Safe Research Plan for new and resuming in-person research

Please note

1. The purpose of the Safe Research Plan is to demonstrate to the University that the necessary precautions and protocols are in place to protect research participants as well as the research team.
2. Please review the [Guidelines for In-Person Research – Safe Research Plan](https://www.unbc.ca/sites/default/files/sections/office-research-and-innovation/unbc-safe-research-plan-guidelines-jan-2021.pdf) before completing your Plan.
3. The Safe Research Plan is not intended to replace any safety protocols required by UNBC.
4. If a section is not applicable, indicate n/a.
5. The sections below are expandable. Use as much space as you need to explain the steps being taken to ensure the safety of participants and team members.
6. The Safe Research Plan should be a stand-alone document, so please ensure that you include all required details even if you have already provided this information in your Research Ethics Board application.

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| **Introduction** | |
| PI name |  |
| Dept/Faculty |  |
| Study Jurisdiction | [name the province/state/country that sets the public health guidelines for your research area] |
| Study Settings | [if study location is general, e.g. outside in a park chosen by the participant, please state] |
| Start Date | [Proposed date when in-person contact with participants will start or resume] |

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| **Suggested Details to include based on the Safe Research Guidelines** |
| **Population Description**  Describe the risk profile of the research participant group (e.g., age, underlying medical conditions) and how risk will be managed for high risk members of the community as they relate to the COVID pandemic. Contact tracing will change the privacy for participants and this needs to be acknowledged.  *Other general risks not directly related to COVID-19 and their mitigation should be described in Item #15 of the ethics application and do not need to be repeated here*. |
| [insert text] |
| **Gatherings** (focus groups, meetings, presentations, etc.)  Describe physical distancing arrangements and detail planned control measures. |
| [insert text] |
| **Research within community and healthcare settings**  Describe who has been involved in developing the Safe Research Plan.  Please include all elements from Section 3 that apply to your research. |
| [insert text] |
| **Research Involving Indigenous Communities**  Indicate in your Safe Research Plan if your research involves Indigenous communities and describe who has been involved in developing the Safe Research Plan.  Letters of agreement (MOUs, etc.) will need to be attached to the ethics application before approval can be granted.  Please include all elements from Section 4 that apply to your research. |
| [insert text] |
| **Interviews**  What safety precautions will be taken for in-person interviews?  Please include all elements from Section 5 that apply to your research. |
| [insert text] |
| **Travel and Accommodation**  Describe how any required travel will be managed both for members of the research team and participants.  Please include all elements from Section 6 that apply to your research. |
| [insert text] |
| **Surface Transmission and PPE**  How will the risk of COVID-19 transmission be mitigated in your research setting?  Please include all elements from Section 7 that apply to your research. (Have you developed sanitization procedures for all shared equipment and touchpoints in the research location? Have you removed all unnecessary items such as magazines, flyers, office supplies in the research location?) |
| [insert text] |
| **Research team member and participant safety protocols**  What interactions will the research team and research participants have with each other?  Please include all elements from Section 8 that apply to your research.  Confirm whether self-assessment questions or other methods of assessment will be used. |
| [insert text] |
| **Communications**  Describe how your Safe Research Plan will be distributed to fellow researchers and participants. Researchers must retain records for the purposes of research and also contact tracing, which must be communicated to the participants.  Please include all elements from Section 9 that apply to your research. |
| [insert text] |
| **Reporting** [See Step 4 in the Guidance]  Describe how adherence to the Safe Research Plan will be ensured   * How will changes to the plan be recorded? * How will safety issues be reported? * Who will be responsible for maintaining safe research protocols? |
| [insert text] |