



COVID-19 SAFE WORK PLAN: RESEARCH ACTIVITY

Use this checklist to plan the recommencement of research activity in accordance with COVID safe requirements.

FACULTY/SCHOOL/RESEARCH UNIT:	
RESEARCH LOCATION(S):	
NAME OF RESEARCH TEAM LEADER:	
NUMBER OF RESEARCH STAFF AND STUDENTS/OTHERS INVOLVED:	
PROJECT SUMMARY (max 100 words):	
ETHICS APPROVAL No:	SAFETYNET/FESS No:
PREPARED BY:	DATE:
WHS UNIT ENDORSEMENT:	DATE:

INSTRUCTIONS

- Liaise with HOS/Unit for endorsement before preparing the COVID-19 Safe Work Plan.
- If research cannot be conducted remotely then work through the sections of the checklist and mark as completed or action required if more is to be done for the requirement stated. Local COVID Safe Champions or WHS Advisors are available to assist with planning requirements by calling 4221 3931.
- If action is required complete the action plan at the end of this checklist. Facilities Management is able to assist with room capacity numbers, relocating furniture, protective screens – call 4221 3217. COVID Safe signage is available from the Printery at this [link](#).
- Any specific risks and requirements not captured by the checklist e.g travel, fieldwork must be outlined in the action plan section. Any third party COVID Safe Plans e.g research partners, must be attached to this plan.
- Once the checklist is finalised and any required actions are completed send to WHS Unit for endorsement at whs-admin@uow.edu.au. The document will be returned as endorsed or further action required.
- Once endorsed the COVID-19 Safe Work Plan will be sent to the Head of School/ Unit for review and work can proceed as per the plan.
- Once approved WHS Unit will send a copy of the completed Plan to rtc-wg@uow.edu.au and other stakeholders for record keeping purposes.

PHYSICAL DISTANCING

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research activity conducted in the best location for staff and/or participants that allow for 1.5m separation between occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If 1.5m separation cannot be maintained for specific activities, physical barriers (e.g. Perspex shields/sneeze screens) or other risk controls have been considered e.g P2 face masks, time reduced to below 15 minutes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance of research staff has been rostered to ensure that the facility does not exceed the adjusted maximum occupancy at any time. Also look to staggered start and finish times to assist with public transport.

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-site staffing levels allow for adequate support of research students and junior researchers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activities have been sequenced/organised to avoid queuing or congregation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In areas or activities where queuing or congestion is expected, physical barriers or floor markings will be used to indicate circulation, movement and facilitate distancing requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If research participants involved remote techniques such as telephone or online methods explored before face to face contact.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If visiting a research participants home or community sites maximum visitors will not exceed public health order requirements .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If research involves face to face contact with an external participant/visitor a COVID pre-screening questionnaire is required to be completed by the participant prior to participation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to and from research site enables 1.5m distance between persons or 50% capacity of the vehicle.

HYGIENE

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disinfectant wipes/sprays, handwashing facilities and/or hand sanitiser are available within the facility/area/vehicle for use at the beginning and end of interactions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Researchers and participants are reminded to wash hands regularly during the day including on arrival and departure via signage and/or procedures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local procedures have been implemented for the cleaning of benches, equipment, lockers, vehicles and other frequently touched surfaces. Cleaning products, disinfectants and disinfectant wipes are available in the work area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bins (or other means) are available for the disposal of disinfectant wipes, tissue paper and disposable Personal Protective Equipment (PPE).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Opportunities to optimise air flow have been implemented in naturally ventilated facilities (e.g. opening windows or doors). <i>Not applicable to mechanically ventilated or air-conditioned spaces.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where research involves taking samples from participants (e.g. blood samples, body composition measurements), procedures are documented outlining safe system of work, training and required PPE.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required PPE is available for use.

SHARED EQUIPMENT

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only one person will use a piece of equipment at a time unless the equipment or facility layout allows 1.5m separation between users.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shared PPE is avoided wherever possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where the sharing of PPE is unavoidable, shared PPE (e.g. full-face shield) is decontaminated between use (e.g. wiped down with disinfectant wipes or laundered).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedure has been established for the decontamination of shared equipment between use (e.g. wipe down of control touch panels with disinfectant wipes), lab coats not stored close together. Note – in some cases gloves might be used to handle particular equipment as an alternative to frequent decontamination.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE is disposed of in closed bins.

SIGNAGE

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The University's Physical distancing in laboratories/workshop posters and/or electronic signage are displayed in prominent locations inside and outside the facility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hygiene posters are displayed in prominent locations e.g Australian Government Simple steps to help stop the spread or World Health Organisation – How to hand wash and how to hand rub (hand sanitiser).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor signage is used where queuing, crowding or circulation problems are anticipated 'Stand here' dots with 1.5m spacing, 'Stay behind the line' markings, 'Let's stay 1.5 m away' reminders, 'Move or walk this way arrows'. Signage available from UOW Printery.

CONTACT TRACING

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any research participant or visitor (e.g. carer or support worker) will have their contact details as well as attendance dates recorded. Minimum details include: name, contact phone number or email, date and time attended.

EMERGENCY PREPAREDNESS

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Researchers are prepared to evacuate or respond to other emergency events independently - UOW Emergency Management Procedures or similar.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Researchers have been made aware of changes to emergency evacuation procedures, e.g. disperse rather than assemble.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trained staff are on hand to provide first aid and are aware of COVID-19 specific first aid protocols .

CONSULTATION

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research staff and/or Safe@Work Committee/Representatives or 3 rd parties have been involved in the review of planning arrangements and their feedback has been considered in the development of the plan to control the risk.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research staff are encouraged to report any concerns about the implementation of these procedures to Head of Unit or WHS Unit and any other risks that may unintentionally arise as a result of adjusted ways of working.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research at any 3 rd party has been approved to continue by the 3 rd party and their COVID Safe plans have been reviewed and attached.

VERIFICATION

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Head of School/Unit or their delegate e.g Principal Researcher will monitor implementation to ensure that these protocols are appropriate and are being followed.

ETHICS

Completed	Action Required	NA	REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the move to face to face research involves vulnerable people or any changes to the protocol approved by the HREC the changes/proposal to recommence face-to-face research must be submitted to the HREC and approved before being implemented.

COVID19 SAFE WORK PLAN – ACTIONS REQUIRED

SECTION	ACTION REQUIRED	BY WHOM	DATE COMPLETED
<i>Example: Physical distancing</i>	<i>Example: place stand here decals next to fume cupboard so that students can queue 1.5m apart.</i>	<i>Example: Jo Bloggs</i>	<i>Example: 15 June 2020</i>
<i>Example: Physical distancing</i>	<i>Example: roster established to limit number of researchers in building/unit at any one time so that 1.5m requirement are met.</i>	<i>Example: Jo Bloggs</i>	<i>Example: 15 June 2020</i>