|  |
| --- |
| **Guidelines for Conducting In-Person Interactions & Research during COVID-19** |
| **Bruyère**  **Research Institute (RI)** **Updated as of September 18, 2020** |

**This document is a resource for conducting research and any required face-to-face interactions by members of the Bruyère Research Institute (RI) during this time of living and working with COVID-19 being present in our communities.** The full document should be reviewed prior to resuming or beginning any face-to-face interactions across Bruyère, with research teams or participants.

Table of Contents

[Resources 2](#_Toc52286545)

[Questions & Concerns: Who to contact 2](#_Toc52286546)

[Definitions & Acronyms 2](#_Toc52286547)

[Background 3](#_Toc52286548)

[Principles for Restarting Research 4](#_Toc52286549)

[The Proposed Restart Plan 4](#_Toc52286550)

[Phase 1 - Start to ramp-up face to face On-AND-Off-Site research activities 5](#_Toc52286551)

[Phase 2 – ramp-up face to face On-AND-Off-Site research activities; 6](#_Toc52286552)

[Resuming In-Person Research 6](#_Toc52286553)

[On-site at Bruyère: Requirements 7](#_Toc52286554)

[Remote Work Set-Ups 8](#_Toc52286555)

[Considerations for Working On-Site 8](#_Toc52286556)

[Required Training for On-Site Work 8](#_Toc52286557)

[Research Trainees, Students, and Learners 8](#_Toc52286558)

[On-site Procedures 8](#_Toc52286559)

[Scheduling 8](#_Toc52286560)

[Screening Upon Entry 9](#_Toc52286561)

[Personal Protective Equipment (PPE) Usage 9](#_Toc52286562)

[Physical Distancing Measures 10](#_Toc52286563)

[Housekeeping, Cleaning and Disinfection 10](#_Toc52286564)

[General Healthy Strategies 11](#_Toc52286565)

[Onboarding New Team Members 11](#_Toc52286566)

[Training and Orientation 11](#_Toc52286567)

[Appendix A: Considerations for Restarting Clinical Research: A Framework 12](#_Toc52286568)

[Appendix B: Flow Chart for Resuming Research 13](#_Toc52286569)

# Resources

Details regarding Ottawa’s recommended safety measures, screening locations, and other resources can be found on the Ottawa Public Health website:

<https://www.ottawapublichealth.ca/en/index.aspx>

Details regarding Bruyère’s response to COVID-19 and all relevant PPE and safety requirements can be found here**:** <https://infonet.bruyere.org/en/newcoronavirus>

*\*If you do not have access to Bruyère’s InfoNet, please contact your Research Operations Manager to obtain it.*

Bruyère RI will include updates on the status of conducting research and changes to safety precautions in our weekly Round-Up emails and monthly Newsletter. All members of Bruyère RI are strongly encouraged to review these resources as they are shared.

# Questions & Concerns: Who to contact

All members of the Bruyère RI – investigators, staff, trainees and students – are invited to ask questions or raise concerns. Open dialogue and collaboration is encouraged and will be vital to ensuring we provide a safe and healthy working environment while advancing research. Please address your questions to the following person:

|  |  |
| --- | --- |
| Questions about | Who to contact |
| Working onsite | Kaitlyn McGuire (KaMcGuire@bruyere.org) AND Your Research Operations ManagerAlex Cornett (ACornett@bruyere.org) Helen Niezgoda (HNiezgoda@bruyere.org) Kerry Moloney (KMoloney@bruyere.org) Mary Ellen Sellers (MSellers@bruyere.org)  |
| Conducting in-person research* Restarting or beginning a new project that involves face-to-face interactions with participants
* Meeting with research teams in person
 | Your Research Operations ManagerAlex Cornett (ACornett@bruyere.org) Helen Niezgoda (HNiezgoda@bruyere.org) Kerry Moloney (KMoloney@bruyere.org) Mary Ellen Sellers (MSellers@bruyere.org) |
| General Inquiries related to handling of COVID-19 | Trish DeFazio (TDeFazio@bruyere.org ) |
| Building access-related question | Kaitlyn McGuire (KaMcGuire@bruyere.org ) |
| General feedback on the handling of COVID-19 | Trish DeFazio (TDeFazio@bruyere.org ) |

