This COVIDSafe Plan for Research at Macquarie follows principles and guidelines detailed in:

- The Macquarie University COVIDSafe Plan (27 November, 2020; https://www.mq.edu.au/__data/assets/pdf_file/0007/989728/MQ-COVIDSafe-Plan.pdf); and
- The Macquarie University Return to Work on Campus Plan (18 May 2020).

In June 2020, Universities Australia highlighted the following general measures for universities, with those especially relevant to research highlighted in red:

- **Staff and students who are sick with cold and flu symptoms must NOT attend university**;
- **Students living on campus should ensure minimum contact with others during the period of illness with cold and flu symptoms**;
- **Staff and students who are in vulnerable populations should continue to work or study from home or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to university environment**;
- **Staff who can attend work safely should do so, in line with each university’s recovery plan**;
- **Business meetings which can be held with physical distancing measures in place can occur but long or large meetings should continue to be held by audio-visual link or other remote means**;
- **Non-essential events should continue to be deferred or cancelled**;
- **Online access to content should continue for those unable to attend or for large lectures and gatherings and in line with each university’s teaching delivery plan**;
- **Lecture and examination spaces should have no more than one person per four square metres of floor space and have fewer than 100 persons**;
- **Clinical placements should continue to be supported if the necessary risk assessments have been undertaken, after discussion with clinical supervisors and facilities. The safety of patients, staff and students is paramount**;
- **Staff should continue to undertake their normal duties with risk mitigation strategies**;
- **All staff, students and visitors must adhere to the physical distancing guidelines**;
Universities should continue to operate within their risk management and Workplace Health and Safety (WH&S) frameworks and ensure obligations to provide safe workplaces and work practices are maintained. This includes where staff may be working in relatively isolated circumstances as transition into on campus environments proceeds; and

Where first aid is required, standard precautions should be adopted at all times.

Macquarie’s COVIDSafe Plan for Research also adheres to the following general principles for research from the Universities Australia document as well as their specific guidelines for different types of research (detailed in separate tabs):

- Research staff who can attend work safely should do so, in line with each university’s recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone;
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

This plan for Research is based on the Australian Government’s Framework for National Reopening; Roadmap to a COVIDSafe Australia; 3 Step Framework for a COVIDSafe Australia; Macquarie’s COVIDSafe Plan and Macquarie’s Return to Work on Campus Plan. This Plan also prioritises:

- Maintaining 1.5m physical distance in all research facilities, activities and interactions;
- Practising hand and respiratory hygiene in all research facilities, activities and interactions;
- Frequent cleaning and disinfecting of research facilities, areas and equipment;
- Staying home if unwell and not conducting or participating in research; and
- A cautious and stepwise COVIDSafe Plan for research that shares responsibility across the DVCR’s Office, Faculties, Departments, Research leaders, teams and facilities.

Finally, the staged approach of this Research Plan requires agreement on priority areas to return to work on campus such as: essential services, highly disrupted work where disruptions could risk delays or missing milestones, and staff with special circumstances. In deciding on priorities, Faculties, Departments, Research leaders and facilities are encouraged to also consider:

- Time critical research work (e.g., fieldwork in a time critical window with animal welfare, legal, seasonal or environmental consequences; projects in animal facilities involving ageing animals or time sensitive interventions);
- Time constraints and needs of HDR students, especially MRes Year 2 students;
- Projects with non-negotiable, externally driven milestones or deadlines; and
- Equity of access and opportunity especially for those disproportionately impacted (e.g., women researchers, ECRs).

Primary Contact: Amanda Barnier, Pro Vice-Chancellor (Research Performance), DVCR’s Office
**TYPES OF RESEARCH**

All research activities described below conducted by Macquarie University staff or students across all four Faculties are subject to this Plan. This includes research both on campus and off campus, whether in facilities, laboratories, studios, clinics, partner organisations, shared or individual offices or in the field. Universities Australia provides specific guidelines for: lab based, fieldwork, studio based, office based, animal houses, and clinical/human participant research as defined below. A specific COVIDSafe Plan is provided for each type of research as well as for research meetings (including meetings, workshops, conferences). Please note that COVIDSafe planning and approvals are required in addition to ethics approval where relevant.

<table>
<thead>
<tr>
<th>Research Type</th>
<th>Definition</th>
<th>Faculties</th>
<th>Covered By Research Plan</th>
<th>Approval Date</th>
<th>Approved Locations</th>
<th>Approval Authority</th>
<th>Relevant Ethics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lab Based (Non Human)</strong></td>
<td>Research in on campus, university scientific/technical laboratories or facilities that does not involve human participants but may involve a team, collaborators or research students (e.g., PC2 Lab, Plant Growth Facility, Seawater Facility, Microscopy Unit, Mass Spectrometry, Astronomical Observatory, Macquarie University History Museum)</td>
<td>FMHHS, FSE, FoA</td>
<td>Yes</td>
<td>25-May-20</td>
<td>FMHHS, FSE, FoA Facilities</td>
<td>Executive Dean in relevant Faculty via ADR</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Studio Based (Non Human)</strong></td>
<td>Research in on campus studio facilities that does not involve human participants but may involve a team, collaborators or research students (e.g., film, radio, recording, editing, dance studios)</td>
<td>FoA</td>
<td>Yes</td>
<td>25-May-20</td>
<td>10HA</td>
<td>Executive Dean via ADR</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Office Based</strong></td>
<td>Research in on campus, shared spaces with resources or collections such as Research Centres, which cannot be conducted at home and may also involve a team, collaborators or research students (e.g., Australian Centre for Ancient Numismatic Studies; CAVE; Big History; CACHE)</td>
<td>FoA</td>
<td>Yes</td>
<td>25-May-20</td>
<td>Arts Precinct</td>
<td>Executive Dean via ADR</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Animal Facilities</strong></td>
<td>Research in Macquarie animal research facilities operated by Macquarie Animal Research Services (MARS), which may also include collaborators and research students</td>
<td>MARS</td>
<td>Yes</td>
<td>25-May-20</td>
<td>Central Animal Facility; Fauna Park; Zebrafish</td>
<td>DVCR via Ronny Eidels</td>
<td>Animal Ethics</td>
</tr>
<tr>
<td>Human Participant p.30</td>
<td>Research in on campus facilities involving face to face interactions with human participants (e.g., students, staff, community members). May involve laboratory testing or interview methods as well as a team, collaborators or research students (e.g., behavioural or interview studies with undergraduate Psychology students)</td>
<td>FMHHS, FoA, MQBS</td>
<td>Yes</td>
<td>15-Jun-20</td>
<td>FMHHS, FoA, MQBS</td>
<td>Executive Dean in relevant Faculty via ADR</td>
<td>Human Research Ethics</td>
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<tr>
<td>Clinical p.37</td>
<td>Research in on campus clinical settings that involve standard-of-care interventions (and therefore must continue for the wellbeing of the participant) and clinical research studies that involve voluntary participation. May also involve a team, collaborators or research students (e.g., clinical studies in Macquarie Hospital)</td>
<td>FMHHS</td>
<td>No</td>
<td></td>
<td>Managed by MQ Health</td>
<td>DVC (Health &amp; Medicine) via Roger Chung</td>
<td>Human Research Ethics</td>
</tr>
<tr>
<td>Research Type</td>
<td>Definition</td>
<td>Faculties</td>
<td>Covered By Research Plan</td>
<td>Approval Date</td>
<td>Approved Locations</td>
<td>Approval Authority</td>
<td>Relevant Ethics</td>
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<tr>
<td><strong>Off Campus Research</strong></td>
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</tr>
<tr>
<td>Fieldwork (Non Human) p.38</td>
<td>Research that is off campus at university or non-university facilities or sites that do not involve human subjects but may involve multiple participants (e.g., staff, students, collaborators, assistants). Fieldwork can take many forms such as sampling or study of flora and fauna, geology and landscapes; archaeological excavations; and surveying of structures or landscapes.</td>
<td>FoA, FSE</td>
<td>Yes</td>
<td>25-May-20</td>
<td>Off campus sites within NSW</td>
<td>Executive Dean in relevant Faculty via ADR</td>
<td>Animal Ethics</td>
</tr>
<tr>
<td>Fieldwork (Collections) p.47</td>
<td>Research that is off campus at cultural or collecting institutions such as archives, museums, libraries or galleries that does not involve human subjects but will involve face to face interactions with curators, librarians, archivists or other staff or users of the institution. It may involve a team, collaborators or research students but will usually be undertaken by a single researcher.</td>
<td>FoA</td>
<td>Yes</td>
<td>13-Jul-20</td>
<td>Off campus sites within NSW</td>
<td>Executive Dean via ADR</td>
<td>N/A</td>
</tr>
<tr>
<td>Human Participant (Organisations) p.56</td>
<td>Research in off campus, university or non-university facilities or sites involving face to face interactions with human participants who are members of organisations with COVIDSafe Plans (e.g., students or teachers in schools, aged care workers, staff in businesses, community groups). May also involve a team, collaborators or research students.</td>
<td>FMHHS, FoA, MQBS</td>
<td>Yes</td>
<td>6-Oct-20</td>
<td>Off campus sites within NSW</td>
<td>Executive Dean in relevant Faculty via ADR</td>
<td>Human Research Ethics</td>
</tr>
<tr>
<td>Human Participant (Private Individuals) p.62</td>
<td>Research in off campus, university or non-university facilities or sites involving face to face interactions with human participants who are private individuals and not members of organisations with COVIDSafe Plans (e.g., individuals, families, other volunteers in the community who participate in research in their</td>
<td>FMHHS, FoA, MQBS</td>
<td>Yes</td>
<td>3-Dec-2020</td>
<td>Off campus sites within NSW</td>
<td>Executive Dean in relevant Faculty via ADR</td>
<td>Human Research Ethics</td>
</tr>
<tr>
<td>Clinical p.67</td>
<td>Research in off campus clinical settings that involve standard-of-care interventions (and therefore must continue for the wellbeing of the participant) and clinical research studies that involve voluntary participation. May also involve a team, collaborators or research students (e.g., clinical studies in FMHHS’s community clinics, or clinical providers in the community)</td>
<td>FMHHS</td>
<td>No</td>
<td>Managed by MQ Health</td>
<td>DVC (Health &amp; Medicine) via Roger Chung</td>
<td>Human Research Ethics</td>
<td>(high priority)</td>
</tr>
<tr>
<td>Research Type</td>
<td>Definition</td>
<td>Faculties</td>
<td>Covered By Research Plan</td>
<td>Approval Date</td>
<td>Approved Locations</td>
<td>Approval Authority</td>
<td>Relevant Ethics</td>
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<tr>
<td>Research Meetings p.68</td>
<td>Research meetings on or off campus with teams, collaborators or research students, including talks, seminars, workshops, conferences and all other research-related meetings</td>
<td>FMHHS, FSE, FoA, MQBS</td>
<td>Yes</td>
<td>25-May-20</td>
<td>Across campus</td>
<td>Executive Dean in relevant Faculty via ADR</td>
<td>N/A</td>
</tr>
<tr>
<td>At Risk Populations p.72</td>
<td>Any of the above forms of research that involve, as researchers or participants, people aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas. These groups are considered at higher risk and require approval following risk assessment</td>
<td>FMHHS, FSE, FoA, MQBS</td>
<td>Yes</td>
<td>Case-by-case</td>
<td>On campus</td>
<td>Executive Dean in relevant Faculty via ADR following recommendation from DVCR</td>
<td>Animal or Human Research Ethics</td>
</tr>
<tr>
<td>HDR Student Offsite p.74</td>
<td>Research by HDR students in offsite locations including interstate or overseas. Note insurance implications of overseas travel and research</td>
<td>FMHHS, FSE, FoA, MQBS</td>
<td>In part</td>
<td>Case-by-case</td>
<td>Off campus</td>
<td>Pro Vice-Chancellor (Higher Degree Research Training and Partnerships) following ADHDR and ADR sign off in relevant Faculties</td>
<td>Animal or Human Research Ethics</td>
</tr>
<tr>
<td>Overseas Research p.74</td>
<td>Any of the above forms of research conducted overseas by MQ staff or by others. Note insurance implications of overseas travel and research as well as outsourcing of risk</td>
<td>FMHHS, FSE, FoA, MQBS</td>
<td>In part</td>
<td>Case-by-case</td>
<td>Off campus</td>
<td>Vice-Chancellor</td>
<td>Animal or Human Research Ethics</td>
</tr>
</tbody>
</table>
ON CAMPUS RESEARCH: LAB BASED (NON HUMAN)
APPROVED TO RECOMMENCE 25 MAY 2020

Approval Authority: Executive Dean in relevant Faculty via Associate Dean Research
Contact: Faculty Research Office in relevant Faculty

Definition: Research in on campus, university scientific/technical laboratories or facilities that does not involve human participants but may involve a team, collaborators or research students (e.g., PC2 Lab, Plant Growth Facility, Seawater Facility, Microscopy Unit, Mass Spectrometry, Astronomical Observatory, Macquarie University History Museum).

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Research staff who can attend work safely should do so, in line with each university’s recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines for lab based research (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Physical distancing controls should be established and adhered to within laboratory spaces, including managing access to equipment and workspaces;
- Each lab should develop a physical distancing plan which allows research to continue within guidelines and which may consider staggered access times to facilitate research;
- Each lab should review cleaning protocols and regularly disinfect high touch surfaces, such as benches, door handles, etc. The opportunity for increased ventilation by adjusting air-conditioning, where appropriate should also be considered;
- Each lab should ensure relevant PPE is used, where appropriate, to avoid contamination and for personal protection;
- Essential visitors (including contractors) are allowed where distancing can be established and managed; and
- The process for managing external participants, volunteers and sample collection should be developed in line with physical distancing to the greatest extent possible.

3 Phase COVIDSafe Plan for Lab Based (Non Human) Research

Phase 0, Pre-COVIDSafe Plan

- Laboratories in FMHHS, FSE and FoA were not operating or operated with very restricted access for essential research only by approval from HoDs, ADRs and/or Executive Deans.
Approved requests were for limited durations, restricted to weekday business hours, and met WH&S and physical distancing requirements.

Access was based on ad hoc requests and the number of requests/duration of requested access was increasing significantly.

Access was not aligned with a COVIDSafe Plan for staged reopening.

Goals of this COVIDSafe Plan

- Void all previous access approvals and manage access to laboratories under this Plan and associated University and Faculty level Return to Work on Campus Plans.
- Map a staged reopening of laboratories and research capacity while meeting physical distancing and WH&S requirements.
- Allow decisions re capacity, priorities for access, and cleaning, training and supervision protocols to be determined by Faculties, facilities, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
- Share responsibility such that individual facility/group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs and FRMs, and the DVCR’s Office.
- Ensure that implementation of this plan for lab based research moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University’s COVIDSafe Plan, and University and Faculty Return to Work on Campus Plans, which will be communicated via the DVCR’s Office and ADRs.

Ethics Approvals

- People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, lab based research that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

-Capacity

Faculties should identify the COVIDSafe capacity of each of their laboratories based on estimates from Property (including floor space, workstations, benches etc that meets physical distancing requirements of >= 4m2 per person and 1.5m between people allowing for WH&S requirements). Property will provide signage for each room indicating maximum capacity. The COVIDSafe capacity may be the same or less than the pre-COVID capacity depending on the nature of each laboratory.

Faculties should determine the permissible duration of access for each researcher in each laboratory taking into account the nature of the laboratory, equity of access and a cautious approach to time spent in group settings.

Hours of operation for laboratories should be limited to weekday work hours that ensure supervision and support.

In Phase 1, Faculties should determine COVIDSafe capacity in each laboratory in light of the University’s indicative guide of up to 25% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

Faculties should deploy rosters and rotating access as well as staggered access times to share laboratories with as many research groups and researchers as possible as well as to ensure physical distancing within laboratories and across the campus.
Circumstances where physical distancing cannot be met (e.g., due to WH&S requirements) may be approved by the Faculty and DVCR’s Office where risk mitigation strategies are standard or proposed (e.g., PPE routinely used; lab space uses, non-recycling AC).

-Access

Faculties should determine access to laboratories with final say to ADRs and Executive Deans. For shared laboratories, the ADR may allocate a maximum capacity per day to particular research groups and request group leaders to decide on access for their researchers within this capacity. For individual laboratories, the ADR may determine maximum capacity with research leaders, facility managers or HoDs as appropriate and allow them to decide on priorities for access within each laboratory.

Clear and agreed principles for priority should be determined, recorded and followed by each Faculty and laboratory, taking into account time critical research, timelines and needs of HDR students, projects with non-negotiable external milestones, and equity of access and opportunity.

Faculties and laboratories should be responsible for maintaining accurate records of access requests, approvals and usage; this data should be reviewed regularly and reported to ADRs and the DVCR’s Office to inform decisions for next steps.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App while in laboratories to assist with contact tracing if required.

Meetings as a part of lab based research are dealt with under Research Meetings in this Plan.

-Hygiene

For laboratories with COVIDSafe-consistent procedures already in place via certification (e.g., PC2), this meets guidelines re cleaning protocols, PPE and personal hygiene should be noted in Faculty and laboratory plans. Any additional cleaning needs, resources or waste disposal should be flagged ASAP.

Other laboratories should develop plans for cleaning protocols including daily cleaning, disinfection of high touch surfaces and equipment between users, and personal hygiene. Increases in cleaning needs, resources or waste disposal (e.g., hand sanitiser) should be flagged ASAP.

If not already in place, procedures and signage should be added in every laboratory to remind staff not to enter if they have any symptoms, to maintain hand and respiratory hygiene and to maintain physical distancing.

Procedures for sample collection and/or analysis should be revised to ensure physical distancing and COVIDSafe practices.

-Training

For laboratories with COVIDSafe-consistent training/induction already in place via certification (e.g., PC2), this should continue by virtual or other means consistent with physical distancing. New researchers should receive this training with added emphasis on staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing and strict limits on access to the laboratory. Previously trained/inducted researchers should receive an update emphasising staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing, and strict limits on access.

