## In-Person Research Safe Research Plan (Template) for new and resuming research

How to use this form

The following OPTIONAL format for a Safe Research Plan is provided for your convenience only; other templates may be used at your discretion.

Please note

1. The purpose of the Safe Research Plan is to demonstrate to the Island Health Research Ethics Boards that the necessary precautions and protocols are in place to protect research participants as well as the research team.
2. Please review the [Safe Research Guidelines](http://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) before completing your Plan.
3. The Safe Research Plan is not intended to replace any safety protocols required by Island Health or its facilities, departments, etc.
4. If a section is not applicable, indicate n/a.
5. The sections below are expandable. Use as much space as you need to explain the steps being taken to ensure the safety of participants and team members.
6. Include the version date and page numbers in the footers before uploading to RISe Box 9.7 or Study Documents in The Portal of your Ethics Application.

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

Vaccination Status

The principal investigator (PI) is responsible for ensuring that members of their research team who are interacting in-person with participants are vaccinated as well as being vaccinated themselves. If the PI is unable to state that their research team is fully vaccinated, the REBs request that the PI reach out to REBs administration to discuss. Please contact Dawn Pollon at [dawn.pollon@islandhealth.ca](mailto:dawn.pollon@islandhealth.ca) (HREB) or Karen Medler at [karen.medler@islandhealth.ca](mailto:karen.medler@islandhealth.ca) (CREB) to make an appointment.

For **members of the research team** who will have face-to-face interaction with other researchers and/or participants, please answer the following:

1. Are all researchers fully vaccinated? Answer no if any member of the research team is either unvaccinated or chooses not to disclose.  
   🞏 Yes 🞏 No
2. If you answered “no” to question #1, have you consulted with the CREB or HREB for an alternative to vaccination?  
   🞏 Yes 🞏 No

For **participants** who will have face-to-face interaction with researchers and/or other participants, please answer the following:

1. Will participants be asked by the researcher to disclose their vaccination status?   
   🞏 Yes 🞏 No
2. If you answered “Yes,” please describe how a participant’s status will be verified and recorded (e.g. show passport or vaccination card, verbal statement)?

1. If you answered “No,” please provide a rationale for why participant vaccination will not be required. There are some excepti ons (see [REB guidance](https://ethics.research.ubc.ca/behavioural-research-ethics/ubc-behavioural-guidance-resuming-person-research-after-covid-19) regarding proof of vaccination) and reach out to the BREB to discuss.  If there is direct benefit to participants, please explain here and include a justification for why vaccination of participants is not needed.

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| **Details to include based on the Safe Research Guidelines** |
| **Population Description**  Describe the risk profile of the research participant group (e.g., age, underlying medical conditions) and how risk will be managed for high risk members of the community as they relate to the COVID pandemic.  *Other risks and their mitigation should be described in Box 6.2 (RISe) of the ethics application and do not need to be repeated here*. |
| [insert text] |
| **Interviews**  What safety precautions will be taken for in-person interviews?  Please include all elements from Section 2 of the [Safe Research Guidelines](http://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research. |
| [insert text] |
| **Gatherings** (focus groups, meetings, presentations, etc.)  Describe physical distancing arrangements.  Please include all elements from Section 3 of the [Safe Research Guidelines](http://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research. |
| [insert text] |
| **Community Based Research**  Describe who has been involved in developing the Safe Research Plan.  Please include all elements from Section 4 of the [Safe Research Guidelines](https://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research. |
| [insert text] |
| **Research Involving Indigenous Communities**  Indicate in your Safe Research Plan if your research involves Indigenous communities and describe who has been involved in developing the Safe Research Plan.  Current letters of agreement (MOUs, etc.) will need to be attached to the ethics application before approval can be granted.  Please include all elements from Section 5 of the [Safe Research Guidelines](https://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research. |
| [insert text] |
| **Travel and Accommodation**  Describe how any required travel will be managed both for members of the research team and participants.  Please include all elements from Section 6 of the [Safe Research Guidelines](https://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research. |
| [insert text] |
| **Surface Transmission and PPE**  How will the risk of COVID-19 transmission be mitigated in your research setting?  Please include all elements from Section 7 of the [Safe Research Guidelines](https://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research. |
| [insert text] |
| **Research team member and participant safety protocols**  What interactions will the research team and research participants have with each other?  Please include all elements from Section 8 of the [Safe Research Guidelines](https://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research.  Confirm whether self-assessment questions or other methods of assessment will be used. |
| [insert text] |
| **Communications**  Describe how your Safe Research Plan will be distributed to fellow researchers and participants.  Please include all elements from Section 9 of the [Safe Research Guidelines](https://www.islandhealth.ca/sites/default/files/research/documents/island-health-safe-research-guidelines-in-person.pdf) that apply to your research. |
| [insert text] |
| **Reporting and updating** [See Step 3 in the Guidance]  Describe how adherence to the Safe Research Plan will be ensured   * How will changes to the plan be recorded? * How will safety issues be reported? * Who will be responsible for maintaining safe research protocols? |
| [insert text] |

I confirm that the appropriate Notice of COVID-Related Risks during Research will be provided to invitees/participants before they are asked to consent. To select the correct version, please go to the Notice of COVID related Risks section on the [REBs page](https://www.islandhealth.ca/research-capacity-building/research-ethics-approvals/covid-19-and-research-ethics-compliance).

I confirm that research participants will be required to complete a [COVID-19 Health Check](https://bc.thrive.health/) before each interaction.

Principal Investigator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_