# Definitions & Acronyms

*Bruyère campuses*: all Bruyère operated locations

*EBH*: Elisabeth Bruyère Hospital

*SVH*: Saint Vincent Hospital

*Annex E*: Research-only building near SVH on the Bruyère campus

*RSL*: Residence Saint Louis

*PPE*: Personal Protective Equipment

*Bruyère REB*: Bruyère Research Ethics Board

*Bruyère RI*: Bruyère Research Institute

*IMS*: Bruyère’s Incident Management System Committee

*Droplet & contact precautions*: Precautions and PPE needed when germs/virus may be spread via touch or coughing or sneezing

*Airborne precautions*: Precautions and PPE needed when germs/virus may be spread through the air

*IPAC*: Infection Prevention and Control

*Disinfect*: kills germs on surfaces or objects

*Sanitize*: lowers the number of germs on surfaces or objects—either by killing them or removing them—to a safe level. It is a step below disinfecting.

*Procedural* mask: The type of disposable mask provided by Bruyère for routine use on al campuses. Throughout this document it will be referred to ask procedural masks or simply masks.

**Acknowledgements**

The Bruyère RI acknowledges and thanks the Toronto Academic Health Sciences Network (TAHSN) for sharing a draft document on restarting research with OHA-CAHO members for their use. In developing the attached document, we gathered information from post-secondary institutions and other research institutes related to their approach to restarting research. All are taking a gradual, phased approach.

|  |
| --- |
| Background |

During the onset of the COVID-19 pandemic, the Bruyère Research Institute (RI) and Bruyère Research Ethics Board (REB), in consultation with uOttawa, communicated guidelines that research activities needed to be scaled-back or suspended. Any research involving face to face participant contact was halted, Research that could continue with no in-person interaction continued remotely. The transition to working from home was relatively smooth given the preexisting culture of the RI to support team members to work from home on occasion.

In addition to significant impact on investigator-driven research, both the Clinical Trials Research Unit and the Canadian Longitudinal Study on Aging (CLSA) Ottawa Data Collection Site were impacted significantly. The CTRU and CLSA activities primarily involve face to face interactions both on-site and in the community. These teams experienced challenges in terms of the need to modify existing data collection methodology, suspending on site participant visits, loss of revenue, and staff layoffs or redeployment.

From April to June 2020, there have been several funding calls for COVID-19 research. Bruyère RI investigators pivoted quickly and submitted proposals for the various calls. If funded, this research will likely need to be prioritized given time sensitivities.

As the COVID-19 curve flattens in Ontario, the government is laying out a phased plan to re-open the economy while mitigating the threat of resurgence and future waves of the virus (<https://www.ontario.ca/page/framework-reopening-our-province>). With this direction, Bruyère RI has developed a phased plan to restart research. All planning comes with a caveat that any changes in city or provincial guidelines, hospital operations, or COVID-19 cases and projections. The plan also includes principles and proposed timing for accessing Bruyère patients, residents, and staff for research purposes, and a plan to bring postsecondary students back to Bruyère for onsite research placements. It will be important to not overload existing staff members and clinicians, or cause increased related anxiety.

This is a living document that will be revised and updated as the global pandemic situation changes.

|  |
| --- |
| Principles for Restarting Research |

* **Adherence to Government and Institutional Directives:** All applicable local, provincial, and federal public health directives, and guidelines and direction from Ontario Health, will be diligently followed in planning the timing and sequence of restarting research.
* **Safety:** The health of investigators, staff, learners, participants, residents and patients are a priority at all times as we plan to restart research operations. This includes incorporating newly accepted norms of hygiene, physical distancing, and use of Personal Protective Equipment (PPE) in all areas of research to prevent the spread of the virus.  **We are all responsible to do our part and to follow the safety protocols.**
* **Capacity & PPE:** Restarting research should not hinder or impede Bruyère’s ability to mitigate and handle a surge, or to provide patient care. Any impact associated with restarting research on infrastructure, ancillary services (IT, Occupational Health & Safety, facilities), and PPE should be considered and will be decided in consultation with leadership at Bruyère.
* **Roadmap to Restarting Research:** The reopening should be done in stages with respect to both the type of research and the volume of research. The Bruyère RI has established a phased plan that is consistent with these principles. The plan includes detailed assessments of the safe number of staff and participants (in approved cases) in specific research areas, space implications (e.g. reallocation of desks to keep distancing rules), cleaning and housekeeping requirements, etc.
* **Equity:** Consideration and recognition of structural inequities unique to different groups and research settings to maximize equitable treatment will be central to development of this strategy.
* **Monitoring**: TheBruyère RI will establish audit procedures to ensure new safety measures are being followed, with the authority to restrict research activities in the event of non-compliance or a viral resurgence.