Other laboratories should develop and provide COVIDSafe-consistent training/induction protocols. New researchers should receive this training with particular emphasis on staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing and strict limits on access to the laboratory. Previously trained/inducted researchers should receive an update emphasising staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing, and strict limits on access.
-**Supervision**

All laboratories should arrange on-site supervision of researchers to ensure that physical distancing and appropriate health and safety measures are followed. This may be a lab leader or senior researcher working within the laboratory (who counts to the capacity) or operations personnel who closely monitor laboratories and are on hand to assist but may sit nearby (and who may not count to the capacity of the laboratory).

Faculties and laboratories should especially ensure on-site, adequate, expert supervision of research students with access to laboratories.

Supervisors should manage access to laboratories by non Macquarie personnel (e.g., contractors, maintenance) strictly adhering to physical distancing.

-**Responsibility**

Approval of Faculty and laboratory level plans consistent with these principles should be granted by ADRs and Executive Deans with any advice/queries to the DVCR's Office, Risk & Assurance and/or the COVID-19 Taskforce.

Faculties should report regularly via the DVCR'S Office and RMC on Faculty and laboratory level plans as well as access requests, approvals and laboratory usage to inform Return to Work on Campus planning and coordination of the COVIDSafe Plan for Research from Phases 0 to 1 to 2 and 3.

**-Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.**

**Phase 2, most research reopens with physical distancing & hygiene**

-**Capacity**

Hours of operation for laboratories may be extended from Phase 1 while ensuring continued supervision and support.

In Phase 2, Faculties should determine COVIDSafe capacity in each laboratory in light of the University's indicative guide of up to 50% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

Faculties should continue deploying rosters and rotating access as well as staggered access times to share laboratories with as many research groups and researchers as possible as well as to ensure physical distancing within laboratories and across the campus.

-**Access**

Faculties should continue to determine access to laboratories including access to additional researchers and/or longer access to current researchers.

Faculties and laboratories should continuously evaluate their principles for priority, needs of researchers and access.

Faculties and laboratories continue to maintain and report on access requests, approvals and usage.

-**Hygiene**

As per Phase 1.

-**Training**
As per Phase 1.

-Supervision
As per Phase 1.

-Responsibility
As per Phase 1.

-Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

Phase 3, return to capacity for research with physical distancing & hygiene

-Capacity

Hours of operation for laboratories may be extended from Phase 2 (and beyond pre-COVID hours) to allow further increase in capacity while ensuring continued supervision and support.

Based on capacity calculations in Phase 1, Faculties can now plan for up to 100% of the COVIDSafe capacity in each laboratory at any one time. However, capacity in Phase 3 must also be determined in light of Faculty and University Return to Work on Campus Plans and relevant Public Health Orders (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules), including relaxing of physical distancing requirements.

Faculties may continue deploying rosters and rotating access as well as staggered access times to ensure appropriate physical distancing, including where Phase 3 capacity is less than pre-COVID capacity.

-Access

Faculties should continue to manage priorities and access to laboratories, especially if capacity is less than pre-COVID capacity.

Faculties and laboratories should continue to maintain and report on access requests, approvals and usage.

-Hygiene

As per Phases 1 and 2.

-Training
As per Phases 1 and 2.

-Supervision
As per Phases 1 and 2.

-Responsibility
As per Phases 1 and 2.

Resourcing implications (e.g., cleaning, signage)

- Signage as outlined in feedback to Property.
• PPE, cleaning products and/or waste disposal for personal hygiene and/or cleaning of equipment before and after use as outlined in feedback to Property.
ON CAMPUS RESEARCH: STUDIO BASED (NON HUMAN)  
APPROVED TO RECOMMENCE 25 MAY 2020

Approval Authority: Executive Dean of Faculty of Arts via Associate Dean Research  
Contact: Faculty of Arts Research Office

Definition: Research in on campus studio facilities that does not involve human participants but may involve a team, collaborators or research students (e.g., film, radio, recording, editing, dance studios).

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Research staff who can attend work safely should do so, in line with each university’s recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines for studio based research (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Physical distancing measures should be established and adhered to within studio spaces;
- Consideration may be given to staggered access times to facilitate activity; and
- The numbers of participants in activities should be minimised to support physical distancing and consideration given to alternative arrangements to physical contact such as use of technology to enable reduced physical contact (e.g. video conferencing, remote camera, etc).

3 Phase COVIDSafe Plan for Studio Based Research

Phase 0, Pre-COVIDSafe Plan

- Studio facilities in FoA were not operating or operating with very restricted access for essential research only by approval from HoDs, ADRs and/or Executive Deans.
- Approved requests were for limited durations, restricted to weekday business hours, and met WH&S and physical distancing requirements.
- Access was based on ad hoc requests and the number of requests/duration of requested access was increasing significantly.
- Access was not aligned with a COVIDSafe Plan for staged reopening.

Goals of this COVIDSafe Plan

- Void all previous access approvals and manage access to studio facilities under this Plan and associated University and Faculty level Return to Work on Campus Plans.
• Map a staged reopening of studio facilities and research capacity while meeting physical distancing and WH&S requirements.
• Allow decisions re capacity, priorities for access, and cleaning, training and supervision protocols to be determined by Faculties, facilities, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
• Share responsibility such that individual studio facility/group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs and FRMs, and the DVCR.
• Ensure that implementation of this plan for studio based research moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University’s COVIDSafe Plan, and University and Faculty Return to Work on Campus Plans, which will be communicated via the DVCR’s Office and ADRs.

Ethics Approvals

• People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, studio based research that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

-Capacity

Faculties should identify the COVIDSafe capacity of each of their studio facilities based on estimates from Property (including floor space, workstations, equipment etc that meets physical distancing requirements of >= 4m² per person and 1.5m between people allowing for WH&S requirements). Property will provide signage for each room indicating maximum capacity. The COVIDSafe capacity may be the same or less than the pre-COVID capacity depending on the nature of each facility.

Faculties should determine the permissible duration of access for each researcher in each facility taking into account the nature of the facility, equity of access and a cautious approach to time spent in group settings.

Hours of operation for studio facilities should be limited to weekday work hours to ensure supervision and support.

In Phase 1, Faculties should determine COVIDSafe capacity in each facility in light of the University’s indicative guide of up to 25% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

Faculties should deploy rosters and rotating access as well as staggered access times to share facilities with as many research groups and researchers as possible as well as to ensure physical distancing within facilities and across the campus.

Circumstances where physical distancing cannot be met (e.g., due to WH&S requirements) may be approved by the Faculty and DVCR’s Office where risk mitigation strategies are standard or proposed (e.g., PPE routinely used; lab space uses, non recycling AC).

-Access

Faculties should determine access to facilities with final say to ADRs and Executive Deans. For shared facilities, the ADR may allocate a maximum capacity per day to particular research groups and request group leaders to decide on access for their researchers within this capacity. For individual facilities, the ADR may determine maximum capacity with research leaders, facility managers or HoDs as appropriate and allow them to decide on priorities for access within each facility.
Clear and agreed principles for priority should be determined, recorded and followed by each Faculty and facility, taking into account time critical research, timelines and needs of HDR students, projects with non-negotiable external milestones, and equity of access and opportunity.

Faculties and facilities should be responsible for maintaining accurate records of access requests, approvals and usage; this data should be reviewed regularly and reported to ADRs and the DVCR's Office to inform decisions for next steps.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App while in facilities to assist with contact tracing if required.

Meetings as a part of studio based research are dealt with under **Research Meetings** in this Plan.

**-Hygiene**

For facilities with COVIDSafe-consistent procedures already in place via certification (e.g., PC2), this meets guidelines re cleaning protocols, PPE and personal hygiene should be noted in Faculty and facility plans. Any additional cleaning needs, resources or waste disposal should be flagged ASAP.

Other facilities should develop plans for cleaning protocols including daily cleaning, disinfection of high touch surfaces and equipment between users, and personal hygiene. Increases in cleaning needs, resources or waste disposal (e.g., hand sanitiser) should be flagged ASAP.

if not already in place, procedures and signage should be added in every facility to remind staff not to enter if they have any symptoms, to maintain hand and respiratory hygiene and to maintain physical distancing.

**-Training**

For facilities with COVIDSafe-consistent training/induction already in place via certification (e.g., PC2), this should continue by virtual or other means consistent with physical distancing. New researchers should receive this training with added emphasis on staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing and strict limits on access to the facility. Previously trained/inducted researchers should receive an update emphasising staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing, and strict limits on access.

Other facilities should develop and provide COVIDSafe-consistent training/induction protocols. New researchers should receive this training with particular emphasis on staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing and strict limits on access to the facility. Previously trained/inducted researchers should receive an update emphasising staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing, and strict limits on access.

**-Supervision**

All facilities should arrange on-site supervision of researchers to ensure that physical distancing and appropriate health and safety measures are followed. This may be a lab leader or senior researcher working within the facility (who counts to the capacity) or lab operations personnel who closely monitor facilities and are on hand to assist but may sit nearby (and who may not count to the capacity of the facility).

Faculties and facilities should especially ensure on-site, adequate, expert supervision of research students with access to studios.

Supervisors should manage access to facilities by non Macquarie personnel (e.g., contractors, maintenance) strictly adhering to physical distancing.

**-Responsibility**
Approval of Faculty and facility level plans consistent with these principles should be granted by ADRs and Executive Deans with any advice/queries to the DVCR’s Office, Risk & Assurance and/or the COVID-19 Taskforce.

Faculties should report regularly via the DVCR’S Office and RMC on Faculty and facility level plans as well as access requests, approvals and facility usage to inform Return to Work on Campus planning and coordination of the COVIDSafe Plan for Research from Phases 0 to 1 to 2 and 3.

-Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University’s COVIDSafe Plan and the University’s Return to Work on Campus Plan.

Phase 2, most research reopens with physical distancing & hygiene

-Capacity

Hours of operation for studio facilities may be extended from Phase 1 while ensuring continued supervision and support.

In Phase 2, Faculties should determine COVIDSafe capacity in each facility in light of the University's indicative guide of up to 50% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

Faculties should continue deploying rosters and rotating access as well as staggered access times to share facilities with as many research groups and researchers as possible as well as to ensure physical distancing within facilities and across the campus.

-Access

Faculties should continue to determine access to facilities including access to additional researchers and/or longer access to current researchers.

Faculties and facilities should continuously evaluate their principles for priority, needs of researchers and access.

Faculties and facilities should continue to maintain and report on access requests, approvals and usage.

-Hygiene

As per Phase 1.

-Training

As per Phase 1.

-Supervision

As per Phase 1.

-Responsibility

As per Phase 1.

-Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

Phase 3, return to capacity for research with physical distancing & hygiene
**Capacity**

Hours of operation for studio facilities may be extended from Phase 2 (and beyond pre-COVID hours) to allow further increase in capacity while ensuring continued supervision and support.

Based on capacity calculations in Phase 1, Faculties can now plan for up to 100% of the COVIDSafe capacity in each facility at any one time. However, capacity in Phase 3 must also be determined in light of Faculty and University Return to Work on Campus Plans and relevant Public Health Orders ([https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules)), including relaxing of physical distancing requirements.

Faculties may continue deploying rosters and rotating access as well as staggered access times to ensure appropriate physical distancing, including where Phase 3 capacity is less than pre-COVID capacity.

**Access**

Faculties should continue to manage priorities and access to facilities, especially if capacity is less than pre-COVID capacity.

Faculties and facilities should continue to maintain and report on access requests, approvals and usage.

**Hygiene**

As per Phases 1 and 2.

**Training**

As per Phases 1 and 2.

**Supervision**

As per Phases 1 and 2.

**Responsibility**

As per Phases 1 and 2.

**Resourcing implications (e.g., cleaning, signage)**

- Signage as outlined in feedback to Property.
- PPE, cleaning products and/or waste disposal for personal hygiene and/or cleaning of equipment before and after use as outlined in feedback to Property.
ON CAMPUS RESEARCH: OFFICE BASED
APPROVED TO RECOMMENCE 25 MAY 2020

Approval Authority: Executive Dean of Faculty of Arts via Associate Dean Research
Contact: Faculty of Arts Research Office

Definition: Research in on campus, shared spaces with resources or collections such as Research Centres, which cannot be conducted at home and may also involve a team, collaborators or research students (e.g., Australian Centre for Ancient Numismatic Studies; CAVE; Big History; CACHE). Note that research activities in individual or shared Departmental offices will be managed under the University’s Return to Work on Campus Plan.

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Research staff who can attend work safely should do so, in line with each university’s recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines for office based research (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Office based research can resume, ensuring physical distancing is in place in shared office environments;
- Shared workspaces (e.g., hot desk) should have an agreed disinfecting protocol prior to use;
- Strict hygiene and physical distancing should be applied, particularly in lunch rooms or eating areas; and
- Large and long meetings should use video conferencing to support physical distancing.

3 Phase COVIDSafe Plan for Office Based Research

Phase 0, Pre-COVIDSafe Plan

- Most staff were working from home with only essential services on campus.
- On campus collections were closed.

Goals of this COVIDSafe Plan

- Manage the return to office based research in Research Centres under this Plan and associated University and Faculty level Return to Work on Campus Plans.
- Map a staged reopening of research in on campus resources or collections (not captured in lab based or studio based research) while meeting physical distancing and WH&S requirements.
• Allow decisions re capacity, priorities for access, and cleaning, training and supervision protocols to be determined by Faculties, facilities, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.

• Share responsibility such that individual facility/group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs and FRMs, and the DVCRC's Office.

• Ensure that implementation of this plan for office based research in Research Centres spaces moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University’s COVIDSafe Plan, and University and Faculty Return to Work on Campus Plans, which will be communicated via the DVCRC’s Office and ADRs.

Ethics Approvals

• People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, office based research that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

-Capacity

Faculties should identify the COVIDSafe capacity of each of their shared Research Centre spaces based on estimates from Property (including floor space, workstations, benches etc that meets physical distancing requirements of \( \geq 4 \text{m}^2 \) per person and 1.5m between people allowing for WH&S requirements). Property will provide signage for each room indicating maximum capacity. The COVIDSafe capacity may be the same or less than the pre-COVID capacity depending on the nature of each space.

Faculties should determine the permissible duration of access for each researcher in each Research Centre space taking into account the nature of the facility, equity of access and a cautious approach to time spent in group settings.

Hours of access to these spaces should initially be limited to weekday work hours to ensure supervision and support.

In Phase 1, Faculties should determine COVIDSafe capacity in each Research Centre space in light of the University’s indicative guide of up to 25% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

Faculties should deploy rosters and rotating access as well as staggered access times to share Research Centre spaces with as many research groups and researchers as possible as well as to ensure physical distancing within research spaces and across the campus.

Capacity and access to other research related spaces such as the University Library will be managed under the University’s Return to Work on Campus Plan.

-Access

Faculties and Research Centres should determine access to Research Centre spaces with final say to ADRs and Executive Deans.

Clear and agreed principles for priority should be determined, recorded and followed by each Faculty and Research Centre, taking into account time critical research, timelines and needs of HDR students, projects with non-negotiable external milestones, and equity of access and opportunity. Note also that in Phase 1, priority should be given to research activities that cannot be done at home such as activities requiring access to specific collections or facilities.
Faculties and Research Centres should be responsible for maintaining accurate records of access requests, approvals and usage; this data should be reviewed regularly and reported to ADRs and the DVCR’s Office to inform decisions for next steps.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App while in Research Centre spaces to assist with contact tracing if required.

Meetings as a part of office based research are dealt with under Research Meetings in this Plan.

-Hygiene

Faculties and Research Centres should develop plans for cleaning protocols including daily cleaning, disinfection of high touch surfaces and equipment between users, and personal hygiene. Shared workspaces and hot desking should be avoided in these early phases wherever possible; Faculties and Research Centres should, however, develop an agreed cleaning protocol for such spaces before use. Increases in cleaning needs, resources or waste disposal (e.g., hand sanitiser) should be flagged ASAP.

If not already in place, procedures and signage should be added in every Research Centre space to remind staff not to enter if they have any symptoms, to maintain hand and respiratory hygiene and to maintain physical distancing.

Access to shared lunch rooms, eating areas and other social spaces will be determined by the University's Return to Work on Campus Plan.

-Training

All researchers should be reminded before returning to office based research and regularly staying home if sick, practising hand and respiratory hygiene, and maintaining physical distancing.

-Supervision

Faculties and Research Centres should ensure on-site supervision of researchers to ensure that physical distancing and appropriate health and safety measures are followed.

Faculties and Research Centres should especially ensure on-site, adequate, expert supervision of research students.

-Responsibility

Approval of Faculty and Research Centres level plans consistent with these principles should be granted by ADRs and Executive Deans with any advice/queries to the DVCR's Office, Risk & Assurance and/or the COVID-19 Taskforce.

Faculties and Research Centres should report regularly via the DVC(R)'s Office and RMC on Faculty level plans as well as access requests, approvals and facility usage to inform Return to Campus planning and coordination of the COVIDSafe Plan for Research from Phases 0 to 1 to 2 and 3.

-Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

Phase 2, most research reopens with physical distancing & hygiene

-Capacity

Hours of access to Research Centre spaces may be extended from Phase 1 while ensuring continued supervision and support.
In Phase 2, Faculties should determine COVIDSafe capacity in each Research Centres space in light of the University's indicative guide of up to 50% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

Faculties should continue deploying rosters and rotating access as well as staggered access times to share research spaces with as many research groups and researchers as possible as well as to ensure physical distancing within research spaces and across the campus.

- **Access**

Faculties and Research Centres should continue to determine access to research spaces including access to additional researchers and/or longer access to current researchers.

Faculties and Research Centres should continuously evaluate their principles for priority, needs of researchers and access.

Faculties and Research Centres should continue to maintain and report on access requests, approvals and usage.

- **Hygiene**

As per Phase 1.

- **Training**

As per Phase 1.

