely available.</p> <p>Public health directives are relaxed to enable more activity in the community, though precautionary measures remain in effect.</p> <p>Increased childcare options available for parents.</p> <p>Other universities continue to increase research activity on campuses.</p> <p>Some easing of travel restrictions.</p> <p>Internal</p> <p>On-campus activities are limited to work by “critical” employees and researchers who have been given approval through the COVID-19 Research Working Group process.</p> <p>Teaching is mostly remote so that the number of people on campus and travelling to and from campus can be largely kept to researchers, other critical faculty and staff, and students in any programs that require on-campus participation.</p> <p>University resources are not needed to support NL Health Authorities.</p> <p>COVID-19 education and screening protocols fully developed and implemented, with high compliance.</p>	<p>The restrictions on on-campus research activity are further relaxed to allow for more on-campus research plus fieldwork (except in Labrador) that respects the NL Alert Level 2 guidelines and complies with Memorial travel restrictions may proceed. These are subject to the approval outlined in this Framework.</p> <p>The approval of an increase in on-campus research activity will depend on the level of compliance with enhanced physical distancing and scaling up of enhanced cleaning practices as the number of researchers within buildings and shared spaces increases.</p> <p>Labrador may follow a different scheduling for research opening and Memorial University will follow recommendations from the Nunatsiavut Government, Innu Nation and NunatuKavut Community Council, as well as Labrador Grenfell Health and the municipalities in Labrador.</p> <p>In addition, low-risk face-to-face interaction with participants may be allowed to resume subject to approval and implementation of health and safety plans.</p> <p>Office access for research purposes by faculty, staff and students will be in accordance with campus-wide policies regarding office access.</p> <p>Further expanded on-campus library research options including limited hours of library opening to allow access to the collections by faculty, staff and students. At 80% of on-campus activities, expanded access could include access to student study spaces, and student offices.</p> <p>Strict expectations for health and safety plans, including minimum personnel, physical distancing, and enhanced cleaning activities, for any</p>	<p>Anticipated August 2020</p>
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	<p>On-campus buildings are open under limited or normal hours.</p> <p>Building-specific Health and Safety Plans have been approved by EHS for overall ramp up of operations within a building in which research activity is to take place. This will include defining measures to control and monitor space use and people flow in corridors, common areas (such as washrooms, lunchrooms, lounges, seminar rooms, classrooms, photocopy rooms, etc.), and shared graduate student offices. In some cases, multiple academic and non-academic units will need to coordinate in the development of Health and Safety Plans where buildings are shared.</p> <p>Capacity for enhanced cleaning is directed toward spaces used for critical activities and an increased level of on-campus research activity.</p> <p>Support available through centralized research support units, such as the library, CREAT Network, Technical Services and Animal Care Services, varies depending on demand for services and the capacity of the units to provide support while operating under COVID-19 constraints.</p> <p>All utilized spaces have been adapted for physical distancing (e.g. screening, spacing).</p>	<p>approved research exemptions. Plans must be included in requests and must be reviewed, amended and approved by Environmental Health and Safety prior to the commencement of approved activities.</p> <p>Researchers must comply with all COVID-19 related education and screening protocols that are put in place by Environment Health and Safety.</p> <p>Researchers must be prepared to modify, scale back or suspend access to on-campus research spaces, fieldwork or face-to-face interactions with research participants as external conditions indicate or if the expectations noted above are not being met.</p>	
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<p>#1 Very Low Risk ~80-100% of normal on-campus activity.</p>	<p>Effective vaccine widely available and used in combination with widespread testing and identification of new COVID-19 cases, with appropriate self-isolation.</p> <p>Normal Health and Safety standards and practices have been implemented to account for the persistence of a COVID-19 threat.</p>	<p>All types of research allowed on campus, fieldwork fully resumed, face-to-face interactions with research participants fully resumed.</p> <p>Library at regular hours, providing full services and full access.</p> <p>Researchers must comply with all COVID-19 related education and screening protocols that are put in place by Environment Health and Safety.</p> <p>Researchers must be prepared to modify, scale back or suspend access to on-campus research spaces, fieldwork or face-to-face interactions with research participants as external conditions indicate or if health and safety expectations are not being met.</p>	<p>Anticipated Winter/Spring 2021</p>
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COVID-19 Research Working Group (CRWG)

The members of the CRWG include:

- Ray Gosine, Associate Vice-President (Research), Chair
- Max Liboiron, Interim Associate Vice-President (Indigenous Research)
- Sean Cadigan, Associate Vice-President (Academic)
- Aimee Surprenant, Dean of Graduate Studies and Associate Vice-President (Academic)
- Kelly Vodden, Associate Vice-President (Research), Grenfell Campus
- Ashlee Cunsolo, Director, Labrador Institute
- Heather Burke, Director, Centre for Aquaculture and Seafood Development, Marine Institute
- Barbara Battcock, Associate Director, Environmental Health and Safety
- Norm Catto, Head, Department of Geography, Faculty of Humanities and Social Sciences
- Reza Tabrizchi, Associate Dean, Research and Graduate Studies, Faculty of Medicine
- Kelly Hawboldt, Professor, Department of Process Engineering, Faculty of Engineering and Applied Science
- Len Zedel, Associate Dean, Research and Graduate, Faculty of Science
- Colleen Field, Division Head, Centre for Newfoundland Studies, Memorial University Libraries

Research Activity Request Process

The following process will be followed in considering requests related to on-campus research activity, fieldwork and face-to-face interactions with research participants.