Additional considerations taken by the Bruyère RI are outlined in Appendix A: Considerations for Restarting Clinical Research: A Framework.

|  |
| --- |
| The Proposed Restart Plan |

This proposal describes processes to ramp-up on-site research activities during the coronavirus pandemic. These processes will be customized for different types of activities, including clinical trials, clinical research, community research, and dry lab research, and for all the Bruyère campuses where research takes place. These guidelines are based on the most current evidence available. At all times, we continue to maintain Bruyère’s values of respect, compassion, collaboration, accountability and learning.

This phased approach enables the RI to ramp-up face to face interactions for research projects, allows people to adjust their work flows and work areas to maintain physical distancing between colleagues and provides time to procure and distribute appropriate PPE for researchers, staff, trainees, students and participants.

|  |
| --- |
| **Three Proposed Phases to Restart Research**Like many other Research Institutes, the Bruyère RI has divided its plan to restart research activities into phases. Due to our size and activities, we believe 3 phases is appropriate: **Phase 0** – **Preparation and consultation** – draft guidelines and seek stakeholder feedback; finalize guidelines, prepare for on-site attendance.**Phase 1** – Restart urgent face to face and clinical research on a limited, preapproved basis including approved clinical trials, COVID-19 research and research where timelines are unmovable. Allow limited numbers of investigators, staff, trainees, students, research participants and sponsor monitors on-site. Teams will be scheduled to ensure we do not exceed targets and to ensure appropriate physical distancing.Target: 30% on-site capacity across all research spaces.**Phase 2** – Begin to restart non-urgent face to face and clinical research. Increase numbers of investigators, staff, trainees and students on-site. Teams will continue to be scheduled to ensure we do not exceed targets. This phase could also include on-site participant data collection and face to face community interactions, pending approval and following of all public health guidelines. Target: 50% on-site capacity across all research spaces.  |

## Phase 1 - Start to ramp-up face to face On-AND-Off-Site research activities

**target: 30% on-site capacity**

During this phase areas will be restricted to a maximum of 30% occupancy at any one time. On-site office-related work will be scheduled, generally based on research teams being on-site at the same time. We will work with research teams on scheduling.

No team member will be expected to be on-site as long as their work can productively continue off-site. Research team members scheduled in the first phase should be those who do not have health, transportation, or family concerns that would impact their ability to work onsite during this transition period. Team members should aim to be in the Bruyère RI for the minimum required time to help reduce the overall population in each building.

In this phase, only urgent research, in jeopardy of not continuing or meeting time-sensitive milestones will be approved. Bruyère RI has identified priority areas to start ramping up operations:

* Clinical Trials where drug interventions are required to resume or the study will be in jeopardy (On-Site with potential for off-site tests);
* New COVID research projects that need to ramp up as fast as possible (On-and-off-site);
* Grants or research studies that have specific time-sensitive milestones that need to be completed where extensions are not approved (On-and-off-site);
* Phase 1 return to activities is based on approved plans which can include on or off-site activities. Approval will come from the Bruyère REB, the Bruyère RI CEO, the appropriate Bruyère bodies, and where applicable, the specific unit manager/dept. where the research will take place (for on-site research);

It is normal for situations like COVID-19 to affect one’s mental health. Investigators and supervisors must be mindful of this and help their staff and trainees to practice positive coping strategies. Individuals expressing stress and anxiety about being on-site should not be forced to do so.

**Research students and staff who have not completed their full orientation and students who are not approved by their post-secondary institution for on-site work are NOT PERMITTED on-site**.

## Phase 2 – ramp-up face to face On-AND-Off-Site research activities;

**TARGET 50% on-site capacity (the new normal until further notice)**

During this time areas will be restricted to a maximum of 50% occupancy at any given time. This phase could also include non-urgent on site participant data collection and face to face community interactions, pending approval and following of all public health guidelines.