- **Supervision**

As per Phase 1.

- **Responsibility**

As per Phase 1.

- Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University’s COVIDSafe Plan and the University’s Return to Work on Campus Plan.

Phase 3, return to capacity for research with physical distancing & hygiene

- **Capacity**

Hours of access to Research Centre spaces may be extended from Phase 2 (and beyond pre-COVID hours) to allow further increase in capacity while ensuring continued supervision and support.

Based on capacity calculations in Phase 1, Faculties can now plan for up to 100% of the COVIDSafe capacity in each Research Centre space at any one time. However, capacity in Phase 3 must also be determined in light of Faculty and University Return to Work on Campus Plans and relevant Public Health Orders [https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules), including relaxing of physical distancing requirements.

Faculties may continue deploying rosters and rotating access as well as staggered access times to ensure appropriate physical distancing, including where Phase 3 capacity is less than pre-COVID capacity.

- **Access**
Faculties and Research Centres should continue to manage priorities and access to research spaces, especially if capacity is less than pre-COVID capacity.

Faculties and Research Centres should continue to maintain and report on access requests, approvals and usage.

-Hygiene

As per Phases 1 and 2.

-Training

As per Phases 1 and 2.

-Supervision

As per Phases 1 and 2.

-Responsibility

As per Phases 1 and 2.

Resourcing implications (e.g., cleaning, signage)

- Signage as outlined in feedback to Property.
- PPE, cleaning products and/or waste disposal for personal hygiene and/or cleaning of equipment before and after use as outlined in feedback to Property.
ON CAMPUS RESEARCH: ANIMAL FACILITIES
APPROVED TO RECOMMENCE 25 MAY 2020

Approval Authority: Deputy Vice-Chancellor Research via Head of Macquarie Animal Research Services (MARS)
Contact: Head of MARS, Ronny Eidels

Definition: The Macquarie animal research facilities (Central Animal House Facility (CAF), Fauna Park (FP), Zebrafish Facility and Aquatic Facility) are operated by Macquarie Animal Research Services (MARS), which may also include collaborators and research students.

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Research staff who can attend work safely should do so, in line with each university’s recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, in person and in virtual mode;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers must be developed, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines for animal facilities research (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- The number of people in the animal house should be limited, including a roster to avoid cross contamination and to enable access only where essential;
- Restriction on visitors and contractors’ access should be in place and consideration given to alternative methods for access (e.g. via remote camera); and
- Use of appropriate PPE should be in place.

3 Phase COVIDSafe Plan for Animal Facilities Research

Phase 0, Pre-COVIDSafe Plan

- MARS operates four animal facilities on campus: the Central Animal Facility (CAF), a PC2 facility accommodating approx. 2000 rodent cages, 6 holding rooms, variety of labs, storerooms, washrooms; the Fauna Park (FP) accommodating small wildlife species in indoor and outdoor enclosures; a Zebrafish Facility, a PC2 aquatic facility in the FMHHS PC2 Lab; and the Aquatic Facility, accommodating freshwater and marine animals in indoor and outdoor enclosures in the Fauna Park.
- Animal facilities maintained appropriate levels of animal husbandry as an essential service provided by husbandry providers. However, access for research was limited to essential research only by approval from the Head of MARS, HoDs, ADRs and/or Executive Deans.
- The Head of MARS, Ronny Eidels, developed clear guidelines in consultation with Managers of the four animal facilities for continuity of care for animals and health and safety of staff noting in particular the time dependency of animal research.
• Proposed access within a COVIDSafe Plan must take into account the essential work of husbandry providers as well as access for researchers, especially those with time dependent projects (e.g., ageing animals, animals assigned to research procedures on strict timeframes).
• Researchers who must work after hours unsupervised due to the time sensitive nature of this research must complete extensive rigorous training and follow Working Alone protocols.

Goals of this COVIDSafe Plan

• Manage access to animal facilities under this Plan and associated University and Faculty level Return to Work on Campus Plans.
• Ensure continued essential services in the animal facilities as well as a staged increase in access and research capacity while meeting physical distancing and WH&S requirements.
• Allow decisions re capacity, priorities for access, and cleaning, training and supervision protocols to be determined by MARS, Faculties, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
• Share responsibility such that MARS plans are consistent with Faculty/Department plans and consistent with this University Research Plan and reported on regularly via the Head of MARS and the Research Animal Services Advisory Committee (RASAC) chaired by PRO VICE-CHANCELLOR (Research Integrity & Development), Lesley Hughes.
• Ensure that implementation of this plan for animal facilities research moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University's COVIDSafe Plan, and University and Faculty Return to Work on Campus Plans, which will be communicated via the DVCR's Office and ADRs.

Ethics Approvals

• Animal facilities research is governed under Macquarie’s Animal Ethics. COVIDSafe approvals under this plan are separate and in addition to appropriate ethics approval for projects. Ethics approval will continue to be managed by Animal Ethics at University level. COVIDSafe recommencement of research will be managed within Faculties.
• If a project previously approved by Animal Ethics was paused and the researcher now wishes to recommence as originally proposed, nothing more needs to be done via Ethics. The researcher needs to apply for COVIDSafe recommencement consistent with this plan following Faculty-based processes.
• If a project previously approved by Ethics was paused and the researcher now wishes to recommence but with changes to the original proposal, this should be done through the normal Animal Ethics amendment process. The researcher also needs to apply for COVIDSafe recommencement following Faculty-based processes.
• If a researcher wishes to commence a new project under COVIDSafe principles, he or she needs to apply for Ethics approval and submit a COVIDSafe plan following Faculty-based processes.
• People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, animal facilities research that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

-Capacity

MARS should identify the COVIDSafe capacity of each of the animal facilities based on estimates from Property (including floor space, workstations, benches etc that meets physical distancing requirements of >= 4m2 per person and 1.5m between people allowing for WH&S requirements). Property will provide signage for each room indicating maximum capacity. The COVIDSafe capacity may be the same or less than the pre-COVID capacity depending on the nature of each facility.
Facility Managers in consultation with Research Group Heads, with final say to the Head of MARS, should determine the permissible duration of access for each researcher in each facility taking into account the nature of the facility, equity of access and a cautious approach to time spent in group settings.

Animal facilities should continue to operate and remain accessible 24 hours a day, 7 days a week to ensure continuity of care for animals.

In Phase 1, MARS should determine COVIDSafe capacity in each facility in light of the University's indicative guide of up to 25% of staff on campus at any one time and Faculty/Department level planning and permissions for which staff can return to campus. Husbandry providers should be counted first in terms of capacity of each facility followed by researchers such that across the phases of this plan, the number of researchers increases while the number of husbandry providers is determined by the number of animals in facilities.

MARS should deploy rosters and rotating access as well as staggered access times to share facilities with as many research groups and researchers as possible as well as to ensure physical distancing within facilities and across the campus.

Circumstances where physical distancing cannot be met (e.g., due to WH&S requirements or animal welfare requirements) may be approved by MARS, Faculties and RASAC where risk mitigation strategies are standard or proposed (e.g., PPE routinely used; lab space uses, non-recycling AC).

**Access**

Facility Managers should determine access to facilities in consultation with Faculties with final say to the Head of MARS. For shared facilities, the Head of MARS may allocate a maximum capacity per day to particular research groups and request group leaders to decide on access for their researchers within this capacity. For individual facilities, the Head of MARS may determine maximum capacity with Facility Managers, Research Group Heads and/or HoDs/ADRs as appropriate and allow them to decide on priorities for access within each facility.

Clear and agreed principles for priority should be determined, recorded and followed by MARS, facilities and Faculties, taking into account time critical research, timelines and needs of HDR students, projects with non-negotiable external milestones, and equity of access and opportunity.

MARS, facilities and Faculties should be responsible for maintaining accurate records of access requests, approvals and usage; this data should be reviewed regularly and reported to the Head of MARS and RASAC to inform decisions for next steps.

All researchers and MARS staff should be recommended (but not required) to download and use the Australian Government's COVIDSafe App while in facilities to assist with contact tracing if required.

Meetings as a part of animal research are dealt with under *Research Meetings* in this Plan.

**Hygiene**

For facilities with COVIDSafe-consistent procedures already in place via certification (e.g., PC2), this meets guidelines re cleaning protocols, PPE and personal hygiene should be noted in MARS plans. Any additional cleaning needs, resources or waste disposal should be flagged ASAP.

Other facilities should develop plans for cleaning protocols including daily cleaning, disinfection of high touch surfaces and equipment between users, and personal hygiene. Increases in cleaning needs, resources or waste disposal (e.g., hand sanitiser) should be flagged ASAP.

If not already in place, procedures and signage should be added in every facility to remind staff not to enter if they have any symptoms, to maintain hand and respiratory hygiene and to maintain physical distancing.

**Training**
For facilities with COVIDSafe-consistent training/induction already in place via certification (e.g., PC2), this should continue by virtual or other means consistent with physical distancing. New researchers should receive this training with added emphasis on staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing and strict limits on access to the facility. Previously trained/inducted researchers should receive an update emphasising staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing, and strict limits on access.

Other facilities should develop and provide COVIDSafe-consistent training/induction protocols. New researchers should receive this training with particular emphasis on staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing and strict limits on access to the facility. Previously trained/inducted researchers should receive an update emphasising staying home if sick, practising hand and respiratory hygiene, maintaining physical distancing, and strict limits on access.

- **Supervision**

All facilities should continue on-site supervision of researchers, especially research students, to ensure that physical distancing and appropriate health and safety measures are followed. This may be a Research Group Head, senior researcher or senior MARS personnel. For situations where researchers work alone in a facility due to the time sensitive nature of this research, MARS will continue to ensure that researchers follow longstanding Working Alone protocols following existing rigorous training.

Facility Managers should manage access to facilities by non Macquarie personnel (e.g., contractors, maintenance) ensuring strict adherence to physical distancing.

- **Responsibility**

Approval of facility level plans consistent with these principles should be granted by the Head of MARS/ADRs and Executive Deans with any advice/queries to RASAC, the DVCR's Office, Risk & Assurance and/or the COVID-19 Taskforce.

MARS should report regularly via RASAC and the DVCR'S Office on facility level plans as well as access requests, approvals and facility usage to inform Return to Work on Campus planning and coordination of the COVIDSafe Plan for Research from Phases 0 to 1 to 2 and 3.

- **Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.**

**Phase 2, most research reopens with physical distancing & hygiene**

- **Capacity**

Animal facilities should continue to operate and remain accessible 24 hours a day, 7 days a week to ensure continuity of care for animals.

In Phase 2, MARS should determine COVIDSafe capacity in each facility in light of the University's indicative guide of up to 50% of staff on campus at any one time and Faculty/Department level planning and permissions for which staff can return to campus. Husbandry providers should be counted first in terms of capacity of each facility followed by researchers such that across the phases of this plan, the number of researchers increases while the number of husbandry providers is determined by the number of animals in facilities.

MARS should continue deploying rosters and rotating access as well as staggered access times to share facilities with as many research groups and researchers as possible as well as to ensure physical distancing within facilities and across the campus.
-**Access**

Facility Managers in consultation with Research Group Heads, with final say to the Head of MARS should continue to determine access to facilities including access to additional researchers and/or longer access to current researchers.

MARS, facilities and Faculties should continuously evaluate their principles for priority, needs of researchers and access.

MARS should continue to maintain and report on access requests, approvals and usage.

-**Hygiene**

As per Phase 1.

-**Training**

As per Phase 1.

-**Supervision**

As per Phase 1.

-**Responsibility**

As per Phase 1.

-Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

**Phase 3, return to capacity for research with physical distancing & hygiene**

-**Capacity**

Animal facilities should continue to operate and remain accessible 24 hours a day, 7 days a week to ensure continuity of care for animals.

Based on capacity calculations in Phase 1, MARS and Faculties can now plan for up to 100% of the COVIDSafe capacity in each facility at any one time. However, capacity in Phase 3 must also be determined in light of Faculty and University Return to Work on Campus Plans and relevant Public Health Orders ([https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules)), including relaxing of physical distancing requirements.

Faculties may continue deploying rosters and rotating access as well as staggered access times to ensure appropriate physical distancing, including where Phase 3 capacity is less than pre-COVID capacity.

-**Access**

Facility Managers in consultation with Research Group Heads, with final say to the Head of MARS should continue to manage priorities and access to facilities, especially if capacity is less than pre-COVID capacity.

MARS should continue to maintain and report on access requests, approvals and usage.

-**Hygiene**

As per Phases 1 and 2.
- **Training**

As per Phases 1 and 2.

- **Supervision**

As per Phases 1 and 2.

- **Responsibility**

As per Phases 1 and 2.

**Resourcing implications (e.g., cleaning, signage)**

- Signage as outlined in feedback to Property.
- PPE, cleaning products and/or waste disposal for personal hygiene and/or cleaning of equipment before and after use as outlined in feedback to Property.
ON CAMPUS RESEARCH: HUMAN PARTICIPANT
APPROVED TO RECOMMENCE 15 JUNE 2020

Approval Authority: Executive Dean in relevant Faculty via Associate Dean Research
Contact: Faculty Research Office in relevant Faculty

Definition: Research in on campus facilities involving face to face interactions with human participants (e.g., students, staff, community members). May involve laboratory testing or interview methods as well as a team, collaborators or research students (e.g., behavioural or interview studies with undergraduate Psychology students).

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Research staff who can attend work safely should do so, in line with each university's recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines for on campus human participant research (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Participants in a vulnerable risk group or who are unwell should be advised not to participate until further notice;
- Clients and staff should maintain physical distancing requirements where possible;
- Where physical distancing is not possible, risk-based strategies should be implemented;
- Cleaning and disinfecting protocols should be developed for communal equipment and areas; and
- Minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).

3 Phase COVIDSafe Plan for On Campus Human Participant Research

Phase 0, Pre-COVIDSafe Plan

- All face to face human participant research on campus was paused.

Goals of this COVIDSafe Plan

- Manage resumption of on campus human participant research under this Plan and associated University and Faculty level Return to Work on Campus Plans.
• Allow decisions re capacity, priorities for access, and cleaning, training and supervision protocols to be determined by Faculties, facilities, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
• Share responsibility such that individual facility/group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs and FRMs, and the DVCR's Office.
• Ensure that implementation of this plan for on campus human participant research moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University’s COVIDSafe Plan, and University and Faculty Return to Work on Campus Plans, which will be communicated via the DVCR’s Office and ADRs.

Ethics Approvals

• On campus human participant research is governed under Macquarie’s Human Research Ethics. COVIDSafe approvals under this plan are separate and in addition to appropriate ethics approval for projects. Ethics approval will continue to be managed by Human Research Ethics at University and Faculty levels. COVIDSafe recommencement of research will be managed within Faculties.
• If a project previously approved by Human Research Ethics was paused and the researcher now wishes to recommence as originally proposed, nothing more needs to be done via Ethics. The researcher needs to apply for COVIDSafe recommencement consistent with this plan following Faculty-based processes.
• If a project previously approved by Ethics was amended in some way with Ethics approval (e.g., to collect data remotely rather than face to face) and the researcher now wishes to revert to the original methods either whole or in part, he or she needs to submit a brief amendment notifying Ethics of this intention via the process described here: https://www.mq.edu.au/research/ethics-integrity-and-policies. The researcher also needs to apply for COVIDSafe recommencement following Faculty-based processes.
• If a project previously approved by Ethics was amended in some way with Ethics approval (e.g., to collect data remotely rather than face to face) and the researcher wishes to continue with this amended method (and not revert), then nothing more needs to be done via Ethics or for COVIDSafe planning.
• If a researcher wishes to commence a new project under COVIDSafe principles, he or she needs to apply for Ethics approval as usual and submit a COVIDSafe plan following Faculty-based processes.
• People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, on campus human participant research that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

In Phase 1, on campus human participant research was managed by FMHHS and MQ Health’s COVIDSafe Plan for On or Off Campus Clinical Research and the FMHHS and MQ Health’s Return to Work on Campus Plan.

-Capacity

FMHHS will identify the "COVIDSafe capacity" of each of their laboratories based on estimates from Property (including floor space, workstations, benches etc that meets physical distancing requirements of >= 4m² per person and 1.5m between people allowing for WH&S requirements). Property will provide signage for each room indicating maximum capacity. The COVIDSafe capacity may be the same or less than the pre-COVID capacity depending on the nature of each laboratory.

FMHHS will determine the permissible duration of access for each researcher in each laboratory taking into account the nature of the laboratory, equity of access and a cautious approach to time spent in group settings.

Hours of operation for laboratories will be limited to weekday work hours that ensure supervision and support.
In Phase 1, FMHHS will determine COVIDSafe capacity in each laboratory in light of the University's indicative guide of up to 25% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

FMHHS will deploy rosters and rotating access as well as staggered access times to share laboratories with as many research groups and researchers as possible as well as to ensure physical distancing within laboratories and across the campus.

Circumstances where physical distancing cannot be met (e.g., due to WH&S requirements) may be approved by FMHHS and MQ Health where risk mitigation strategies are standard or proposed (e.g., PPE routinely used; lab space uses, non recycling AC).

-Experimenter Access

FMHHS will determine access to laboratories with final say to Roger Chung and Patrick McNeil. For shared laboratories, the ADR may allocate a maximum capacity per day to particular research groups and request group leaders to decide on access for their researchers within this capacity. For individual laboratories, the ADR may determine maximum capacity with research leaders, facility managers or HoDs as appropriate and allow them to decide on priorities for access within each laboratory.

Clear and agreed principles for priority have been determined by FMHHS and will be recorded and followed, taking into account time critical research, timelines and needs of HDR students, projects with non-negotiable external milestones, and equity of access and opportunity. FMHHS also will pilot the resumption of research in a subset of laboratories to manage staff, students and others on campus.

FMHHS and laboratories will be responsible for maintaining accurate records of access requests, approvals and usage (e.g., via booking systems); this data will be reviewed regularly to inform decisions for next steps and to allow for contact tracing if needed.

