Guidance Document for Principal Investigators/Faculty Members Completing Request to Undertake Research On-Site Form

April 24, 2020

In order to facilitate the orderly reopening of Queen’s University research facilities under the rapidly evolving conditions associated with the COVID-19 pandemic, a procedure has been established for requests. Decisions by Queen’s University on research-related matters continue to be guided by the key principle of protecting the health and safety of our community and the communities in which we undertake research, by the advice of local public health officials, and the legislation and guidance of the Province of Ontario and the Government of Canada.

For your information, at present, the key public health guidelines to be included in your request to access on-site research facilities, are as follows:

- Where possible, all work that can be completed remotely should be done as such.
- Practice physical distancing; ensure all workers can be spaced 2 meters apart and continue virtual meetings.
- Frequent hand hygiene, cleaning of high touch surfaces as per Ministry guidelines, encouraging the use of masks if physical distancing is not possible. Please note the masks mentioned here are cloth masks unless the laboratory requires other PPE to undertake the research safely.
- Use passive and active screening; this includes self and peer monitoring.
- Limit interacting groups to cohorts of 5 people; discourage intermixing between cohorts.
- Strongly encourage all research personnel to have up to date routine immunizations including influenza.
- Research personnel returning to Queen’s/Kingston from within Canada are not required to self-isolate unless they are required to do so for reasons other than return to Kingston.

In order to facilitate start up and ensure that all infrastructure supports are in place, a committee has been struck to oversee all requests. Principal Investigators/Faculty members are not required to submit public health plans that involve building operations outside of their immediate facility, however, it is important for the committee to know which core and multi-use facilities you will be accessing on-site and, if possible, on what frequency and schedule.

If you have any questions, please contact: research@queensu.ca.
Visit www.queensu.ca/vpr/covid-19 for frequent updates.