Preparing a Request for Permission to Access the Department of Chemistry for RESEARCH Purposes

Dept of Chemistry
November 2, 2020
General instructions

• These instructions are for RESEARCH ACCESS only. For access for teaching or other purposes, these instructions are not valid.

• The form for requesting permission to access the chemistry department building or facilities is at the Chemistry department Covid-19 website: https://www.chem.queensu.ca/safety/covid-19

• The following instructions are based upon the version of the form available on 31 August 2020 but will be updated when the situation changes.

• Room capacities are also listed on the Chemistry department Covid-19 website: https://www.chem.queensu.ca/safety/covid-19
Submit the form to Avena Ross and Andy Evans, with a cc to Elisa and Heather at:
- avena.ross@chem.queensu.ca
- andrew.evans@chem.queensu.ca
- recept@chem.queensu.ca
- Heather.Drouillard@chem.queensu.ca

Write one application per professor.

If any team members have already received approval for access to the building for RESEARCH, and that approval IS STILL CURRENT, then state their names and the end dates of their approved access. Approval of the present application will effectively extend their period of approved access to the end of term after the date of this approval.

If any team members have received approval for access to the building for purposes OTHER THAN RESEARCH, don’t mention that here. It’s not relevant.

Postdocs and grad students: you may prepare this form but only your supervisor may submit it.
No one should perform lab work alone. Who else will be in the room? Does that person have permission to access the building? If no one else in the group has permission to access the building, then allocate a second person to accompany the researcher so that they are not alone.

Only include people who actually need access to the space for the priority research.

You must include the PI’s name in the list if the PI will be accessing the facility. The PI should have the same category# and priority# as the highest priority HQP in the list.

Contact Information for ALL team members requiring access to facility. Include:
- Name
- Department/School
- Cell Phone (or other means of emergency contact)
- Email
- Status (Principal Investigator/faculty/post-doctoral fellow/graduate student/staff)

(add rows as needed)

<table>
<thead>
<tr>
<th>Name</th>
<th>Category (see next page)</th>
<th>Priority Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must place an integer from 1 to 6 here. See next page for your options.

• If you chose category 1, then put a 1 here.
• If you chose category 2, then put a 1 or 2 here. See page 6 for more info.
• If you chose category 3, then put a 3 here as well. See page 6 for more info.
• If you chose category 4, 5, or 6, leave this column blank.
Access Categories

1. Preparation for Fall or Winter Remote Teaching: Describe why the preparation work needs to be completed on campus.

2. Priority Research Timeline 1 or 2: Describe why the research to be conducted falls into these timelines.

3. Data Collection for Students Outside of Priority Research Timelines 1 and 2: Clearly indicate that the student no longer has sufficient data to continue to work remotely and explain how the work that will be done will permit a return to productive remote work.

4. Extenuating Circumstances (Graduate Students and PDFs): Describe the work that was anticipated to be completed since the move to remote work in March and explain how those expectations have not been met.

5. Extenuating Circumstances (Faculty and Staff): Explain why it is necessary to work on campus and outline the kind of work that will be done.

6. Key Graduate Exams: Describe the exam that will be done and explain why it is critical to occur on campus.
Priority Timeline Criteria

Priority Timeline 1 Criteria
- Research related to SARS-CoV–2/COVID–19 that cannot be undertaken remotely;
- Long running research/field research in which a serious loss of research material, data, or equipment could occur if the work was disrupted, is at a critical stage or close to an end-point;
- On-going studies that require regular care, conditioning or inspections (e.g. maintenance of cells, animals, breeding colonies);
- Equipment which must be inspected regularly;
- Research specifically to address reviewer requirements to complete manuscripts in revision;
- Research required to meet a contract deadline which cannot be renegotiated;
- Research that, if paused, would negatively impact the ability of a graduate student to complete program requirements within the next three months and requires minimal on-site work/time to complete;
- Highly unique research circumstances.

Priority Timeline 2 Criteria
- Research that, if paused, would negatively impact the ability of a student to complete program requirements within the next six months;
- Research that is needed to address critical career and grant applications prior to Dec 30/2020.

Priority Timeline 3 Criteria
- New and early stage projects and experimental directions
- Research that is being/can be undertaken remotely due to the nature of the research
If you are using a shift system, make sure that the start of a shift is 1 h after the end of the previous shift, so that incoming personnel don’t encounter departing personnel.

There is NO LONGER A 1-MONTH LIMIT to the timespan that can be requested. You may ask for a span up to the end of the current term. However, you must reapply if either of the following occur:

- the end date of the current authorization is reached, or
- a personnel or other significant change has occurred so that the authorization request is no longer correct.

Don’t forget to change the dates when you ask for a renewal.

If you are using a shift system, specify hours.
  e.g. 7 am to 2 pm and 3 pm to 10 pm

- If you are using a days-on/days-off system, specify days:
  e.g. MonTueWed for team A and ThurFriSat for team B

- If the number of people to gain access is at or below the Covid room capacity, and therefore a shift systems is not required, then state “full time”.

Provide planned work schedule in facility

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Times:</th>
</tr>
</thead>
</table>


If you check a facility here and your application is approved, then your listed group members have permission to use this facility. No separate application is required for access to the facility, but they may be asked by the facilities manager to prove that access was approved. In that case, simply forward the approval email.