All researchers and participants will be recommended (but not required) to download and use the Australian Government's COVIDSafe App while in laboratories to assist with contact tracing if required.

Meetings as a part of on campus human participant research are dealt with under Research Meetings in this Plan.

-Participant Access

All on campus human participant research in Phase 1 will involve individual sessions (single experimenter-single participant) or very small group sessions (e.g., 1 or 2 experimenters-1-3 participants) consistent with current Federal and State guidelines for size of indoor gatherings. However, researchers will consider the minimum number of people on site, the minimum length of physical contact required, and aspects of the research that can be completed remotely before or after the session (e.g., on-line surveys).

-Health and Hygiene

For laboratories with COVIDSafe-consistent procedures already in place via certification (e.g., PC2), this meets guidelines re cleaning protocols, PPE and personal hygiene will be noted in FMHHS and laboratory plans. Any additional cleaning needs, resources or waste disposal will be flagged ASAP.

Other FMHHS laboratories will develop plans for cleaning protocols including daily cleaning, disinfection of high touch surfaces and equipment between participants, and personal hygiene. These plans will be approved by the Faculty Health and Safety Advisor/Committee prior to commencement of research. Increases in cleaning needs, resources or waste disposal (e.g., hand sanitiser) will be flagged ASAP.

If not already in place, procedures and signage will be added in every laboratory to remind researchers and participants not to enter if they have any symptoms, to maintain hand and respiratory hygiene and to maintain physical distancing.
Where physical distancing is not possible, for example, where EEG electrodes are placed on a participant’s head, risk minimisation strategies will be developed, approved by the MQ Health Clinical Research Executive, and implemented.

Participants in all studies will receive COVIDSafe guidance and a pre-visit phone call or email for COVID-19 risk screening no more than one day before coming onto campus as described in FMHHS's "Guideline for On-Campus Activities During the COVID-19 Pandemic". Specifically, potential participants should be asked to answer the following questions truthfully and to the best of their knowledge:

1. Have you or anyone you have been in close contact with travelled overseas in the last 14 days?
2. Have you been diagnosed with, or are you currently awaiting tests relating to suspected coronavirus (COVID-19) diagnosis?
3. Have you been in close contact with someone with a confirmed or suspected case of coronavirus (COVID-19) within the last 14 days?
4. Do you have, or have you had in the last 14 days a fever, cough, shortness of breath, sore throat, runny or stuffy nose, aches and pains, fatigue, change in sense of smell or taste, chills, body aches, diarrhoea, or headache?

In the event of a yes response to any one of these questions, the research session should be cancelled and rescheduled.

Where appropriate (e.g., in clinical facilities), participants also will undergo a temperature check. If their temperature is above 37.5, the appointment will be cancelled.

- **Training**

To ensure that researcher and participant safety remains the highest priority, FMHHS and MQ Health will ensure via modified or new induction or training that all researchers: understand screening, testing, isolation and quarantine requirements and associated processes; understand coughing/sneezing etiquette and other respiratory precautions; understand correct hand washing technique and when hand hygiene must be practised; agree not to come on campus if they are displaying any flu like symptoms; notify if they or participants are in a vulnerable risk group; and understand how to implement health and hygiene protocols as above.

- **Supervision**

All laboratories will arrange on-site supervision of researchers to ensure that physical distancing and appropriate health and safety measures are followed. This may be a lab leader or senior researcher working within the laboratory (who counts to the capacity) or operations personnel who closely monitor laboratories and are on hand to assist but may sit nearby (and who may not count to the capacity of the laboratory).

FMHHS and laboratories will especially ensure on-site, adequate, expert supervision of research students with access to laboratories.

Supervisors will manage access to laboratories by non Macquarie personnel (e.g., contractors, maintenance) strictly adhering to physical distancing.

- **Responsibility**

All on campus human participant research will be approved by the MQ Health Clinical Research Executive prior to commencement with any advice/queries to the DVCR's Office, Risk & Assurance and/or the COVID-19 Taskforce.

FMHHS will report regularly via the DVCR'S Office and RMC on Faculty and laboratory level plans as well as access requests, approvals and laboratory usage to inform Return to Work on Campus planning and coordination of the COVIDSafe Plan for Research from Phases 0 to 1 to 2 and 3.
Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

**Phase 2, most research reopens with physical distancing & hygiene**

In Phase 2, on campus human participant research was managed by FMHHS and MQ Health’s COVIDSafe Plan for On or Off Campus Clinical Research and the FMHHS and MQ Health’s Return to Work on Campus Plan.

**-Capacity**

Hours of operation for laboratories may be extended from Phase 1 while ensuring continued supervision and support.

In Phase 2, FMHHS will determine COVIDSafe capacity in each laboratory in light of the University's indicative guide of up to 50% of staff on campus at any one time and Department level planning and permissions for which staff can return to campus.

FMHHS will continue deploying rosters and rotating access as well as staggered access times to share laboratories with as many research groups and researchers as possible as well as to ensure physical distancing within laboratories and across the campus.

**-Experimenter Access**

FMHHS will continue to determine access to laboratories including access to additional researchers and/or longer access to current researchers.

FMHHS will continue to evaluate principles for priority, needs or researchers and access, potentially extending the resumption of on campus human participant research in FMHHS laboratories.

FMHHS and laboratories will continue to maintain and report on access requests, approvals and usage.

**-Participant Access**

All on campus human participant research in Phase 2 will continue to meet current Federal and State guidelines for size of indoor gatherings. Researchers also will continue to consider the minimum number of people on site, the minimum length of physical contact required, and aspects of the research that can be completed remotely before or after the session (e.g., on-line surveys).

Research in Phase 2 will continue in laboratories where access is controlled, health and hygiene measures implemented, and all physical distancing requirements met.

**-Health and Hygiene**

As per Phase 1.

**-Training**

As per Phase 1.

**-Supervision**

As per Phase 1.

**-Responsibility**
As per Phase 1.

-Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University’s COVIDSafe Plan and the University’s Return to Work on Campus Plan.

Phase 3, return to capacity for research with physical distancing & hygiene

In November 2020, on campus human participant research was devolved back to Faculties including FoA and MQBS to govern their researchers’ projects alongside FMHHS.

-Capacity

Hours of operation for laboratories may be extended from Phase 2 (and beyond pre-COVID hours) to allow further increase in capacity while ensuring continued supervision and support.

Based on capacity calculations in Phase 1, Faculties can now plan for up to 100% of the COVIDSafe capacity in each laboratory at any one time. However, capacity in Phase 3 must also be determined in light of Faculty and University Return to Work on Campus Plans and relevant Public Health Orders (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules), including relaxing of physical distancing requirements.

Faculties may continue deploying rosters and rotating access as well as staggered access times to ensure appropriate physical distancing, including where Phase 3 capacity is less than pre-COVID capacity.

-Experimenter Access

Faculties will continue to manage priorities and access to laboratories, especially if capacity is less than pre-COVID capacity.

Faculties and laboratories will continue to maintain and report on access requests, approvals and usage.

-Participant Access

All on campus human participant research in Phase 3 will continue to meet current Federal and State guidelines for size of indoor gatherings (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules). Researchers also will continue to consider the minimum number of people on site, the minimum length of physical contact required, and aspects of the research that can be completed remotely before or after the session (e.g., on-line surveys), especially for participants identified as in vulnerable risk groups.

Research in Phase 3 will continue to ensure that priority access is determined where needed, that health and hygiene measures are implemented and that physical distancing requirements are met.

-Health and Hygiene

As per Phases 1 and 2.

-Training

As per Phases 1 and 2.

-Supervision

As per Phases 1 and 2.

-Responsibility
All on campus human participant research plans consistent with these principles should be granted by ADRs and Executive Deans with any advice/queries to the DVC’s Office, Risk & Assurance and/or the COVID-19 Taskforce.

**Resourcing implications (e.g., cleaning, signage)**

- Signage as outlined in feedback to Property.
- PPE, cleaning products and/or waste disposal for personal hygiene and/or cleaning of equipment before and after use as outlined in feedback to Property.
ON CAMPUS RESEARCH: CLINICAL
OUT OF SCOPE FOR THIS PLAN

Approval Authority: Deputy Vice-Chancellor (Health & Medicine) via Associate Dean Research
Contact: Faculty of Medicine, Health & Human Sciences Research Office

Definition: Research in on campus clinical settings that involve standard-of-care interventions (and therefore must continue for the wellbeing of the participant) and clinical research studies that involve voluntary participation. May also involve a team, collaborators or research students (e.g., clinical studies in Macquarie Hospital).

Clinical research is governed at Macquarie within the portfolio of the Deputy Vice-Chancellor (Health and Medicine), Patrick McNeil. Approval processes for on campus and off campus clinical research are managed by the Clinical Research Executive, a Committee of the MQ Health Executive. This Committee is chaired by Roger Chung. This Committee and governance process have the expertise to manage risk and safety for clinical patients within a COVIDSafe Plan. Thus, all on or off campus clinical research will be managed by the Clinical Research Executive within the umbrella of MQ Health, including research in FMHHS and FSE.

However, people aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, on campus clinical research that involves these people or groups, as researchers or participants, will undertake additional risk assessment.
OFF CAMPUS RESEARCH: FIELDWORK (NON HUMAN)
APPROVED TO RECOMMENCE WITHIN NSW 25 MAY 2020
APPROVED TO RECOMMENCE INTERSTATE 28 OCT 2020

Approval Authority: Executive Dean in relevant Faculty via Associate Dean Research
Contact: Faculty Research Office in relevant Faculty

Definition: Research that is off campus at university or non-university facilities or sites that do not involve human subjects but may involve multiple participants (staff, students, collaborators, assistants). Fieldwork can take many forms, examples include sampling or study of flora and fauna, geology and landscapes; archaeological excavations; and surveying of structures or landscapes.

A reminder of the general principles for research adhered to by this COVIDSafe Plan ("Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities", May, 2020):

- Research staff who can attend work safely should do so, in line with each university’s recovery plan;
- Staff should undertake their normal duties with risk minimisation strategies;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines for fieldwork (non human) research ("Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities", May, 2020):

- Research team leaders should consider how researchers can access the site safely, including determining what form of transport is appropriate and parking availability;
- Activities should comply with physical distancing, wherever possible;
- The number of participants should be minimised with consideration as to how interactions may be completed without physical contact or staggered over a different periods of time;
- Sufficient PPE, disinfectant and cleaning products should be made available in the field; and
- Emergency response plans should be established in case of incident.

3 Phase COVIDSafe Plan for Fieldwork (Non Human) Research

Phase 0, Pre-COVIDSafe Plan

- None, or very limited, essential fieldwork took place with approval of the Executive Dean and with a University letter of support.
- Access was based on ad hoc requests and the number of requests/duration of requested access was increasing significantly.
• Access was not aligned with a COVIDSafe Plan for staged return-to-fieldwork.

Goals of this COVIDSafe Plan

• Void all previous access approvals and manage access to undertake fieldwork under this Plan and associated University and Faculty level Return to Campus Plans.
• Map a staged resumption of fieldwork and research capacity while meeting physical distancing and WH&S requirements.
• Allow decisions re capacity, priorities for access, and cleaning, training and supervision protocols to be determined by Faculties, facilities, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
• Share responsibility such that individual facility/group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs, and the DVCR's Office.
• Ensure that implementation of this plan for resumption of fieldwork moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University's COVIDSafe Plan, and University and Faculty Return to Campus Plans, which will be communicated via the DVCR's Office and ADRs.
• This plan is to be enacted in addition to 'normal' Macquarie University fieldwork, travel and Absence on Duty (AOD) approvals and policies.

Ethics Approvals

• Fieldwork (non human) research is governed under Macquarie’s Animal Ethics. COVIDSafe approvals under this plan are separate and in addition to appropriate ethics approval for projects. Ethics approval will continue to be managed by Animal Ethics at University level. COVIDSafe recommencement of research will be managed within Faculties.
• If a project previously approved by Animal Ethics was paused and the researcher now wishes to recommence as originally proposed, nothing more needs to be done via Ethics. The researcher needs to apply for COVIDSafe recommencement consistent with this plan following Faculty-based processes.
• If a project previously approved by Ethics was paused and the researcher now wishes to recommence but with changes to the original proposal, this should be done through the normal Animal Ethics amendment process. The researcher also needs to apply for COVIDSafe recommencement following Faculty-based processes.
• If a researcher wishes to commence a new project under COVIDSafe principles, he or she needs to apply for Ethics approval and submit a COVIDSafe plan following Faculty-based processes.
• People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, fieldwork that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

-Capacity

Phase 1 fieldwork is strictly limited to essential, time-critical fieldwork within NSW (e.g., fieldwork within NSW in a time critical window that has animal welfare, legal, seasonal or environmental consequences).

This plan covers both Terrestrial and Marine fieldwork.

This plan DOES NOT supersede the need for ‘normal’ approvals for fieldwork (i.e., AODs, Field Friendly and adherence to travel and finance policies). Rather, it is in addition to these approvals and will be administered through the additional ‘Additional supporting documents' section in Field Friendly.
The following should be submitted as ‘Additional supporting documents’ in the Field Friendly trip plan: Detailed COVIDSafe travel plan, COVIDSafe emergency response plan, a statement that the field party will adhere to the requirements of this Macquarie University COVIDSafe plan for fieldwork.

Essential fieldwork is likely to include the following as a priority (in no particular order): projects with animal welfare consequences, high-value projects where not completing the work would jeopardise meeting project milestones and impede scientific progress, and/or result in work having to be restarted or abandoned; long-term field studies where the long-term record is jeopardised; experimental field studies that are already underway where data is required to complete datasets; studies that are funded by national (e.g., ARC) or industry grants where postponement has a financial, progress or contractual consequence; fieldwork that is crucial to a postgraduate thesis, fieldwork where timing is dictated by seasonal or other environmental conditions.

Travel is limited to study sites you will visit.

The number of participants should be minimised to essential workers only with consideration as to how interactions may be completed with physical distancing or staggered over different periods of time.

As per 'normal' WH&S policy, two people are required for fieldwork. Travel to occur with a maximum of 2 people in one large vehicle. As a guideline, a large vehicle is at least the size of a Toyota Hilux. Consult with fieldwork managers if in doubt. Use social distancing as much as possible (e.g., 1 passenger in backseat).

If there are more than two workers in the field party, source additional vehicles.

Managers may consider the use of large hire cars or personal vehicles for travel in line with existing approval processes. Public transport and air travel are to be avoided.

Fieldwork not be undertaken with non Macquarie personnel (e.g., contractors, volunteers, industry partners, collaborators), unless essential.

Fieldwork to be abandoned if any member of the field party experiences symptoms of COVID-19. Field party to be tested for COVID-19.

A detailed COVIDSafe fieldwork travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per 'normal' practice. This travel plan is to be submitted as an additional document in Field Friendly.

A COVIDSafe emergency response plan should be established in case of incident (e.g., a member of the field party develops COVID symptoms, a cluster is identified in the field area, an area goes into lockdown, travel restrictions change). This is to be submitted as an additional document in Field Friendly. This document should include as a minimum: The distance to the nearest medical facility that could support a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How would the team reduce the risk of transmission to other team members? How will the field trip team respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be activated?

-Access

COVIDSafe fieldwork to be approved by Department Fieldwork Managers in consultation with HoD and Department Managers with final say to ADRs and Executive Deans. This is in addition to Field Friendly, AOD and MQ travel approvals as per 'normal' fieldwork.

Minimise the number of days in the field to that which is essential and necessary to complete fieldwork.
Avoid travel to communities and zones deemed high risk due to high numbers / clusters of COVID-19 cases refer to zone maps on NSW Health website. Where practical avoid travel between high and low risk zones. This will be checked against the COVIDSafe fieldwork travel plan prior to approval.

Reduce interactions with the public. Where contact is required (e.g., to gain access to sites) either pre-arrange via electronic means or practice physical distancing.

Field teams to be self-sufficient and self-cater. Where possible all meals to be bought from home to reduce contact with the public and public spaces.

If an overnight trip is approved, limit the use of large turnover accommodation such as motels. Use one accommodation source rather than moving between towns and facilities. Camp on site or book self-catered accommodation. Separate rooms or tents for all trip members (e.g., avoid communal hostels, bunkhouses, bathrooms, kitchens).

All COVID-19 restrictions guidelines and approvals carried on person at all times. This is in addition to Field Friendly trip pack with complete details of approved COVIDSafe work.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App to assist with contact tracing if required.

-Hygiene

Activities should comply with physical distancing, wherever possible.

Do not share work equipment (e.g. tools, electronic equipment).

All vehicles (e.g., cars and boats), and high-touch areas (inside and outside) must be cleaned and disinfected by the users before and after use, and regularly during fieldwork. Users will be supplied with a protocol for cleaning by the fieldwork manager.

All field equipment must be cleaned and disinfected by the users before and after use (before leaving University, during fieldwork, upon return).

Sufficient PPE, disinfectant and cleaning products should be made available before and after fieldwork, and carried and used regularly in the field.

Rigorous personal hygiene practices must be implemented multiple times a day and particularly before and after any essential journey stops (e.g., meal and rest stops).

Reduce interactions with the public. Where contact is required, e.g. when refuelling, extra precautions should be taken including: wearing disposable gloves while handling fuel pump and paying (gloves will be disposed of immediately after).

Procedures for collection and drop-off of field equipment and field samples should be revised to ensure physical distancing and COVIDSafe practices in consultation with Faculty/Department Fieldwork Managers.

Procedures and signage should be added in every University vehicle and field pack to remind staff to abandon fieldwork if they have any symptoms, to maintain hand and respiratory hygiene and to maintain physical distancing.

Procedures and signage should be added in every field equipment store and vehicle, and place of collection and drop-off about equipment cleaning protocols, use of PPE and disposal of cleaning waste.

-Training
Department and/or Faculty Fieldwork Managers should develop and provide COVIDSafe-consistent training to all researchers (staff and postgraduates) on the use of PPE and cleaning of field vehicles and equipment.