In this phase, non-urgent research can be approved. Bruyère RI has identified areas to continue ramping up operations:

* Clinical Trials that were in planning phases prior to COVID19 and will now start to recruit new participants; these trials would be at risk of being terminated if not started within a reasonable timeframe (On-Site with potential for off-site tests);
* Phased-in return to activity based on approved plans;
* On-going monitoring of physical distancing measures;
* Clinical research will be re-initiated in lockstep with the ramping up of clinical activity at Bruyère. Studies involving inpatients are likely to restart prior to those in ambulatory settings. Phase 2 return to activities is based on approved plans which can include on or off-site activities. Approval will come from the Bruyère REB, the Bruyère RI CEO, the appropriate Bruyère bodies, and where applicable, the specific unit manager/dept. where the research will take place (for on-site research).

**A reminder that all phases are reversible should external or internal circumstances change. Bruyère RI will not move beyond Phase 2 at this time.**

|  |
| --- |
| Resuming In-Person Research |

**All in-person research and interactions with external stakeholders (including advisory committees) must be approved prior to resuming.** A team looking to resume any in person research should reach out to their Research Operations Manager to begin this process. For interacting with research participants, there are two components to this approval:

1. Approval of the restart plan by the Bruyère RI, Bruyère, and the Bruyère REB
2. Approval of any changes to project plans and documentation by the Bruyère REB

(e.g. updated consent forms, other changes to procedure)

The approval process is depicted in Appendix B: Flow Chart for Resuming Research. Any plan to resume research must be done in collaboration with the impacted Bruyère units/programs, and they must be in agreement with restarting. In summary:

* Research teams should ensure that the unit/department/program involved in their research is able and interested in resuming the research.
* Inform your Research Operations Manager that you wish to resume in person face-to-face research. Your Research Operations Manager will provide you with a Resuming Research Form and accompanying Guide which provides details around how the form should be completed and procedures required. The Research Operations Manager will work with you to finalize the form.
* Upon finalization, the Research Operations Manager will arrange for approval from Bruyère RI and Bruyère.
* Once approval from the Bruyère RI and Bruyère IMS has been obtained, the Research Operations Manager will forward the approved Resuming Research Form to the Bruyère REB and ask the research team to provide the Bruyère REB with an amendment form and whatever documentation is being updated.
* When the final approval is provided by the Bruyère REB, the research may resume.

For in-person interactions with external stakeholders such as community advisory committees or other groups that cannot meet virtually:

* Your Research Operations Manager should be notified, and a Resuming Research form completed.
* The Research Operations Manager will work with you to finalize the form.
* Upon finalization, the Research Operations Manager will arrange for approval from Bruyère RI.
* When approval is granted by the Bruyère RI, the in-person interactions may take place.

Investigators resuming in-person research should also consider adopting the following procedures and tools in their research:

* Minimize exposure to patients by adopting “one-in” approach where only one designated person on the research team can recruit/follow-up etc. patients.
* Consider your procedures in light of how they can minimize exposure risk and PPE use, and allows easier tracking if an exposure occurs.
* Recognize that some participants will not be comfortable coming on-site
	+ Aim to keep all aspects of the research that you can remote
* Establish staff contact list for your team
	+ Have a documented chain of reporting for any suspected and confirmed COVID-19 cases, which includes the Investigator, Research Operations Manager, and Occupational Health and Safety

|  |
| --- |
| On-site at Bruyère: Requirements |

There are several aspects to returning to work onsite at Bruyère. We recognize that teams and team members will be in different situations, and the standard recommendations may not fit your needs. If this is the case, please speak to your supervisor and/or Research Operations Manager.

There are two main aspects to working on-site that may be required:

1. Routine desk work at Bruyère. We continue to recommend that all individuals who are able to work from home/remotely do so. However, we recognize that this is not feasible for all individuals or for all positions.
2. Conducting face-to-face research work with participants and/or other external partners (e.g. advisory groups). We continue to recommend that all meetings and interactions with research participants that can happen virtually do so; however we recognize that this is not always possible. Where in-person contact with research participants or other external stakeholders is required, speak to your Research Operations Manager and follow the Resuming In-Person Research directions above.

## Remote Work Set-Ups

Team members are allowed to take office equipment home if it is needed to set up their remote work station appropriately. Contact Kaitlyn McGuire to inform her of what information you have taken off-site.