For facilities outside of Chemistry, you may need to make a separate application for access.

Only fill out this section for facilities that are not in the checklist above. For example:
- an instrument shared between several research groups but not physically in your lab
- a facility elsewhere in the university
- a library

For facilities outside of Chemistry, you may need to make a separate application for access.
### Additional Considerations

<table>
<thead>
<tr>
<th>Human research (yes/no): *If yes, please stop filling out this form – human research is approved centrally (see <a href="https://www.queensu.ca/vpr/covid-19/human-participant-research-guidelines-and-sop">https://www.queensu.ca/vpr/covid-19/human-participant-research-guidelines-and-sop</a>).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal research (yes/no): *If yes, the application will be submitted to the ADR after departmental review.</td>
</tr>
</tbody>
</table>

**Do you require hospital facilities or is your laboratory in the hospital (yes/no):**

- Chemicals (yes/no): 
- Radioactive materials (yes/no): 
- Biohazard level of research laboratory (NA/BSL-1/BSL-2/BDL-3/Other):

**Certificates/Approvals number and date of approval if relevant (Ethics; Animal Care; Bio-hazard) (yes, no, pending):**

*For this section, don’t circle or highlight your choices. Type YES or NO.*

*Don’t list the chemicals. Just say YES or NO.*

*Include certificate number and date of approval for every relevant certificate.*
For this section, don’t circle or highlight your choices. Type YES or NO.

<table>
<thead>
<tr>
<th>Computing and IT Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Advanced Computing required (yes/no):</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support Service Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief description of support services needed other than those already mentioned above (e.g., chemical/hazardous waste disposal, equipment calibration/maintenance, HVAC etc.):</td>
</tr>
<tr>
<td>Other personnel who will be accessing this room</td>
</tr>
<tr>
<td>List all other personnel (who are not in your group) who will be accessing the room(s) in the next month.</td>
</tr>
</tbody>
</table>

Other than the people who are the subjects of this application, list ALL students/workers who will be working in the affected rooms, including:

- members of another supervisor’s group
- trades people (e.g. for instrument repair)
The safety committee needs to be sure that people will be appropriately placed to maintain physical distancing and avoid frequent crossing of paths.

If you are using a shift or days-on/days-off schedule, explain the schedule and identify which personnel are in which shift.

How to make the requested map? Use Powerpoint, as explained on the next page. ChemDraw would also work.

- What is the room capacity under the Covid-19 rules (see the list on the department’s Covid-19 website)?
- Will you be using shifts or days-on/days-off?
- Have you coordinated your plans with other supervisors who share the same room(s)?
- Ensure that Timeline 3 researchers are not displacing Timeline 1 or 2 researchers.
How to make the map required for the form

1. Copy the appropriate map from the end of this document and paste it into a blank Powerpoint slide.
2. Crop the map to only show the relevant room(s).
3. Put yellow initials at the desk and bench locations of each person who is a subject of this application.
4. If you are using a days-on/days-off or shift schedule, change the initials of the personnel in the second shift (e.g. afternoon or ThurFriSat) to light blue.
5. Put a yellow or blue letter X at the desk and bench locations of any other person who will be simultaneously working in the same room(s), such as members of another group.
6. Either a) take a partial screen shot of your map or b) export it as a JPEG/JPG file.
7. Paste the image into your application. Crop it if necessary.
<table>
<thead>
<tr>
<th>Plan for public health related measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe plans to implement Queen’s COVID-19 related public health measures (i.e.: physical distancing, disinfection, PPE usage, etc.):</td>
</tr>
</tbody>
</table>

- The researchers will access and abide by the department’s Return to Work plan. The most recent version can be obtained from the Dept. of Chemistry Covid-19 website.
- All work that can be performed remotely will be performed remotely.
- All workers will be spaced ≥2 m apart. Masks will be used if at any time physical distancing is not possible.
- Frequent hand hygiene will be practiced.
- Frequently touched surfaces will be disinfected as per Ministry guidelines.
- Everyone will self-screen using the Queen’s SeQure app on a smart phone or pad, and be able to show the green QR code upon request to inspectors or supervisors. Those without a smart device will continue to use the Ontario Govt. self-assessment website. https://covid-19.ontario.ca/self-assessment/

See Queen’s University Return to Work Guidelines for up-to-date public health guidelines and recommendations. Note that daily check-ins by the supervisor are an important part of this process. Further, please ensure that all individuals are aware of the procedure from reporting a COVID infection in their space.

If outsiders will be involved, specify their protocols and attach documentation (such as a letter), if available, listing their protocols.
Plan for overnight shutdown.

How will the equipment and experiments be left at the end of the day? What measures will be taken if the student or worker is unwell or the building is shutdown the following morning?

Plan for rapid shutdown, if needed.

Describe what measures will be taken if a situation arises where rapid shutdown is needed:

- This might happen if
  - The researcher gets sick overnight
  - The building is shut down
  - A power failure occurs

- Even if the building is shut down in the morning, researchers will likely be allowed to enter in order to turn off an experiment.

- This might happen if
  - The researcher needs to leave suddenly (e.g. gets sick)
  - The building is shut down
  - A power failure occurs
Appendix - maps

Please copy and past relevant portions of these maps into the form to illustrate placement of students or staff.