Department and/or Faculty Fieldwork Managers should develop and provide COVIDSafe-consistent training/induction protocols. New researchers should receive this training with particular emphasis on abandoning fieldwork if sick, practising hand and respiratory hygiene, maintaining physical distancing, and extra restrictions and protocols for fieldwork. Previously trained/inducted researchers should receive an update emphasising abandoning fieldwork if sick, practising hand and respiratory hygiene, maintaining physical distancing, and extra restrictions and protocols for fieldwork.

For fieldwork involving Macquarie University vessels, the Safe Work Instruction ‘Managing COVID-19 on Macquarie Vessels’ must be strictly adhered to. This also covers the towing of vehicles and refuelling.

*Supervision*

Call-back schedules to be upon departure, then daily and upon return and noted in Field Friendly plan.

Department Fieldwork Managers should arrange to undertake post-fieldwork debriefs with researchers about how the COVIDSafe fieldwork plan was conducted and to request feedback to support future developments.

Departments should ensure adequate, expert supervision of research students in the field (e.g., a supervisor, another experienced postgraduate, an experienced collaborator).

*Responsibility*

Departments will be responsible for maintaining accurate records of fieldwork requests, approvals and execution. This data should be reviewed regularly and reported to ADRs and the DVCR's Office to inform decisions for next steps.

Approval of Faculty level plans consistent with these principles should be granted by ADRs and Executive Deans with any advice/queries to the DVCR's Office, Risk & Assurance and/or the COVID-19 Taskforce.

Departments will be required to report regularly to the Faculty. Faculties should report regularly to the DVCR'S Office and RMC on Faculty and facility level plans as well as fieldwork requests, approvals and execution to inform Return to Campus planning and coordination of the COVIDSafe Plan for Research from Phases 0 to 1 to 2 and 3.

**Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.**

*Phase 2, most research reopens with physical distancing & hygiene*

**Capacity**

Phase 2 fieldwork is limited to routine, within NSW fieldwork.

This plan covers both Terrestrial and Marine fieldwork.

This plan DOES NOT supersede the need for 'normal' approvals for fieldwork (i.e., AODs, Field Friendly, and adherence to travel and finance policies). Rather, it is in addition to these approvals and will be administered through the 'Additional supporting documents' section in Field Friendly.

The following should be submitted as additional 'Additional supporting documents' in the Field Friendly trip plan: Detailed COVIDSafe travel plan, COVIDSafe emergency response plan, a statement that the field party will adhere to the requirements of this Macquarie University COVIDSafe plan for fieldwork.
Travel is limited to study sites you will visit.

The number of participants should be minimised with consideration as to how interactions may be completed with physical distancing or staggered over different periods of time. NSW Health guidelines for outdoor and indoor group sizes should be used as the guide.

As per 'normal' WH&S policy two people are required for fieldwork. Travel to occur with a maximum of 2 people in one large vehicle. As a guideline, a large vehicle is at least the size of a Toyota Hilux. Consult with fieldwork managers if in doubt. Use social distancing as much as possible (e.g., 1 passenger in backseat).

If there are more than two workers in the field party, source additional vehicles.

Managers may consider the use of large hire cars or personal vehicles for travel in line with existing approval processes. Public transport and air travel are to be avoided.

Department Fieldwork Managers and fieldwork leaders should manage access to fieldwork by non Macquarie personnel (e.g., contractors, volunteers, industry partners, collaborators) strictly adhering to physical distancing.

Fieldwork to be abandoned if any member of the field party experiences symptoms of COVID-19. Field party to be tested for COVID-19.

A detailed COVIDSafe fieldwork travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per 'normal' practice. This travel plan is to be submitted as an additional document in Field Friendly.

A COVIDSafe emergency response plan should be established in case of incident (e.g., a member of the field party develops COVID symptoms, a cluster is identified in the field area, an area goes into lockdown, travel restrictions change). This is to be submitted as an additional document in Field Friendly. This document should include as a minimum: The distance to the nearest medical facility that could support a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How would the team reduce the risk of transmission to other team members? How will the field trip team respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be activated?

-Access
As per Phase 1.

-Hygiene
As per Phase 1.

-Training
As per Phase 1.

-Supervision
As per Phase 1.

-Responsibility
As per Phase 1.
Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

**Phase 3, return to capacity for research with physical distancing & hygiene**

**-Capacity**

Phase 3 allows for interstate fieldwork but is dependent upon the re-opening of State borders. Approval will follow Government and Macquarie University policies and restrictions on interstate travel. International fieldwork currently is not being considered and will be discussed once predictions are clearer re international travel. Until then, international fieldwork will not be approved under any circumstances.

This plan covers both Terrestrial and Marine fieldwork.

This plan DOES NOT supersede the need for 'normal' approvals for fieldwork (i.e., AODs, Field Friendly, and adherence to travel and finance policies). Rather, it is in addition to these approvals and will be administered through the 'Additional supporting documents' section in Field Friendly.

The following should be submitted as additional 'Additional supporting documents' in the Field Friendly trip plan: Detailed COVIDSafe travel plan, COVIDSafe emergency response plan, a statement that the field party will adhere to the requirements of this Macquarie University COVIDSafe plan for fieldwork.

Interstate fieldwork is likely to include the following as a priority (in no particular order): high-value projects where not undertaking the work would jeopardise meeting project milestones and impede scientific progress, and/or result in work having to be restarted or abandoned; long-term field studies where the long-term record is jeopardised; experimental field studies that are already underway where data is required to complete datasets; studies that are funded by national (e.g., ARC) or industry grants where postponement has a financial, progress or contractual consequence; fieldwork that is crucial to a postgraduate thesis; projects with animal welfare consequences, fieldwork where timing is dictated by seasonal or other environmental conditions.

Reconnaissance only trips are unlikely to be approved in the first instance, with exceptions for timing dictated by environmental conditions or where these trips are vital for making the case for more formal fieldwork, industry partnerships or grant applications.

Travel is limited to study sites you will visit.

As per 'normal' WH&S policy two people are required for fieldwork. However, the number of participants should be minimised with consideration as to how interactions may be completed with physical distancing or staggered over different periods of time. NSW Health guidelines for outdoor and indoor group sizes should be used as the guide.

Travel by car is recommended if safe to do so. All long-distance travel must adhere to 'normal' fieldwork practices and approved within the detailed work plan in Field Friendly. If travelling by car, consider a maximum of 2 people in one large vehicle. As a guideline, a large vehicle is at least the size of a Toyota Hilux. Consult with fieldwork managers if in doubt. Use social distancing as much as possible (e.g., 1 passenger in backseat). If there are more than two workers in the field party, source additional vehicles. Managers may consider the use of large hire cars or personal vehicles for travel in line with existing approval processes.

Travel by air must adhere to Government and airline policies. On-ground travel by large hire car is recommended (see previous guideline regarding number of passengers and size of vehicle). Avoid taxis and public transport unless adequate hygiene and physical distancing measures are in place.

Department Fieldwork Managers and fieldwork leaders should manage access to fieldwork by non Macquarie personnel (e.g., contractors, volunteers, industry partners, collaborators) strictly adhering to physical distancing.
Fieldwork to be abandoned if any member of the field party experiences symptoms of COVID-19. Field party to be tested for COVID-19.

A detailed COVIDSafe fieldwork travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per 'normal' practice. This travel plan is to be submitted as an additional document in Field Friendly.

A COVIDSafe emergency response plan should be established in case of incident (e.g., a member of the field party develops COVID symptoms, a cluster is identified in the field area, an area goes into lockdown, travel restrictions change). This is to be submitted as an additional document in Field Friendly. This document should include as a minimum: The distance to the nearest medical facility that could support a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How would the team reduce the risk of transmission to other team members? How will the field trip team respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be activated?

**Access**


Field trip leader will need to demonstrate awareness of and adherence to interstate guidelines and restrictions in a COVIDSafe travel and work plan for fieldwork to be uploaded into Field Friendly.

COVIDSafe fieldwork to be approved by Department Fieldwork Managers in consultation with HoD and Department Managers with final say to ADRs and Executive Deans. This is in addition to Field Friendly, AOD and MQ travel approvals as per 'normal' fieldwork.

Minimise the number of days in the field to that which is essential and necessary to complete fieldwork.

Avoid travel to communities and zones deemed high risk due to high numbers / clusters of COVID-19 cases refer to zone maps on NSW Health website. Where practical avoid travel between high and low risk zones. This will be checked against the COVIDSafe fieldwork travel plan prior to approval.

Reduce interactions with the public. Where contact is required (e.g., to gain access to sites) either pre-arrange via electronic means or practice physical distancing.

Field teams to be self-sufficient and self-cater. Where possible all meals to be bought from home to reduce contact with the public and public spaces.

If an overnight trip is approved. Limit the use of large turnover accommodation such as motels. Use one accommodation source rather than moving between towns and facilities. Camp on site or book self-catered accommodation. Separate rooms or tents for all trip members (e.g., avoid communal hostels, bunkhouses, bathrooms, kitchens).

All COVID-19 restrictions guidelines and approvals carried on person at all times. This is in addition to Field Friendly trip pack with complete details of approved COVIDSafe work.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App to assist with contact tracing if required.

**Hygiene**
Activities should comply with physical distancing, wherever possible.

Do not share work equipment (e.g., tools, electronic equipment).

All vehicles (e.g., cars and boats), and high-touch areas (inside and outside) must be cleaned and disinfected by the users before and after use, and regularly during fieldwork. Users will be supplied with a protocol for cleaning by the fieldwork manager.

All field equipment must be cleaned and disinfected by the users before and after use (before leaving University, during fieldwork, upon return).

Sufficient PPE, disinfectant and cleaning products should be made available before and after fieldwork, and carried and used regularly in the field.

Rigorous personal hygiene practices must be implemented multiple times a day and particularly before and after any essential journey stops (e.g., meal and rest stops).

Reduce interactions with the public. Where contact is required, e.g. when refuelling, extra precautions should be taken including: wearing disposable gloves while handling fuel pump and paying (gloves will be disposed of immediately after).

If travelling by air, personal responsibility and vigilance is required with personal hygiene at airports and before, during and after flights. Consider wearing PPE (e.g., masks) if appropriate.

Procedures for collection and drop-off of field equipment and field samples should be revised to ensure physical distancing and COVIDSafe practices in consultation with Faculty/Department Fieldwork Managers.

Procedures and signage should be added in every University vehicle and field pack to remind staff to abandon fieldwork if they have any symptoms, to maintain hand and respiratory hygiene and to maintain physical distancing. Procedures and signage should be added in every field equipment store and vehicle, and place of collection and drop-off about equipment cleaning protocols, use of PPE and disposal of cleaning waste.

-Training

As per Phase 1.

-Supervision

As per Phase 1.

-Responsibility

As per Phase 1.

Resourcing implications (e.g., cleaning, signage)

- Signage as outlined in plan.
- Provision of additional PPE, cleaning products and waste disposal for cleaning of field equipment and vehicles.
- Provision of additional PPE, cleaning products and waste disposal for use in the field.
OFF CAMPUS RESEARCH: FIELDWORK (COLLECTIONS)
APPROVED TO RECOMMENCE WITHIN NSW 13 JULY 2020
APPROVED TO RECOMMENCE INTERSTATE 28 OCT 2020

Approval Authority: Executive Dean in Faculty of Arts via Associate Dean Research
Contact: Faculty of Arts Research Office

Definition: Research that is off campus at cultural or collecting institutions such as archives, museums, libraries or galleries that does not involve human subjects but will involve face to face interactions with curators, librarians, archivists or other staff or users of the institution. It may involve a team, collaborators or research students but will usually be undertaken by a single researcher.

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

• Research staff who can attend work safely should do so, in line with each university’s recovery plan;
• Staff should undertake their normal duties with risk minimisation strategies;
• Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
• Research students should be adequately supervised on site by a staff member with appropriate expertise;
• Technical support staff and core facilities staff should be on-site as required to continue to support research;
• Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
• Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
• Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
• Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
• Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines for fieldwork (collections) research adapted from “Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities” (May, 2020):

• Researchers should consider how they or members of their team can access the site safely, including determining what form of transport is appropriate and parking availability;
• Activities should comply with the physical distancing requirements of the institution visited;
• Activities must comply with Institutional limits on the number of users at any one time, and any other Covid Safety Plans in place at the institution;
• Sufficient personal cleaning products should be carried by the researcher as appropriate to the institution, and used where made available by the institution according to its policies;
• Emergency response plans of the institution worked at should be observed in case of incident;
• Business meetings at institutions which can be held with physical distancing measures in place can occur subject to the policies of the institution, but long or large meetings should continue to be held by audio-visual link or other remote means; and
• Researchers in a vulnerable risk group or who are unwell should not participate in this type of activity until further notice.

3 Phase COVIDSafe Plan for Fieldwork (Collections) Research
Phase 0, Pre-COVIDSafe Plan

- None, or very limited, essential work in off campus collections took place with approval of the Executive Dean and with a University letter of support.
- Access was based on ad hoc requests and the number of requests/duration of requested access was increasing significantly.
- Access was not aligned with a COVIDSafe Plan for staged return to research in off campus collections.

Goals of this COVIDSafe Plan

- Void all previous access approvals and manage access to undertake research in off campus collections under this Plan and associated University and Faculty level Return to Campus Plans.
- Map a staged resumption of research in off campus collections while meeting physical distancing and WH&S requirements.
- Allow decisions re capacity, priorities for access, and cleaning, training and supervision protocols to be determined by Faculties, facilities, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
- Share responsibility such that individual facility/group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs, and the DVCIR's Office.
- Ensure that implementation of this plan for resumption of research in off campus collections moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University’s COVIDSafe Plan, and University and Faculty Return to Campus Plans, which will be communicated via the DVCIR's Office and ADRs.
- This plan is to be enacted in addition to 'normal' Macquarie University fieldwork, travel and Absence on Duty (AOD) approvals and policies.

Ethics Approvals

- People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, fieldwork that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

-Capacity

Phase 1 research in off campus collections is strictly limited to essential, time-critical work within NSW.

This plan covers all research in off campus cultural and collecting institutions, including archives, libraries, museums and galleries.

This plan DOES NOT supersede the need for 'normal' approvals for such research (i.e. AODs and adherence to travel and finance policies). Rather, it is in addition to these approvals.

The following should be submitted as supporting documents with AOD requests: Detailed COVIDSafe travel plan, COVIDSafe emergency response plan, a statement that the researcher and any accompanying team members will adhere to the requirements of this Macquarie University COVIDSafe plan and the COVIDSafe plans of the institution visited.

Essential research in off campus collections is likely to include the following as a priority (in no particular order): high-value projects where not completing the work would jeopardise meeting project milestones and impede
scientific progress, and/or result in work having to be restarted or abandoned; research that is already underway where data is required to complete datasets; studies that are funded by national (e.g., ARC) or industry grants where postponement has a financial, progress or contractual consequence; research that is crucial to a postgraduate thesis; research where timing is dictated by access conditions of the collection.

Travel is limited to the institutions you will visit.

The number of researchers should be minimised to essential researchers only with consideration as to how interactions may be completed with physical distancing or staggered over different periods of time.

Travel by car is recommended if safe and practical to do so. If travelling by car, consider a maximum of 2 people in one large vehicle. As a guideline, a large vehicle is at least the size of a Toyota Hilux. Use social distancing as much as possible (e.g., 1 passenger in backseat). If there are more than two researchers in the team, source additional vehicles. Managers may consider the use of large hire cars or personal vehicles for travel in line with existing approval processes.

Public transport and air travel are to be avoided.

Research in off campus collections should not be undertaken with non-Macquarie personnel (e.g., volunteers, collaborators), unless essential.

Research in off campus collections to be abandoned if any researcher experiences symptoms of COVID-19. Researcher and any team to be tested for COVID-19.

In the case of all travel other than short trips to local collections, a detailed COVIDSafe travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per 'normal' practice. This travel plan is to be submitted as an additional document for AOD requests.

Any COVIDSafe emergency response plans established by the institutions at which research will be undertaken should be consulted in advance and observed in the case of incident. Where available, these should be submitted as an additional document in AOD requests. Researchers must also document the following: The distance to the nearest medical facility that could support them or a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How will they respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be activated?

Access

COVIDSafe research in off campus collections to be approved by Executive Deans. This is in addition to AOD and MQ travel approvals as per 'normal' procedure.

Minimise the number of days in the collection to that which is essential and necessary to complete the research.

Comply with institutional limits on the number of users at any one time, and any other Covid Safety Plans in place at the institution.

Avoid travel to communities and zones deemed high risk due to high numbers / clusters of COVID-19 cases refer to zone maps on NSW Health website. Where practical, avoid travel between high and low risk zones.

Reduce interactions with institutional staff and other users to that which is necessary, where possible pre-arranging access via electronic means and practice physical distancing while onsite.

Where possible, meals to be bought from home to reduce contact with the public and public spaces.
If an overnight trip is approved, limit the use of large turnover accommodation such as motels. Separate rooms for all team members (e.g., avoid communal hostels, bunkhouses, bathrooms, kitchens).

All COVID-19 restrictions guidelines and approvals carried on person at all times.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App to assist with contact tracing if required.

-Hygiene

Activities should comply with physical distancing wherever possible and with physical distancing regulations enforced by institutions.

Do not share work equipment (e.g., magnifying glasses, cameras, rulers, pencils, computers).

No more than one team member should work with or on an object (manuscript, artefact, archival record) at any one time and in any single session.

Activities should comply with hygiene measures for objects enforced by institutions (e.g., single users only, use of gloves, quarantine period between users).

Any equipment to be used must be cleaned and disinfected by the users before and after use (before leaving University, during fieldwork, upon return).

Sufficient PPE, disinfectant and cleaning products as appropriate should be made available before and after the off campus research, and carried and used regularly while on it.

Rigorous personal hygiene practices must be implemented multiple times a day and particularly before and after any essential journey stops (e.g., meal and rest stops).

