GUIDE - MQ HEALTH COVIDSAFE APPROVAL PROCESS FOR ON AND OFF CAMPUS RESEARCH

ON CAMPUS FACE-TO-FACE CLINICAL AND HUMAN PARTICIPANT RESEARCH AT MACQUARIE UNIVERSITY

There is no longer a requirement to complete and submit a COVIDSafe application for ON campus research for review by the MQ Health CRE. On campus research is to follow the University four points of defence and the Department planning and approval processes. You will be required to discuss and obtain approval from your Head of Department/Research Director/Clinical Program Head.

Departments may choose to use the ON campus COVIDSafe research form which is available on the Forms, templates, “decision support” tools webpage.

Please note: if working with *At-Risk Groups, it is a University requirement to complete the Vulnerable Worker Risk Assessment Tool and submit this to the ED/ADR for DVCR recommendation. Approval following DVCR recommendation will remain with the Faculty of Medicine, Health and Human Sciences (the Faculty).

MACQUARIE UNIVERSITY FOUR POINTS OF DEFENCE

1. Do not come to campus if: you are unwell; you have been advised by a physician to take a COVID-19 test; you are awaiting COVID-19 test results; you have been advised by NSW Health to self-isolate; or have been to a NSW Health COVID-19 case location resulting in you have been identified a ‘close’ or ‘casual contact.

2. All staff and students should continue to practice good hand hygiene and respiratory etiquette.

3. Maintaining 1.5m physical distancing is recommended, and where unable to maintain 1.5m physical distancing wearing a face mask is recommended.

4. The capacity of spaces across campus should not exceed the ‘pre-calculated maximum capacity’ of the size of the space or specified square-meter rule requirements designated under a relevant NSW Government COVID-19 Safety Plan for particular settings identified in the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2021 (PHO-RGM) and outlined on the NSW Government COVID-19 Safety Plans.

OFF CAMPUS FACE-TO-FACE CLINICAL AND HUMAN PARTICIPANT RESEARCH

Proposals for OFF campus human participant research within organisations or with private citizens will still require submission of OFF campus COVIDSafe research form and supporting documentation, review, and approval from the MQ Health CRE.

All OFF campus research activities should adhere to the University four points of defence and any other reasonable accommodations requested by participants. If MQ’s risk status is lower than the individuals, then the higher level of risk mitigation must be followed, including a letter/email from the individual inviting the researcher and details of COVID planning.

The following should be completed and submitted with any request for OFF campus research:
A completed and signed **OFF campus COVIDSafe research form.** Download from [Forms, templates, “decision support” tools](#) webpage and submit to [clinical.research@mqhealth.org.au](mailto:clinical.research@mqhealth.org.au).

Please ensure you have the following supporting evidence:

1. A written invitation/permission (e.g., email or letter) from the organisation inviting the researcher/s to conduct research on their premises. Example of points to be covered in the letter include:
   - **Confirmation from the organisation that they have provided their COVIDSafe plan/procedures to the researcher/s.**
   - **Confirmation that the host organisation understands the nature of the research project, and approves it being undertaken.**
   - **Conditions for letting the researchers onto their premises to undertake the proposed research (if any).**

2. A copy of any COVIDSafe plan/procedures 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.

4. For OFF campus human participant research with private citizens, the researchers must prepare and adhere to a set of COVIDSafe procedures they will follow when in people’s homes.

5. A description of the COVIDSafe travel plan for travelling to the site/s of OFF campus research.

In addition, research within an organisation or with private citizens including low-risk or *at-risk groups will require*

- Travel Risk Assessment

- A [Vulnerable Worker Risk Assessment Tool](#) is also required by the University and should be submitted to the ED/ADR for DVCR (via [Amanda.barnier@mq.edu.au](mailto:Amanda.barnier@mq.edu.au)) and [COVIDSafe@mq.edu.au](mailto:COVIDSafe@mq.edu.au) for recommendation. Approval following DVCR recommendation will remain with the Faculty.

**At-Risk Groups:**

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.

If you have any questions, please contact the Clinical Research team at: [clinical.research@mqhealth.org.au](mailto:clinical.research@mqhealth.org.au)

V1 July 2021
A reminder that all researchers must always follow the MQ COVIDSafe Plan, including protocols on physical distancing, hygiene, appropriate supervision and support of researchers, and staying home if unwell.

NB: Mobility and border restrictions continue to change at short notice. Please ensure you check Macquarie University COVID-19 latest information, COVID-19 research related updates, and NSW Health COVID-19 advice regularly to comply with the health orders in place at the time of your research activity.

12 July 2021