## Considerations for Working On-Site

Investigators are asked to consider the following when working with their teams to determine the optimal working arrangements for their team members:

* The feasibility of having staff work remotely. Whenever possible, this should be the preferred method of working.
* Staff transportation getting to and from work to keep themselves and fellow staff safer
	+ Use of public transportation – follow all OC Transpo guidance including wearing a mask and using public transportation on off-peak hours if possible
	+ Parking at EBH and SVH for those with vehicles as per prior to pandemic arrangements
	+ Granting agencies may cover expenses such as taxi/uber during this period of time
* Testing investigators and staff
	+ Feasibility of obtaining COVID-19 testing
	+ Timing
* The current pandemic offers a new way of doing research post-pandemic in the areas of telehealth and teleconsent, and participant follow-up.
	+ Speak to your Research Operations Manager and the Bruyère Research Ethics Board to discuss options for alternative ways to interact with research participants virtually.

The sections below outline the requirements and processes for being onsite at Bruyère and interacting with participants in person. At all times, Bruyère and Ottawa Public Health guidelines must be followed to ensure the safety of all individuals on-site.

## Required Training for On-Site Work

All individuals who will be working onsite or interacting with participants in a face-to-face capacity must complete the following training:

1. Working On-Site during a Pandemic form.

*Anyone working onsite or face-to-face with participants or other team members must complete this training*.

## Research Trainees, Students, and Learners

All students must have approval from their university prior to being allowed on-site at Bruyère. This approval must be provided to Kaitlyn McGuire, and must indicate whether approval is granted to be on-site only or on-site and interacting with participants

## On-site Procedures

### Scheduling

At this time, **all on-site activity must be scheduled to ensure adequate spacing**. Contact Kaitlyn McGuire (KaMcGuire@bruyere.org) to schedule time on-site or be told who is responsible for scheduling in your area.

### Screening Upon Entry

All individuals entering a Bruyère site must undergo screening. Two screening options are available: An electronic option and a paper screening tool.

* An electronic screening app is found online at Bruyère.org (bottom of page) and at <https://covid19-verification.bruyere.org/>. Anyone coming on site must PASS screening. A FAILED screen must be reported to Occupational Health and Safety Services (OHSS - occupationalhealthandsafety@bruyere.org).
* For tracking and contact tracing purposes, all research team members are asked to use the screening app so we know who is on site and accessing research spaces;
* All team members coming onsite at **Annex E** MUST complete the screening and show their results at SVH prior to entering the Annex E building.
* **Visitors** – access to all research areas is restricted to Bruyère research personnel and approved visitors only. For approved research projects, research participants, and if needed, one study partner per participant, will be allowed into Bruyère spaces. **All other visitors, including researchers from outside Bruyère, stakeholders and community members, service personnel, delivery personnel, and vendor representatives will be allowed on site in exceptional circumstances and must be granted approval to be onsite from RI leadership (Heidi or Trish)**. Approved visitors to EBH, SVH or RSL must present themselves at the Bruyère entrance, comply with screening requirements, and be escorted in and out of the building. **No visitors will be approved to enter Annex E**;
* Anyone who is unwell or develops symptoms, regardless of being on site or at home, should immediately inform their supervisor, Research Operations Manager and Bruyère Occupational Health and Safety and return to/remain at home. OHSS will inform you on next steps and let you know when you may return to work. Keep your supervisor and Research Operations Manager informed.
* Anyone leaving and returning to EBH or SVH will need to show proof of passing screening each time they re-enter.

### Personal Protective Equipment (PPE) Usage

Bruyère has strict procedures in place regarding the usage of PPE to ensure appropriate levels of protection for different task, while also ensuring PPE is retained for those situations where it is required. Details on when to use what types of PPE can be found here: <https://infonet.bruyere.org/en/covid19-ipac>