Reduce interactions with the public. Where contact is required en route, extra precautions should be taken including: wearing disposable gloves while handling fuel pump and paying (gloves will be disposed of immediately after).

Where contact is required in the institution, extra precautions should be taken including the wearing of masks and maintenance of physical distancing.

-Training

Department and/or Faculty Fieldwork Managers should develop and provide COVIDSafe-consistent training to all researchers (staff and postgraduates) on the use of PPE and cleaning of equipment.

Department and/or Faculty Fieldwork Managers should develop and provide COVIDSafe-consistent training/induction protocols. New researchers should receive this training with particular emphasis on abandoning fieldwork if sick, practicing hand and respiratory hygiene, maintaining physical distancing, and extra restrictions and protocols for off campus research. Previously trained/inducted researchers should receive an update emphasising abandoning off campus research if sick, practicing hand and respiratory hygiene, maintaining physical distancing, and extra restrictions and protocols for off campus research.

-Supervision

Departments should ensure adequate, expert supervision of research students in the field (e.g., a supervisor, another experienced postgraduate, an experienced collaborator).

-Responsibility
Departments will be responsible for maintaining accurate records of requests for off campus research, approvals and execution. This data should be reviewed regularly and reported to ADRs and the DVCR's Office to inform decisions for next steps.

Approval of Faculty level plans consistent with these principles should be granted by ADRs and Executive Deans with any advice/queries to the DVCR's Office, Risk & Assurance and/or the COVID-19 Taskforce.

Departments will be required to report regularly to the Faculty. Faculties should report regularly to the DVCR'S Office and RMC on Faculty and facility level plans as well as fieldwork requests, approvals and execution to inform Return to Campus planning and coordination of the COVIDSafe Plan for Research from Phases 0 to 1 to 2 and 3.

- Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

**Phase 2, most research reopens with physical distancing & hygiene**

- **Capacity**

  Phase 2 research in off campus collections is limited to routine work within NSW.

  This plan covers all research in off campus cultural and collecting institutions, including archives, libraries, museums and galleries.

  This plan DOES NOT supersede the need for ‘normal’ approvals for such research (i.e., AODs and adherence to travel and finance policies). Rather, it is in addition to these approvals.

  The following should be submitted as supporting documents with AOD requests: Detailed COVIDSafe travel plan, COVIDSafe emergency response plan, a statement that the researcher and any accompanying team members will adhere to the requirements of this Macquarie University COVIDSafe plan and the COVIDSafe plans of the institution visited.

  Travel is limited to the institutions you will visit.

  The number of researchers should be minimised to essential researchers only with consideration as to how interactions may be completed with physical distancing or staggered over different periods of time.

  Travel by car is recommended if safe and practical to do so. If travelling by car, consider a maximum of 2 people in one large vehicle. As a guideline, a large vehicle is at least the size of a Toyota Hilux. Use social distancing as much as possible (e.g., 1 passenger in backseat). If there are more than two researchers in the team, source additional vehicles. Managers may consider the use of large hire cars or personal vehicles for travel in line with existing approval processes.

  Public transport and air travel are to be avoided.

  Researchers should discuss the requirements of their research with their supervisors before undertaking research with non-Macquarie personnel (e.g., volunteers, collaborators).

  Research in off campus collections to be abandoned if any researcher experiences symptoms of COVID-19. Researcher and any team to be tested for COVID-19.

  In the case of all travel other than short trips to local collections, a detailed COVIDSafe travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per 'normal' practice. This travel plan is to be submitted as an additional document for AOD requests.
Any COVIDSafe emergency response plans established by the institutions at which research will be undertaken should be consulted in advance and observed in the case of incident. Where available, these should be submitted as an additional document in AOD requests. Researchers must also document the following: The distance to the nearest medical facility that could support them or a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How will they respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be activated?

- **Access**
  
  As per Phase 1.

- **Hygiene**
  
  As per Phase 1.

- **Training**
  
  As per Phase 1.

- **Supervision**
  
  As per Phase 1.

- **Responsibility**
  
  As per Phase 1.

- **Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.**

**Phase 3, return to capacity for research with physical distancing & hygiene**

- **Capacity**
  
  Phase 3 allows for research at interstate cultural and collecting institutions, but is dependent upon the re-opening of State borders. Approval will follow Government and Macquarie University policies and restrictions on interstate travel. Research at international cultural and collecting institutions is not being considered and will be discussed once predictions are clearer re international travel. Until then, research at international cultural and collecting institutions will not be approved under any circumstances.

  This plan covers all research in off campus cultural and collecting institutions, including archives, libraries, museums and galleries.

  This plan DOES NOT supersede the need for 'normal' approvals for such research (i.e., AODs and adherence to travel and finance policies). Rather, it is in addition to these approvals.

  The following should be submitted as supporting documents with AOD requests: Detailed COVIDSafe travel plan, COVIDSafe emergency response plan, a statement that the researcher and any accompanying team members will adhere to the requirements of this Macquarie University COVIDSafe plan and the COVIDSafe plans of the institution visited.

  Research in interstate collections is likely to include the following as a priority (in no particular order): high-value projects where not undertaking the work would jeopardise meeting project milestones and impede scientific
progress, and/or result in work having to be restarted or abandoned; studies that are already underway where data is required to complete datasets; studies that are funded by national (e.g., ARC) or industry grants where postponement has a financial, progress or contractual consequence; research that is crucial to a postgraduate thesis; research where timing is dictated by access conditions of the collection.

Travel is limited to the institutions you will visit.

The number of researchers should be minimised to essential researchers only with consideration as to how interactions may be completed with physical distancing or staggered over different periods of time.

Travel by car is recommended if safe and practical to do so. If travelling by car, consider a maximum of 2 people in one large vehicle. As a guideline, a large vehicle is at least the size of a Toyota Hilux. Use social distancing as much as possible (e.g., 1 passenger in backseat). If there are more than two researchers in the team, source additional vehicles. Managers may consider the use of large hire cars or personal vehicles for travel in line with existing approval processes.

Travel by air must adhere to Government and airline policies. On-ground travel by large hire car is recommended (see previous guideline regarding number of passengers and size of vehicle). Avoid taxis and public transport unless adequate hygiene and physical distancing measures are in place.

Researchers should discuss the requirements of their research with their supervisors before undertaking research with non-Macquarie personnel (e.g., volunteers, collaborators).

Research in off campus collections to be abandoned if any researcher experiences symptoms of COVID-19. Researcher and any team to be tested for COVID-19.

A detailed COVIDSafe travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per 'normal' practice. This travel plan is to be submitted as an additional document for AOD requests.

Any COVIDSafe emergency response plans established by the institutions at which research will be undertaken should be consulted in advance and observed in the case of incident. Where available, these should be submitted as an additional document in AOD requests. Researchers must also document the following: The distance to the nearest medical facility that could support them or a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How will they respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be activated?

Access


Researchers will need to demonstrate awareness of and adherence to interstate guidelines and restrictions as part of their AOD request.

COVIDSafe research at off campus collections to be approved by Executive Deans. This is in addition to AOD and MQ travel approvals as per 'normal' research travel.

Minimise the number of days in the collection to that which is essential and necessary to complete the research.

Avoid travel to communities and zones deemed high risk due to high numbers / clusters of COVID-19 cases refer to zone maps on NSW Health website. Where practical avoid travel between high and low risk zones.
Reduce interactions with institutional staff and other users to that which is necessary, where possible pre-arranging access via electronic means and practice physical distancing while onsite.

Researchers should reduce contact with the public and public spaces as much as possible in sourcing food and supplies.

If an overnight trip is approved, limit the use of large turnover accommodation such as motels. Separate rooms for all trip members (e.g., avoid communal hostels, bunkhouses, bathrooms, kitchens).

All COVID-19 restrictions, guidelines and approvals carried on person at all times.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App to assist with contact tracing if required.

Hygiene

Activities should comply with physical distancing wherever possible and with physical distancing regulations enforced by institutions.

Do not share work equipment (e.g., magnifying glasses, cameras, rulers, pencils).

No more than one team member should work with or on an object (manuscript, artefact, archival record) at any one time and in any single session.

Activities should comply with hygiene measures for objects enforced by institutions (e.g., single users only, use of gloves, quarantine period between users).

Any equipment to be used must be cleaned and disinfected by the users before and after use (before leaving University, during fieldwork, and upon return).

Sufficient PPE, disinfectant and cleaning products as appropriate should be made available before and after the off campus research, and carried and used regularly while on it.

Rigorous personal hygiene practices must be implemented multiple times a day and particularly before and after any essential journey stops (e.g., meal and rest stops).

Reduce interactions with the public. Where contact is required en route, extra precautions should be taken including: wearing disposable gloves while handling fuel pump and paying (gloves will be disposed of immediately after).

Where contact is required in the institution, extra precautions should be taken including the wearing of masks, maintenance of physical distancing, and rigorous adherence to procedures for collection and drop-off of objects established by collections.

If travelling by air, personal responsibility and vigilance is required with personal hygiene at airports and before, during and after flights. Consider wearing PPE (e.g., masks) if appropriate.

Procedures for collection and drop-off of field equipment and field samples should be revised to ensure physical distancing and COVIDSafe practices in consultation with Faculty/Department Fieldwork Managers.

Procedures for collection and drop-off of any equipment borrowed from MQ should be revised to ensure physical distancing and COVIDSafe practices.

Training
As per Phase 1.

-Supervision

As per Phase 1.

-Responsibility

As per Phase 1.

Resourcing implications (e.g., cleaning, signage)

- Signage as outlined in plan.
- Provision of additional PPE, cleaning products and waste disposal for cleaning of field equipment and vehicles.
- Provision of additional PPE, cleaning products and waste disposal for use in the field.
OFF CAMPUS RESEARCH: HUMAN PARTICIPANT (ORGANISATIONS)
APPROVED TO RECOMMENCE WITHIN NSW 6 OCTOBER 2020
APPROVED TO RECOMMENCE INTERSTATE 28 OCTOBER 2020

Approval Authority: Executive Dean in relevant Faculty via Associate Dean Research
Contact: Faculty Research Office in relevant Faculty

Definition: Research in off campus, university or non-university facilities or sites involving face to face interactions with human participants who are members of organisations with COVIDSafe Plans (e.g., students or teachers in schools, aged care workers, staff in businesses, community groups). May also involve a team, collaborators or research students.

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Research staff who can attend work safely should do so, in line with each university’s recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020). These are adapted from principles for field research and for on campus human participant research:

- Researchers should consider how they or members of their team can access the off campus research site (e.g., school, business) safely, including determining what form of transport is appropriate and parking availability;
- Activities should comply with the physical distancing requirements of the organisation visited;
- Activities must comply with organisational limits on the number of visitors at any one time, guidelines about limiting visits across different sites or cohorts (e.g., across schools or year groups) and any other COVIDSafe Plans in place at the organisation;
- Sufficient personal cleaning products should be carried by the researcher as appropriate to the organisation, and used where made available by the organisation according to its policies;
- Emergency response plans of the organisation worked at should be observed in case of incident;
- Business meetings at organisations which can be held with physical distancing measures in place can occur subject to the policies of the organisation, but long or large meetings should continue to be held by audio-visual link or other remote means
- Researchers or participants who are unwell should not participate in this type of activity;
- Researchers or participants in an at risk group require additional approval. See Research with At Risk Populations;
- Researchers and participants should maintain physical distancing requirements where possible;
Where physical distancing is not possible, risk-based strategies should be implemented; and
Minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).

COVIDSafe Plan for Off Campus Human Participant Research - Organisations

Phase 0, Pre-COVIDSafe Plan

All face to face human participant research off campus was paused.

Goals of this COVIDSafe Plan

Manage resumption of off campus human participant research under this Plan and associated University and Faculty level Return to Campus Plans.
Provide for safe off campus human participant research with organisations while meeting physical distancing and WH&S requirements.
Allow decisions re priorities for resumption, training and supervision protocols to be determined by Faculties, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
Share responsibility such that individual group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs and FRMs, and the DVCR’s Office.
This plan is to be enacted in addition to any normal Macquarie University fieldwork/off campus, travel and Absence on Duty (AOD) approvals and policies.

Ethics Approvals

Off campus human participant research is governed under Macquarie’s Human Research Ethics. COVIDSafe approvals under this plan are separate and in addition to appropriate ethics approval for projects. Ethics approval will continue to be managed by Human Research Ethics at University and Faculty levels. COVIDSafe recommencement of research will be managed within Faculties.
If a project previously approved by Human Research Ethics was paused and the researcher now wishes to recommence as originally proposed, nothing more needs to be done via Ethics. The researcher needs to apply for COVIDSafe recommencement consistent with this plan following Faculty-based processes.
If a project previously approved by Ethics was amended in some way with Ethics approval (e.g., to collect data remotely rather than face to face) and the researcher now wishes to revert to the original methods either whole or in part, he or she needs to submit a brief amendment notifying Ethics of this intention via the process described here: https://www.mq.edu.au/research/ethics-integrity-and-policies. The researcher also needs to apply for COVIDSafe recommencement following Faculty-based processes.
If a project previously approved by Ethics was amended in some way with Ethics approval (e.g., to collect data remotely rather than face to face) and the researcher wishes to continue with this amended method (and not revert), then nothing more needs to be done via Ethics or for COVIDSafe planning.
If a researcher wishes to commence a new project under COVIDSafe principles, he or she needs to apply for Ethics approval as usual and submit a COVIDSafe plan following Faculty-based processes.
People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, off campus human participant research that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

Off campus human participant research with organisations remained on pause due to concerns re community transmission and risk mitigation.
Phase 2, most research reopens with physical distancing & hygiene

Off campus human participant research with organisations remained on pause due to concerns re community transmission and risk mitigation.

Phase 3, return to capacity for research with physical distancing & hygiene

-Capacity

This plan covers all off campus human participant research that involves individuals of an organisation that has its own COVIDSafe Plan. This includes leaders, teachers and students in schools; administrators, educators and children in early childhood centres; staff in business organisations; staff or volunteers in community organisations etc. Members of the partner organisations should be covered by their COVIDSafe Plan while Macquarie researchers are covered by our COVIDSafe Plan. Researchers should aim to coordinate MQ’s COVIDSafe Plan with their partner organisation’s planning.

Research with organisations is considered distinct from off campus human participant research with private citizens (e.g., individuals, families, other volunteers in the community who participate in research in their own homes or other locations but not under the auspices of an organisation), which is captured and governed under “Off Campus Human Participant Research – Private Individuals” below.

The current version of this plan covers off campus human participant research with individuals conducted within NSW and in other States of Australia. The location of off campus human participant research is subject to Government and Macquarie University policies and restrictions on within state and interstate travel (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/border-restrictions). This plan will be updated when international travel is approved.

This plan DOES NOT supersede the need for any normal approvals for such research (e.g., Absence on Duty (AOD) Forms, adherence to travel and finance policies where appropriate). Rather, it is in addition to these approvals.

The following should be submitted with any request to recommence or commence research:

1. A written invitation (e.g., email) from the organisation inviting the researcher/s to recommence or conduct research on their premises or with members of their organisation. Where multiple sites are involved, approval should be sought from a governing body or from initial sites for research to commence with additional approvals collected as the project continues. Written evidence must be kept of approval to conduct research at each site. However, a COVIDSafe plan following generalisable principles for a number of sites is appropriate if approved by the Faculty;
2. A copy of any COVIDSafe planning of the organisation;
3. A statement from the researcher and any accompanying team members of how they will adhere to the requirements of the organisation’s plan and the requirements of this Macquarie University COVIDSafe plan. If either Macquarie or the organisation differ in details of COVIDSafe planning, the researcher should chose the highest level of risk mitigation;
4. A COVIDSafe travel plan for travelling to the site/s of off campus research; and
5. An emergency plan in the event of illness.

Travel is limited to the organisations you will visit.

The number of researchers should be minimised to essential researchers only with consideration as to how interactions may be completed with physical distancing or staggered over different periods of time as well as to requests from the organisation to minimise contact across sites or cohorts (e.g., in schools and year groups).

Off campus human participant research in organisations should not be undertaken with non-Macquarie personnel (e.g., volunteers, collaborators), unless essential.
Travel by car is recommended if safe and practical to do so. If travelling by public transport or air travel provide plans to assist with health and hygiene (e.g., wearing masks on public transport or planes).

In the case of all travel other than short trips to local organisations, a detailed COVIDSafe travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per 'normal' practice. This plan should be submitted with the request to recommence or commence research, as noted above.

Research in off campus organisations should be abandoned if any researcher experiences symptoms of COVID-19. Researcher and any team to be tested for COVID-19.

Any COVIDSafe emergency response plans established by the organisation at which research will be undertaken should be consulted in advance and observed in the case of incident. Where available, these should be submitted with the request to recommence or commence research. Researchers must also document the following: The distance to the nearest medical facility that could support them or a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How will they respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be activated? For research involving multiple sites, one plan is sufficient that covers COVIDSafe contingencies across the sites.

**Access**

COVIDSafe research in off campus organisations to be approved by Executive Deans. This is in addition to AOD and MQ travel approvals as per normal procedure.

Avoid travel to communities and zones deemed high risk due to high numbers / clusters of COVID-19 cases refer to zone maps on NSW Health website. Where practical, avoid travel between high and low risk zones.

Minimise the number of days in the organisation to that which is essential and necessary to complete the research.

Comply with organisational limits on the number of visitors at any one time, and any other COVID Safety Plans in place at the organisation.

On the day/s of face to face data collection, check that the organisation is open for access (e.g., a NSW school) and check any relevant local information (e.g., local government areas on high alert).

Reduce interactions with organisational staff and other users to that which is necessary, where possible pre-arranging access via electronic means and practice physical distancing while onsite.

Where possible, meals to be bought from home to reduce contact with the public and public spaces.

If an overnight trip is approved, limit the use of large turnover accommodation such as motels. Separate rooms for all team members (e.g., avoid communal hostels, bunkhouses, bathrooms, kitchens).