1. Vice-Presidents Council (VPC) will determine whether the University is prepared to move to the next level of activity, stay at the current level or revert to an earlier level. Recognizing that different campuses may have different needs or challenges, decisions may be different across campuses.
2. Based on the direction from VPC, Deans and School Heads (in the case of the Marine Institute) will determine whether they are prepared to move to the next level of access to on-campus research spaces, fieldwork and face-to-face interactions with research participants for activities within their units, recognizing that different units may have different needs or challenges.
3. The Deans and School Heads will co-ordinate a process within their Faculties and Schools to solicit, review and prioritize requests under this Framework. Deans at the Grenfell Campus must co-ordinate their requests with the Associate Vice-President (Grenfell) Research. School Heads at the Marine Institute must coordinate their requests with the Marine Institute Research Working Group and Associate Vice-President (MI)
 - a. Building-specific Health and Safety Plans will developed by academic units and be approved by EHS, or the campus health and safety authority in the case of Grenfell and the Marine Institute, for overall ramp up of operations (research, teaching and administration) within buildings in which research activity is to take place. This will include defining measures to control and monitor space use and people flow in corridors, common areas (such as washrooms, lunchrooms, lounges, seminar rooms, classrooms, photocopy rooms, etc.), and shared graduate student and postdoctoral fellow offices. In some cases, multiple academic and non-academic units will need to coordinate in the development of building-specific Health and Safety Plans where buildings are shared. Deans and School Heads will ensure that the relevant building-specific Health and Safety Plan is sent to all individuals who require on-campus access in order to carry out the requested research.
4. Each research request must be prepared using the appropriate request form (see the [Face-to-Face Interactions with Research Participants Request Form here](#); the [Fieldwork Request Form here](#); and [On-Campus Research Request Form here](#)), which includes an activity-specific COVID-19 Health and Safety Plan. The activity-specific Health and Safety Plan details the measures to be put in place within research spaces under the control of the principal investigator.
5. Review of requests at Level 5 and Level 4
 - a. Following Faculty/School level processing, Deans and School Heads will forward their approved requests, including activity-specific Health and Safety Plans, to research.requests@mun.ca for review by the COVID-19 Research Working Group (CRWG).

- b. The CRWG will consider the requests from Deans/School Heads and make recommendations to the Vice-President Research (VPR) regarding whether the requests meet Level 5 or Level 4 criteria.
- c. The VPR will advise the requesting Dean or School Head of the recommendations and any conditions associated with proceeding with recommended research activities. In the case of requests related to activities by researchers at the Grenfell Campus or the Marine Institute, the approval of the respective campus Vice-President (or their delegate) and the Vice-President (Research) will be required.
- d. Prior to undertaking recommended research activities, the activity-specific Health and Safety Plans must be reviewed and approved by Memorial's EHS unit.
 - i. In the case of the Grenfell Campus, the Director of Facilities Management and Ancillary Services will work with the EHS unit on activity-specific Health and Safety Plans and approvals for the Grenfell Campus.
 - ii. In the case of the Marine Institute, the Manager of Marine and Technical Services will work with the EHS unit on activity-specific Health and Safety Plans and approvals for the Marine Institute Campus.
- e. The Dean or School Head will communicate any conditions associated with recommended research to the PI, and the PI will ensure that all researchers involved in the research comply with any conditions and with the activity-specific and building-specific Health and Safety Plans.

6. Review of requests at Level 3 and Level 2

- a. Following Faculty/School level processing, Deans and School Heads will forward their approved requests, including activity-specific Health and Safety Plans, to the respective campus review processes.
 - i. In the case of the St. John's campus, Deans will submit their approved requests to health.safety@mun.ca (for the EHS review) with a copy to research.requests@mun.ca.
 - ii. In the case of the Grenfell Campus, Deans will submit their requests to dpike@grenfell.mun.ca with a copy to research.requests@mun.ca.
 - iii. In the case of the Marine Institute, School Heads will submit their requests bac@mi.mun.ca with a copy to research.requests@mun.ca.
- b. Request recommendations will be subject to the review and approval of activity-specific Health and Safety Plans by Memorial's EHS unit.
 - i. In the case of the Grenfell Campus, the Director of Facilities Management and Ancillary Services will work with the EHS unit on activity-specific Health and Safety Plans and approvals for the Grenfell Campus.
 - ii. In the case of the Marine Institute, the Manager of Marine and Technical Services will work with the EHS unit on activity-specific Health and Safety Plans and approvals for the Marine Institute Campus.
- c. The Dean or School Head will communicate any conditions associated with recommended research to the PI, and the PI will ensure that all researchers involved in the research comply with any conditions and with the activity-specific and building-specific Health and Safety Plans.

- d. The COVID-19 Research Working Group (CRWG) will be copied on the email communications noted in 6a, 6b and 6c (via research.requests@mun.ca) and monitor for consistency with respect to approvals under this Framework.
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- 7. Recommended research activities must not commence before confirmation of approval of the activity-specific Health and Safety Plan by EHS.
 - 8. A copy of the approval letter must be maintained by the researchers as they carry out the activities and provided upon request by officials of Memorial University (e.g. Environmental Health and Safety, Facilities Management, Campus Enforcement and Patrol).