* **Universal masking** - Bruyère follows universal masking protocols. Anyone working in the RI or participating in research onsite will be provided a procedural mask upon screening and entry to EBH, SVH, or RSL. All investigators, employees, students and volunteers working at Annex E must go to SVH to complete screening and to obtain a procedural mask. We will conduct regular spot audits. If someone is caught without a mask at Annex E, they will NOT be allowed back on site. The procedural mask is to be worn at all times when physical distancing cannot be maintained, and is recommended at all times. In common areas where staff may come into contact with one another unexpectedly, masks must be worn; i.e. corridors, washrooms, elevators, stairwells.
* If the mask becomes soiled or broken, new masks will be available at screening locations at EBH, SVH, and RSL.
* Procedural masks are intended for use onsite only and extras should not be taken home for personal use.
* At this time, cloth masks/facial coverings are **not** approved to wear at EBH, SVH, Annex E and RSL.
* Some of our research activities may require research personnel to wear additional PPE. Use Bruyère’s [Guidance for Universal Masking](https://infonet.bruyere.org/uploads/Common/27%20-%20universal%20masking%20V4.1.pdf) to determine appropriate PPE required for your project.
* Video on how to don/doff mask and gloves: <https://infonet.bruyere.org/en/covid19-ipac>

### Physical Distancing Measures

Applicable to all Bruyère campuses and RI spaces:

* Existing moratoriums on in-person seminars, conferences, and international travel will remain in place until specifically lifted.
* All RI meeting rooms, where physical distancing requirements cannot be met, should have exterior signage outlining that the meeting room is unavailable for use due to COVID19 restrictions.
* If meeting rooms are used, tables and chairs and equipment must be cleaned and disinfected before and after use. Appropriate Disinfectant will be provided.
* Work from home if possible: All investigators, staff, trainees and students who can continue to contribute from home should do so.
* Restarting face-to-face research – PIs will be required to have a detailed and approved plan in place. A template for this plan will be provided from the Research Operation Manager.
* PPE must be worn as per Bruyère guidelines see InfoNet COVID19 section;
* If working in EBH, SVH or RSL, research teams should stick to their allocated research spaces and not enter patient floors unless necessary.

Applicable to specific areas:

* Annex E kitchen: Staff should stagger their break times. A maximum number of people in the kitchen will be set for coffee/lunch with appropriately spaced chairs and tables.
* Offices and lab areas – 2m physical distancing must be maintained. Offices will contain signage with physical distancing maximums. Staff or students who share a space where physical distancing cannot be maintained will be assigned/scheduled a desk in another space.
* Shared or touch down spaces - will be scheduled and physical distancing measures will be in place. The number of people may be limited in these areas at any one time.

### Housekeeping, Cleaning and Disinfection

Housekeeping services are based on space usage. We cannot rely on Housekeeping’s cleaning schedule as the only means of cleaning and disinfection throughout the day.  It is therefore EVERYONE’S RESPONSBILITY to routinely clean and disinfect ALL commonly touched surfaces. An approved disinfectant will be available in all research areas.

Approved disinfectants can be found in the following locations:

|  |  |
| --- | --- |
| Elisabeth Bruyère Hospital (EBH) | Kept by each team in their chosen location.Will be supplied to each research team that requires it.Contact Kaitlyn McGuire to arrange. |
| Saint Vincent Hospital (SVH) | Kept by each team in their chosen location.Will be supplied to each research team that requires it.Contact Kaitlyn McGuire to arrange. |
| Annex E | Disinfecting stations are located on each floor of the building. |
| Residence Saint Louis (RSL) | Kept by each team in their chosen location.Will be supplied to each research team that requires it.Contact Kaitlyn McGuire to arrange. |

**If you notice that the supply of a disinfectant is running low, notify Kaitlyn McGuire (****KaMcGuire@bruyere.org****).**

Keeping labs, office and other areas clean and sanitized:

* If you are not willing or able to clean and disinfect, please **do not come onsite**.
* Office spaces - everyone will be responsible to disinfect, with an approved disinfectant, their desk and other surfaces before starting and after finishing work each day. Desks may be scheduled for use by others and therefore should be kept clear. Keyboards can be covered in plastic wrap that can be discarded and replaced after each use.
* For dry and wet labs, the PI will be required to have a lab-specific plan that will include assigning laboratory staff or students who are on-site with the responsibility of regularly disinfecting, with an approved disinfectant, all common surfaces/equipment.
* In general, every time a piece of common equipment is used it should be disinfected with an approved disinfectant. These areas include but are not limited to:
	+ Equipment
	+ Common printers, photocopiers etc.
	+ Lunch areas (microwaves, tables, fridge handle, etc.)
	+ Signage will be posted reminding staff to disinfect areas.
* **Washroom** – we recommend that faucets, door handles and toilet seats be disinfected before and after each use.