All COVID-19 restrictions guidelines and approvals carried on person at all times.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App to assist with contact tracing if required.

**Participants**

Off campus human participant research may involve a range of methods including but not limited to individual sessions (single experimenter-single participant), very small group sessions (e.g., 1 or 2 experimenters-1-3 participants) or larger groups. These methods should be managed consistent with current Federal and State guidelines for size of indoor gatherings.
Researchers also should consider the minimum number of people involved, the minimum length of physical contact required, and aspects of the research that can be completed remotely before or after the session (e.g., on-line surveys).

**Health and Hygiene**

Activities should comply with physical distancing wherever possible and with physical distancing regulations enforced by organisations. During face to face research sessions, extra precautions should be considered such as wearing of masks, especially as directed by the organisation.

Sufficient PPE, disinfectant and cleaning products should be made available before and after the off campus research, and carried and used regularly while on it.

Rigorous personal hygiene practices must be implemented multiple times a day and before and after sessions with participants.

Do not share work equipment (e.g., recorders, computers, stationery). If equipment is used during the research with participants, implement and follow appropriate cleaning between sessions.

Participants in all studies should receive COVIDSafe guidance and a COVID-19 risk-screening (e.g., by phone call or email) before participating. If practical to do so, this should be done the day before but may need to be done just before the session commences. Potential participants should be asked to answer the following questions truthfully and to the best of their knowledge:

1. Have you or anyone you have been in close contact with travelled overseas in the last 14 days?
2. Have you been diagnosed with, or are you currently awaiting tests relating to suspected coronavirus (COVID-19) diagnosis?
3. Have you been in close contact with someone with a confirmed or suspected case of coronavirus (COVID-19) within the last 14 days?
4. Do you have, or have you had in the last 14 days a fever, cough, shortness of breath, sore throat, runny or stuffy nose, aches and pains, fatigue, change in sense of smell or taste, chills, body aches, diarrhoea, or headache?

In the event of a yes response to any one of these questions, the research session should be cancelled and rescheduled.

**Training**

To ensure that researcher and participant safety remains the highest priority during off campus research sessions, Departments and Faculties should ensure via modified or new induction or training that all researchers understand: screening, testing, isolation and quarantine requirements and associated processes relevant to off campus human participant research; understand coughing/sneezing etiquette and other respiratory precautions; understand correct hand washing technique and when hand hygiene must be practised; agree not to conduct research sessions if they are displaying any flu like symptoms; notify if they or participants are in a vulnerable risk group; and understand how to implement health and hygiene protocols as above. This training may include, for instance, Australian Government provided, free COVID-19 Infection Control Training (https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#who-this-training-is-for).

**Supervision**

Departments and Faculties should ensure adequate, expert supervision of research students in the field either via direct on site supervision or regular Zoom, phone and/or email contact to ensure that COVIDSafe protocols are followed (e.g., a supervisor, another experienced postgraduate, an experienced collaborator).

**Responsibility**
Approval of all off campus human participant research sits with relevant Executive Deans (and Associate Deans Research) with any advice/queries to the DVCR's Office, Risk & Assurance and/or the COVID-19 Taskforce.

Researchers requesting to recommence or commence off campus human participant research should:

1. Seek an invitation from the organisation (indicating that Macquarie University currently approves off campus human participant research with organisations subject to specific approval of a COVIDSafe plan for the project);
2. Apply for recommencement or commencement to the relevant Associate Dean Research;
3. Once approved, on the day/s of testing, confirm access to the organisations and health of participants.
OFF CAMPUS RESEARCH: HUMAN PARTICIPANT (PRIVATE INDIVIDUALS)
APPROVED TO RECOMMENCE WITHIN NSW AND INTERSTATE 2 DECEMBER 2020

Approval Authority: Executive Dean in relevant Faculty via Associate Dean Research
Contact: Faculty Research Office in relevant Faculty

Definition: Research in off campus, university or non-university facilities or sites involving face to face interactions with human participants who are private individuals and not members of organisations with COVIDSafe Plans (e.g., individuals, families, other volunteers in the community who participate in research in their own homes or other locations but not under the auspices of an organisation). May also involve a team, collaborators or research students.

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

• Research staff who can attend work safely should do so, in line with each university’s recovery plan;
• Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
• Research students should be adequately supervised on site by a staff member with appropriate expertise;
• Technical support staff and core facilities staff should be on-site as required to continue to support research;
• Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
• Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
• Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
• Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
• Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific guidelines (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020). These are adapted from principles for field research and for on campus human participant research and recognise that private individuals fall under Macquarie’s COVIDSafe Plan and responsibility:

• Researchers should consider how they or members of their team can conduct the research safely whether in private spaces (e.g., participants’ homes) or public spaces (e.g., out-of-doors, in coffee shops, restaurants) as well as travelling to these locations (both researchers and participants) safely;
• Activities should adhere to relevant, site-specific Public Health Orders and other Government guidelines such as the number of people in private homes or registration for contact tracing in public locations (https://www.health.nsw.gov.au/Infectious/covid-19/Pages/latest-updates.aspx);
• Researchers and participants should observe physical distancing requirements at all times;
• Research may involve individuals, pairs or small groups (e.g., up to 5 participants) so long as physical distancing and hygiene requirements can be met. Larger groups may be approved on a case-by-case basis with appropriate risk assessment and risk mitigation;
• Sufficient personal cleaning and hygiene products should be carried by the researcher (e.g., hand sanitiser, disposable masks) and used by the researcher and participants wherever appropriate and requested;
• Emergency response plans for fieldwork should be prepared by researchers and observed in case of incident;
• Researchers or participants who are unwell should not participate in this type of activity; and
• Researchers or participants in an at risk group require additional approval. See Research with At Risk Populations.
COVIDSafe Plan for Off Campus Human Participant Research – Private Individuals

Phase 0, Pre-COVIDSafe Plan

- All face to face human participant research off campus was paused.

Goals of this COVIDSafe Plan

- Manage resumption of off campus human participant research under this Plan and associated University and Faculty level Return to Campus Plans.
- Provide for safe off campus human participant research with private individuals while meeting physical distancing and WH&S requirements.
- Allow decisions re priorities for resumption, training and supervision protocols to be determined by Faculties, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
- Share responsibility such that individual group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs and FRMs, and the DVC’s Office.
- This plan is to be enacted in addition to any normal Macquarie University fieldwork/off campus, travel and Absence on Duty (AOD) approvals and policies.

Ethics Approvals

- Off campus human participant research is governed under Macquarie’s Human Research Ethics. COVIDSafe approvals under this plan are separate and in addition to appropriate ethics approval for projects. Ethics approval will continue to be managed by Human Research Ethics at University and Faculty levels. COVIDSafe recommencement of research will be managed within Faculties.
- If a project previously approved by Human Research Ethics was paused and the researcher now wishes to recommence as originally proposed, nothing more needs to be done via Ethics. The researcher needs to apply for COVIDSafe recommencement consistent with this plan following Faculty-based processes.
- If a project previously approved by Ethics was amended in some way with Ethics approval (e.g., to collect data remotely rather than face to face) and the researcher now wishes to revert to the original methods either whole or in part, he or she needs to submit a brief amendment notifying Ethics of this intention via the process described here: https://www.mq.edu.au/research/ethics-integrity-and-policies. The researcher also needs to apply for COVIDSafe recommencement following Faculty-based processes.
- If a project previously approved by Ethics was amended in some way with Ethics approval (e.g., to collect data remotely rather than face to face) and the researcher wishes to continue with this amended method (and not revert), then nothing more needs to be done via Ethics or for COVIDSafe planning.
- If a researcher wishes to commence a new project under COVIDSafe principles, he or she needs to apply for Ethics approval as usual and submit a COVIDSafe plan following Faculty-based processes.
- People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, off campus human participant research that involves these people or groups, as researchers or participants, requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

Off campus human participant research with private individuals remained on pause due to concerns re community transmission and risk mitigation.

Phase 2, most research reopens with physical distancing & hygiene
Off campus human participant research with private individuals remained on pause due to concerns re community transmission and risk mitigation.

**Phase 3, return to capacity for research with physical distancing & hygiene**

**-Capacity**

This plan covers all off campus human participant research with private individuals who are not members of organisations with COVIDSafe Plans (e.g., individuals, families, other volunteers in the community who participate in research in their own homes or other locations but not under the auspices of an organisation). Instead, they fall under Macquarie’s COVIDSafe Plan and responsibility.

The current version of this plan covers off campus human participant research with individuals conducted within NSW and in other States of Australia. The location of off campus human participant research is subject to Government and Macquarie University policies and restrictions on within state and interstate travel (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/border-restrictions). This plan will be updated when international travel is approved.

This plan DOES NOT supersede the need for any normal approvals for such research (e.g., Absence on Duty (AOD) Forms, adherence to travel and finance policies where appropriate). Rather, it is in addition to these approvals.

The following should be submitted with any request to recommence or commence research:

1. A research plan designating the number of participants (with identifying details anonymised), details of type and length of contact (e.g., 2 hour face to face interview), and the locations in which they will participate in the research (e.g., interviewed or tested in their homes, interviewed in a public space);
2. A statement from the researcher and any accompanying team members of how they will adhere to this Macquarie University COVIDSafe plan and mitigate any risks;
3. A COVIDSafe travel plan for travelling to the site/s of off campus research; and
4. An emergency plan in the event of illness.

Travel is limited to participants you will visit. The number of researchers should be minimised to essential researchers only with consideration as to how interactions (especially with groups > 1) may be completed with physical distancing or staggered over different periods of time.

If off campus human participant research with private individuals is conducted in collaboration with non-Macquarie personnel or volunteers (as researchers rather than as participants), then they should be covered by their organisation’s COVIDSafe Plan or detailed in this plan.

Travel by car is recommended if safe and practical to do so. If travelling by public transport or air travel provide plans to assist with health and hygiene (e.g., wearing masks on public transport or planes).

In the case of all travel other than short trips to local organisations, a detailed COVIDSafe travel plan must be provided that outlines stopping locations and how social distancing will be maintained. This includes passengers and journey stops (e.g., fuel stops, meal breaks, toilet breaks). For trips longer than 2 hours one-way, all drivers are to take a break after 2 hours as per ‘normal’ practice. This plan should be submitted with the request to recommence or commence research, as noted above.

Research with private individuals should be abandoned if any researcher experiences symptoms of COVID-19. Researcher and any team to be tested for COVID-19.

As part of emergency planning, researchers must document the following: The distance to the nearest medical facility that could support them or a team member with COVID symptoms. The mode of transportation of the person to the nearest medical facility. How will they respond if Government guidelines and restrictions change or an area is placed in lockdown? If there are no nearby medical facilities, what other emergency evacuation plans will be
activated? For research involving multiple sites, one plan is sufficient that covers COVIDSafe contingencies across the sites.

-Access

COVIDSafe research with private individuals to be approved by Executive Deans. This is in addition to AOD and MQ travel approvals as per normal procedure.


Prior to or on the day/s of face to face data collection, confirm access to the research location (e.g., local government areas on high alert) and health of participants.

If an overnight trip is approved, limit the use of large turnover accommodation such as motels. Separate rooms for all team members (e.g., avoid communal hostels, bunkhouses, bathrooms, kitchens).

All COVID-19 restrictions guidelines and approvals carried on person at all times.

All researchers should be recommended (but not required) to download and use the Australian Government’s COVIDSafe App to assist with contact tracing if required.

-Participants

Off campus human participant research may involve a range of methods including but not limited to individual sessions (single researcher-single participant), very small group sessions (e.g., 1 or 2 researchers-1-3 participants) or larger groups. These methods should be managed consistent with current Federal and State guidelines for size of indoor gatherings ((https://www.health.nsw.gov.au/Infectious/covid-19/Pages/latest-updates.aspx).

Researchers also should consider the minimum number of people involved, the minimum length of physical contact required, and aspects of the research that can be completed remotely before or after the session (e.g., on-line surveys).

Researchers should maintain a formal record of all face to face contact with details of who, where and when participants were involved during the course of the research project and this record should be kept with other project needs in the event that contact tracing is required.

-Health and Hygiene

Activities should comply with physical distancing wherever possible and with physical distancing regulations. During face to face research sessions, appropriate precautions should be considered such as wearing of masks.

Sufficient PPE, disinfectant and cleaning products should be made available before and after the off campus research, and carried and used regularly.

Rigorous personal hygiene practices must be implemented multiple times a day and before and after sessions with participants.

Do not share work equipment (e.g., recorders, computers, stationery). If equipment is used during the research with participants, implement and follow appropriate cleaning between sessions.

Participants in all studies should receive COVIDSafe guidance and a COVID-19 risk-screening (e.g., by phone call or email) before participating. If practical to do so, this should be done the day before but may need to be done just before the session commences. Potential participants should be asked to answer the following questions truthfully and to the best of their knowledge:
1. Have you or anyone you have been in close contact with travelled overseas in the last 14 days?
2. Have you been diagnosed with, or are you currently awaiting tests relating to suspected coronavirus (COVID-19) diagnosis?
3. Have you been in close contact with someone with a confirmed or suspected case of coronavirus (COVID-19) within the last 14 days?
4. Do you have, or have you had in the last 14 days a fever, cough, shortness of breath, sore throat, runny or stuffy nose, aches and pains, fatigue, change in sense of smell or taste, chills, body aches, diarrhoea, or headache?

In the event of a yes response to any one of these questions, the research session should be cancelled and rescheduled.

- **Training**

  To ensure that researcher and participant safety remains the highest priority during off campus research sessions, Departments and Faculties should ensure via modified or new induction or training that all researchers understand: screening, testing, isolation and quarantine requirements and associated processes relevant to off campus human participant research; understand coughing/sneezing etiquette and other respiratory precautions; understand correct hand washing technique and when hand hygiene must be practised; agree not to conduct research sessions if they are displaying any flu like symptoms; notify if they or participants are in a vulnerable risk group; and understand how to implement health and hygiene protocols as above. This training may include, for instance, Australian Government provided, free COVID-19 Infection Control Training (https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#who-this-training-is-for).

- **Supervision**

  Departments and Faculties should ensure adequate, expert supervision of research students in the field either via direct on site supervision or regular Zoom, phone and/or email contact to ensure that COVIDSafe protocols are followed (e.g., a supervisor, another experienced postgraduate, an experienced collaborator).

- **Responsibility**

  Approval of all off campus human participant research sits with relevant Executive Deans (and Associate Deans Research) with any advice/queries to the DVC’s Office, Risk & Assurance and/or the COVID-19 Taskforce.

Researchers requesting to recommence or commence off campus human participant research should:

1. Prepare a research plan with details of participants and COVIDSafe planning (as above);
2. Apply for recommencement or commencement to the relevant Associate Dean Research;
3. Once approved, on the day/s of research participation (e.g., interviews or testing), confirm access to the location and health of participants.
OFF CAMPUS RESEARCH: CLINICAL RESEARCH
OUT OF SCOPE FOR THIS PLAN

Approval Authority: Deputy Vice-Chancellor (Health & Medicine) via Associate Dean Research
Contact: Faculty of Medicine, Health & Human Sciences Research Office

Definition: Research in off campus clinical settings that involve standard-of-care interventions (and therefore must continue for the wellbeing of the participant) and clinical research studies that involve voluntary participation. May also involve a team, collaborators or research students (e.g., clinical studies in FMHHS’s community clinics, FSE’s chiropractic program, or clinical providers in the community).

Clinical research is governed at Macquarie within the portfolio of the Deputy Vice-Chancellor (Health and Medicine), Patrick McNeil. Approval processes for on campus and off campus clinical research are managed by the Clinical Research Executive, a Committee of the MQ Health Executive. This Committee is chaired by Roger Chung. This Committee and governance process have the expertise to manage risk and safety for clinical patients within a COVIDSafe Plan. Thus, all on or off campus clinical research will be managed by the Clinical Research Executive within the umbrella of MQ Health, including research in FMHHS and FSE.

However, people aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, off campus clinical research that involves these people or groups, as researchers or participants, will undertake additional risk assessment.
OTHER CASES: RESEARCH MEETINGS
APPROVED TO RECOMMENCE 25 MAY 2020

Approval Authority: Executive Dean in relevant Faculty via Associate Dean Research
Contact: Faculty Research Office in relevant Faculty

Definition: Research meetings on or off campus with teams, collaborators or research students, including talks, seminars, workshops, conferences and all other research-related meetings.

A reminder of the general principles for research adhered to by this COVIDSafe Plan ("Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities", May, 2020):

- Research staff who can attend work safely should do so, in line with each university's recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.

In addition, this COVIDSafe Plan implements the following specific measures and guidelines relevant to research meetings ("Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities", May, 2020):

- Business meetings which can be held with physical distancing measures in place can occur but long or large meetings should continue to be held by audio-visual link or other remote means;
- Non-essential events should continue to be deferred or cancelled;
- No large events should be held at this point in time as per CMO guidelines;
- Non-essential small events should be deferred or cancelled. Essential events should be held online;
- Workshops and conferences should continue to be held online until further notice; and
- General visitors such as business guests can visit in line with physical distancing guidelines.

3 Phase COVIDSafe Plan for Research Meetings

Phase 0, Pre-COVIDSafe Plan

- All on campus or off campus research related meetings were held by virtual means or postponed or rescheduled (especially workshops and conferences).

Goals of this COVIDSafe Plan

- Manage the return to research meetings under this Plan and associated University and Faculty level Return to Work on Campus Plans.
- Map a staged recommencement of research meetings while meeting physical distancing and WH&S requirements.
- Allow decisions re research meetings to be determined by Faculties, facilities, Departments and groups according to the principles of this COVIDSafe Plan and other relevant University or Government advice and planning.
- Share responsibility such that individual facility/group/Department plans are consistent with Faculty plans and consistent with this University Research Plan and reported on regularly via Research Chairs, ADRs and FRMs, and the DVCR’s Office.
- Ensure that implementation of this plan for research meetings moves in step (e.g., from Phase 1 to Phase 2) with the overarching COVIDSafe Plan for Research, the University’s COVIDSafe Plan, and University and Faculty Return to Work on Campus Plans, which will be communicated via the DVCR’s Office and ADRs.

