**Safe Research Plan Template for**

**In-Person Behavioural Research (New and Resuming)**

**During the COVID-19 Pandemic**

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 Research Ethics Board 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 before completing your Plan.
3. The Safe Research Plan is not intended to replace any safety protocols required by the University of Saskatchewan 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 including this form with your ethics application/amendment.

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| **Introduction** | |
| PI Name |  |
| Dept |  |
| 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# |  |

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| **Suggested Details to include based on Safe Research Guideline** |
| **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 Part 2 of the ethics application and do not need to be repeated here*. |
| [insert text] |
| **Gatherings** (focus groups, meetings, presentations, etc.)  Describe physical distancing arrangements.  Please include all elements from Section 3 of the Safe Research Guidelines 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 Safe Research Guidelines that apply to your research. |
| [insert text] |
| **Research Involving Indigenous Communities**  Indicate in your Safe Research Plan if your research involves Indigenous Communities and describe who has been involved in developing the Safe Research Plan.  Letters of agreement (MOUs, etc.) will need to be attached to the ethics application before approval can be granted.  Please include all elements from Section 5 Safe Research Guidelines that apply to your research. |
| [insert text] |
| **Interviews**  What safety precautions will be taken for in-person interviews?  Please include all elements from Section 6 Safe Research Guidelines 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 7 Safe Research Guidelines 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 8 Safe Research Guidelines that apply to your research. |
| [insert text] |

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| **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 9 Safe Research Guidelines 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 10 Safe Research Guidelines that apply to your research.  Please ensure that the information in your consent form is consistent with the information in this plan. |
| [insert text] |
| **Reporting** [See Step 4 in the Safe Research Guidelines]  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] |