### General Healthy Strategies

While onsite, individuals must implement healthy strategies to contribute to keeping the workplace safe and healthy for everyone. It is important to remember that some people may transmit COVID-19 even though they do not show any symptoms.

1. Signage will be posted at entrances and throughout Bruyère RI areas regarding proper hygiene practices, including handwashing. These must be followed.
2. Stay home as much as possible.
3. Stay away from others if you are ill.
4. Avoid touching your face.
5. Cough or sneeze into your arm.
6. Practice physical distancing.
7. Clean and disinfect surfaces routinely.
8. Self-monitor for symptoms of COVID-19.
9. Keep to the right while walking in halls to facilitate the reduction in accidental encounters.
10. Minimize elevator use. Use the stairs wherever possible.

|  |
| --- |
| Onboarding New Team Members |

As this pandemic continues, there will be situations where new individuals joining research teams and require orientation and must complete our onboarding requirements.

## Training and Orientation

Bruyère RI Orientation for new staff, trainees and students has taken place virtually since April 2020and will continue. The list of training modules required was modified for work at home arrangements, as some training is not applicable if an individual will not be onsite. As new staff and students begin to come on-site, they will be required to review the modules in the orientation package that apply to on-site work.

For each new team member joining your team, inform your research operations manager and Jessica Borenstein (HR Administrator - JBorenstein@bruyere.org) if they will be going on-site to ensure they are provided with the correct list of training that must be completed.

# Appendix A: Considerations for Restarting Clinical Research: A Framework

*Adapted with permission from OHRI’s B2B plan*

**PRINCIPAL OBJECTIVES**

Designing and implementing a strategy for a safe and healthy reopening of research at the Bruyère RI. To plan for the optimal balance between the health and safety of our investigators, staff, students and study participants while increasing research activity in an ethical, phased and responsive approach.

**GUIDING PRINCIPLES**

1. Protect the mental, emotional, and physical health and safety of patients/research participants and their families, research staff, and investigators.
2. Ensure the process for allowing increased research activity is informed, equitable and transparent.
3. No appreciable impact on Bruyère health system (clinical care).
4. Current Bruyère RI Clinical Research Policies and Procedures are upheld.
5. Abide by the rules and guidelines provided by Bruyère and public health.
6. Strive to allow as much research activity as possible, while respecting the necessary limits.
7. Plan for the potential to return to stricter limits should the situation require.
8. Follow Bruyère values of respect, compassion, collaboration, accountability and learning.

**KEY ASSUMPTIONS**

1. Physical distancing, strict hygiene precautions and use of PPE when necessary, as mandated by Bruyère and Ottawa Public Health, will remain in effect.
2. COVID19 will continue to be active; sustained low or declining COVID19 prevalence in the community is required to progress with scaling up research activity.
3. Investigators and staff will self-monitor for symptoms and abide by Bruyère health screening and reporting policies.
4. The Ontario Government has announced a 3-phase reopening of the Province. It has also announced conditions that hospitals must meet in order to resume scheduled procedures and outpatient clinics (these involve occupancy and PPE supply).
5. Bruyère will dictate the initiation of return to clinical research activities by mirroring return to clinical activities (e.g. outpatient clinics etc.). The hospital’s plans will be reviewed and confirmed weekly; revisions to research plans may be required.
6. The Bruyère RI will adopt a mirrored 3-Phase approach with the assumption that re-opening of clinical research would coincide with initiation of Phase 1 of the Provincial plan. Phase 1 is the short-term goal and includes implementing a modified return to work plan in accordance with relevant Provincial guidelines (https://www.ontario.ca/page/resources-prevent-covid-19-workplace). Flexibility to scale back quickly to an earlier phase to accommodate increasing cases may be required. The ability to resume clinical research symmetrically across all areas will depend on localized outbreaks, mini surges, etc.
7. Phases 1 and 2 of the Bruyère RI plan includes medium and long-term goals which again will need to be in accordance with provincial guidelines and include implementing a “new normal” workplace setting.
8. Investigators and staff can be divided into: office only, both office and clinic; office and lab.

# Appendix B: Flow Chart for Resuming Research

*Last updated: September 21, 2020 (Version 4)*