Ethics Approvals

- People aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas are considered vulnerable populations. Thus, research meetings that involve these people or groups requires additional approval. See Research with At Risk Populations.

Phase 1, COVID safe reopening commences with physical distancing & hygiene

- Meetings

Research meetings should continue to be online or by phone recognising that the majority of staff and students will not be on campus. On campus meetings may be held with approval using a meeting room that allows for appropriate physical distancing (>= 4m² per person and 1.5m between people, as noted on new signage on meeting room doors) or outside. Long or large face to face meetings should be avoided.

Research meetings with external collaborators or partners should continue online or by phone.

- Seminars/Workshops

Seminars/workshops involving MQ staff and considered to be essential should be held online. Essential on campus seminars/workshops may be approved for small numbers where appropriate physical distancing can be maintained. Long or large seminars/workshops should be avoided. Non essential seminars/workshops should be postponed.

Seminars and workshops involving external collaborators or others should be held online.

- Conferences

Conferences organised by MQ staff and considered essential should be held online. Non essential conferences should be postponed.

Travel to conferences by MQ staff currently is paused until further notice.

- Public events

On campus or off campus public events related to research organised by MQ staff should be deferred. Essential events may be held online. MQ staff and students should avoid large, research-related public events consistent with advice from the Federal Government on size of gatherings.

- Adherence and success in Phase 1 are preconditions for moving to Phase 2. Moving to Phase 2 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.
Phase 2, most research reopens with physical distancing & hygiene

-Meetings

Research meetings should continue to be online or by phone recognising that many staff and students will not be on campus. On campus meetings may be held with approval using a meeting room that allows for appropriate physical distancing (>= 4m² per person and 1.5m between people, as noted on new signage on meeting room doors) or outside. Long or large face to face meetings should be avoided.

Research meetings with external collaborators or partners should continue online or by phone but small, on campus meetings with external collaborators or partners may be approved if appropriate physical distancing is followed and depending on campus capacity. Long or large meetings should still be avoided.

-Seminars/Workshops

Seminars/workshops involving MQ staff should continue to be held online. On campus seminars/workshops may be approved for small numbers where appropriate physical distancing can be maintained. Long or large seminars/workshops should still be avoided.

Seminars/workshops involving external collaborators or others should continue to be held online but small, on campus meetings with external collaborators or partners may be approved if appropriate physical distancing is followed and depending on campus capacity.

-Conferences

Conferences organised by MQ staff and considered essential should continue to be held online. Non essential conferences should be postponed.

Travel restrictions to conferences by MQ staff likely will continue to apply.

-Public events

Restrictions for on campus or off campus public events related to research organised by MQ likely will continue to apply. Essential events may be held online. MQ staff and students should continue to avoid large, research-related public events consistent with advice from the Federal Government on size of gatherings.

-Adherence and success in Phase 2 are preconditions for moving to Phase 3. Moving to Phase 3 will be guided by advice from the Australian Government, the University's COVIDSafe Plan and the University's Return to Work on Campus Plan.

Phase 3, return to capacity for research with physical distancing & hygiene

-Meetings


Meetings should be held in rooms that allow for appropriate physical distancing and should follow MQ and Public Health guidelines re seating, food and beverage etc.

Research meetings with external collaborators or partners from organisations that have their own COVIDSafe Plan can resume face to face wherever necessary and preferred but with virtual options if needed.

-Seminars/Workshops
Consistent with Faculty and University Return to Work on Campus Plans (https://www.mq.edu.au/__data/assets/pdf_file/0007/989728/MQ-COVIDSafe-Plan.pdf) and relevant Public Health Orders (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules), seminars/workshops involving MQ staff and students can resume face to face wherever necessary and preferred but with virtual options if needed.

Seminars/workshops should be held in rooms that allow for appropriate physical distancing and should follow MQ and Public Health guidelines re seating, food and beverage etc.

Seminars/workshops with external collaborators or partners from organisations that have their own COVIDSafe Plan can resume face to face wherever necessary and preferred but with virtual options if needed. Private individuals who are not covered by a COVIDSafe Plan should continue to participate online until this advice is reviewed in early 2021.

- **Conferences**

Conferences organised by MQ staff and considered essential should continue to be held online. Non essential conferences should be postponed. Travel restrictions to interstate and international conferences by MQ staff and students likely will continue to apply. This advice will be reviewed in early 2021.

- **Public events**

Restrictions for on campus or off campus public events related to research organised by MQ likely will continue to apply. Essential events may be held online. MQ staff and students should continue to avoid large, research-related public events consistent with Public Health orders on the size of gatherings (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules). This advice will be reviewed in early 2021.

**Resourcing implications (e.g., cleaning, signage)**

- Signage for meeting rooms as determined by Property.
OTHER CASES: AT RISK POPULATIONS
CASE-BY-CASE APPROVAL

Approval Authority: Executive Dean in relevant Faculty via Associate Dean Research following recommendation from DVCR
Contact: Faculty Research Office in relevant Faculty

Definition: Any of the above forms of research that involve, as researchers or participants, people aged over 70, residents or staff in aged care facilities, people with certain medical and chronic health conditions, Aboriginal and Torres Strait Islander people aged over 50 and Aboriginal and Torres Strait Islander communities in rural and remote areas. These groups are considered at higher risk and require approval following risk assessment.

A reminder of the general principles for research adhered to by this COVIDSafe Plan (“Principles and Protocols for Reducing the Potential Risk of COVID-19 Transmission at Universities”, May, 2020):

- Research staff who can attend work safely should do so, in line with each university's recovery plan;
- Appropriate supervision should be in place for all researchers on-site to ensure that both physical distancing and appropriate health and safety measures are undertaken;
- Research students should be adequately supervised on site by a staff member with appropriate expertise;
- Technical support staff and core facilities staff should be on-site as required to continue to support research;
- Inductions will continue, including additional information on physical distancing and other requirements, either in person or in virtual mode if necessary;
- Research team leaders should determine what research work can be undertaken on-site, and who needs to be there to do it. They will take into consideration requirements of the research, expertise of researchers, and appropriate supervision;
- Consideration of a roster of researchers can be developed, where necessary, to ensure that research can be completed with optimal compliance to physical distancing requirements;
- Essential meetings to be held outside in the open air, in large venues that allow physical distancing or via video conferencing or phone; and
- Shared research areas should establish suitable cleaning processes to be completed prior to commencing and prior to finishing in the area, provide hand hygiene products and suitable waste disposal bins and maintain regular cleaning and waste disposal programs.


- People aged over 70.
- Residents or staff in aged care facilities.
- People with certain medical and chronic health conditions (see above link for list).
- Aboriginal and Torres Strait Islander people aged over 50.
- Aboriginal and Torres Strait Islander communities in rural and remote areas.

The AHPPC notes that the current level of COVID-19 cases in most communities is low, which means that “people, even those at higher risk of more severe disease, can return to normal activities and interactions with social distancing and other appropriate controls in place”. However, the AHPPC recommends that all people consider:

- Their personal or individual risk of severe disease.
- The level of transmission of COVID-19 where they live and travel.
- Which interactions and activities are important to them and how they can be done safely.
- Whether and when they are comfortable to participate in these activities and when they are not (for most people this will depend on the number of cases in the community).
Macquarie University is adopting a cautious approach to research with at risk populations, especially those who do not belong to organisations with their own COVIDSafe Plan and participate in our research as private citizens. In these cases, they fall under Macquarie’s COVIDSafe Plan and responsibility.

**Approval process for any forms of approved on campus or off campus research with at risk populations**

This plan covers all on campus and off campus research conducted within NSW and in other States of Australia with members of organisations or private individuals that fall into an at risk group. This plan covers both researchers and participants. On and off campus clinical research with at risk populations is governed under MQ Health.

This plan DOES NOT supersede the need for any normal approvals for such research (e.g., ethics approval, Absence on Duty (AOD) Forms, adherence to travel and finance policies where appropriate). Rather, it is in addition to these approvals.

For on or off campus research with members of at risk populations, researchers should prepare an application and COVIDSafe Plan consistent with the principles for the particular kind of research they wish to conduct as laid out above. In addition, they must complete and submit a “Risk Assessment Tool: Vulnerable people returning to work” form for at risk researchers and participants (Attachment 1).

The workflow for these applications is as follows:

1. Researchers submit their applications to commence or recommence research to their Associate Dean Research in the relevant Faculty (as per principles outlined above for on or off campus research).
2. ADRs check and then forward the application to the DVC’s Office, which coordinates expert feedback (e.g., from Risk & Assurance, from the Pro Vice-Chancellor (Indigenous Strategy)).
3. The DVC returns the application with a recommendation to the ADR for Executive Dean approval.
4. The research commences or recommences.
OTHER CASES: HDR STUDENT OFF SITE
CASE-BY-CASE APPROVAL

Approval Authority: Pro Vice-Chancellor (Higher Degree Research Training and Partnerships)
Contact: Associate Dean Higher Degree Research in relevant Faculty

Definition: Research by HDR students in offsite locations including interstate or overseas.

Interstate or international research by HDR students is governed by the Pro Vice-Chancellor (Higher Degree Research Training and Partnerships) as part of the offsite enrolment process. This process recognises that students may be located and need to conduct research offsite due to COVID-19 travel restrictions, and combines HDR enrolment information and COVIDSafe planning for the proposed research according to the principles outlined above.

The workflow for these applications is as follows:

1. Students and supervisors complete the Request for Offsite Enrolment form including detailed COVIDSafe planning: [https://www.mq.edu.au/research/phd-and-research-degrees/hdرو-Forms](https://www.mq.edu.au/research/phd-and-research-degrees/hdرو-Forms) (HDR Forms/Application Forms).
2. HoD approves and forwards to ADHDR in the relevant Faculty.
3. ADHDR approves and forwards to ADR in the relevant Faculty.
4. ADR approves and forwards to Pro Vice-Chancellor (Higher Degree Research Training and Partnerships) for approval.
5. The research commences or recommences.

OTHER CASES: OVERSEAS RESEARCH
CASE-BY-CASE APPROVAL

Approval Authority: Vice-Chancellor
Contact: Faculty Research Office in relevant Faculty

Definition: Any of the above forms of research conducted overseas by MQ staff or by others.

Due to widespread community transmission of COVID-19 outside Australia, international travel for research or research meetings currently is not approved for Macquarie staff and students and unlikely to be approved until at least the end of March 2020. The Vice-Chancellor may consider and approve exceptional cases. However, Macquarie’s travel insurance currently does not cover staff and students overseas. Exceptional cases for overseas travel may be made to the Vice-Chancellor via Executive Deans and the DVCR’s Office.

Researchers may be able to progress their work via collaborations with overseas institutions or partners where research staff operate under the COVIDSafe governance of the local organisation. Requests to commence or recommence such work can be managed under the COVIDSafe principles laid out above especially emphasising the role of the local collaborator in conducting any joint work safely.

Requests for local, “private contractors” in international cities or countries to conduct research on behalf of Macquarie staff or students in ways that outsource risk will be treated extremely cautiously and can be approved only by the Vice-Chancellor (via the DVCR’s Office).
ATTACHMENT 1
RISK ASSESSMENT TOOL: VULNERABLE PEOPLE RETURNING TO WORK
Risk Assessment Tool
Vulnerable people returning to work

This risk assessment tool is for use by MQ managers and supervisors who have people who are vulnerable returning to work or visiting in the current COVID-19 environment. MQ should be able to provide reasonable adjustments for those wanting to return.

Note: The supervisor / manager will, assess the need for and arrange worker / visitor / area specific requirements. This risk assessment tool includes addressing overall COVID-19 basic considerations already outlined under the MQ COVID Safe Plan. For further information go to the MQ COVID-19 webpage.

<table>
<thead>
<tr>
<th>Name of worker</th>
<th>Position title</th>
<th>Department / Portfolio</th>
<th>Manager / Supervisor</th>
</tr>
</thead>
</table>

The assessment needs to be looked at under a changing risk environment. The current advice from the Australian Health Protection Principal Committee AHPPC dictates the actions needed to be implemented as the risk environment changes.

The risk environment consists of the following three scenarios and included control measures:

<table>
<thead>
<tr>
<th>Risk environment</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. No COVID-19 cases in their community</td>
<td>1. Maintain physical distancing 1.5m</td>
</tr>
<tr>
<td>When the current level of COVID-19 cases in most</td>
<td>2. Maintain good hand and respiratory hygiene</td>
</tr>
<tr>
<td>communities is low. This means that people, even those</td>
<td>3. Download the COVIDSAFE app</td>
</tr>
<tr>
<td>at higher risk of more severe disease, can return to</td>
<td>4. Stay at home if you have cold or flu-like symptoms</td>
</tr>
<tr>
<td>normal activities and interactions with social</td>
<td>5. Follow the MQ COVID Safe Plan</td>
</tr>
<tr>
<td>distancing and other appropriate controls in place.</td>
<td>6. Stay up to date</td>
</tr>
</tbody>
</table>

| 2. Low numbers of cases in their community             | 1. All of the above plus                                                                            |
| As the risk increases it becomes time to implement     | 2. Determine additional level 2 actions via the considerations from the table below                |
| additional measures. Be clear about when to initiate   | 3. Implement level 2 actions                                                                        |
| these.                                                 |                                                                                                   |

| 3. Increasing numbers of cases in their community      | 1. All of the above plus                                                                            |
|                                                      | 2. Avoid going out except for essential activities (this may include work)                         |
|                                                      | 3. Work from home if there is ongoing exposure at work                                              |
|                                                      | 4. Consider your level of comfort to participate in workplace activities based on the risk        |
|                                                      | management strategies put into practice in the workplace                                            |

If case numbers increase people need to think about other measures in addition to physical distancing and hygiene measures. Everybody needs to think about their activities and interactions and how these might affect their risk of exposure to COVID-19.

There are different degrees of risks of virus exposure, depending on the activity, setting or event. Some types of activities, events and settings may increase risk of contracting COVID-19 illness.

These include activities that:

• are in closed or indoor environments;
• have large numbers of people in close contact (e.g. public transport at peak hour, weddings or other large gatherings);
• require physical activity and close contact (e.g. dancing or contact sport);
• require vocalising in an indoor environment (e.g. choirs or singing in church);
• require sharing objects with others (e.g. utensils at a buffet);
• require sharing accommodation or amenities with others (e.g. a cruise ships); and
• are longer, the risk increases with time (for exposure and transmission).
<table>
<thead>
<tr>
<th>Consideration</th>
<th>Controls / Comment / Information</th>
<th>Risk rating after controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self-disclosed risk factors: Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions People 65 years and older with one or more chronic medical conditions People 70 years and older, and People with compromised / impaired immune systems Other</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Supporting medical information if required Has the person been assessed by their doctor as being of increased risk and high risk of severe illness if they contract COVID-19? Are vaccinations up to date, especially influenza</td>
<td>Has their doctor provided a COVID-19 Action Plan As community transmission increases so should regular reviews with their doctor.</td>
</tr>
<tr>
<td>3</td>
<td>Transport to work Own Shared/public</td>
<td>Currently no cost to park at work Consider case hotspots across their travel if by public transport</td>
</tr>
<tr>
<td>4</td>
<td>Workplace activities undertaken by the worker and the areas they will be working in; Office based Research based Lab based Other Is relocation of workstation required / an option?</td>
<td>1.5m should always be maintained around vulnerable persons and as the risk environment increases consider increasing the physical distancing from others. Change or avoid increased risk activities such as prolonged indoor activities or high contact roles</td>
</tr>
<tr>
<td>5</td>
<td>Are people required to; Share Workstations Share equipment Other</td>
<td>How will this be managed? No shared items or equipment is preferred</td>
</tr>
<tr>
<td>6</td>
<td>List additional personal protective equipment (PPE) required due to COVID-19 in light of vulnerable people eg masks, respirators, and instruct on use and maintenance. Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Will your people be; working with other workers, students, volunteers, the wider community going out into the community and vulnerable cohorts</td>
<td>E.g. Is zoom an option for communication? Avoidance of face to face and less exposure to multiple people is preferred.</td>
</tr>
<tr>
<td>8</td>
<td>Discuss emergency procedures, Name of any first aiders Relay the location of emergency procedures information poster location, first aid kit, evacuation plan, fire exits. Review Personal Emergency Evacuation Plan available here for people with ambulatory concerns. Relay emergency assistance number 9650 9999</td>
<td>Security available if no first aiders onsite Remember to physically distance while evacuating and at the emergency evacuation site</td>
</tr>
<tr>
<td>9</td>
<td>Report any incidents, accidents, health and safety issues or concerns asap (within 24 hours) to manager and online via ROAR system.</td>
<td></td>
</tr>
</tbody>
</table>
When assessing a vulnerable person’s return/visit to campus points to discuss include;

- Take care of yourself and seek clarification from your manager as needed.
- Only undertake activities within the role, discuss any changes with your manager.
- Take note and follow existing signage.
- Reiterate social distancing, hand and respiratory hygiene, staying at home and being tested if concerned / symptomatic.
- Consider how personal equipment eg keyboards, desk, equipment brought to campus will be managed.
- Consider continuing to work from home if indicated.
- Walk through the workplace with your vulnerable person on their return to work.
- Take into consideration cases in the persons entire community – where they live; during transit; all workplaces.
- Remember this is their personal risk and will differ from those making the assessment.

Australian Government Dept. of Health Resources:
(AHPPC) statement on recommendations for managing of health risk as COVID-19 measures lift
Advice for people at risk of coronavirus (COVID-19)
Coronavirus (COVID-19) advice for people with chronic health conditions

Who undertook the assessment -

Manager / Supervisor: 
Person / Worker: 
Work Health & Safety Adv: 
Date: 

TO assess a task, event or activity go to the Health and safety risk management page for a generic H&S risk management template.