COVID-19 Return to Research (R2R) Process (General)
REVISED 1 February 2021

Is the request new, or a revision to an existing (approved) request?

NEW

FULL R2R PROCESS

REVISED

Is this revision simply adding a new name, which will be scheduled as other existing lab personnel, with no changes to safety protocols, rooms, or room capacities -AND- has it gone through the new R2R process (via Katherine Rudolph) already?

YES, there are CHANGES TO:
• Protocols
• Rooms Used
• # People in room at a time
-OR-
It has not gone through the new R2R Process yet.

No, there are NO CHANGES to:
• Protocols
• Rooms Used
• # People in room at a time
-AND-
It has gone through the new R2R Process already.

Using resources on the COVID-19 Safety Resources Page, as well as the EH&S COVID-19 Return to Campus Guidance, develop your safety plan and fill out both the “R2R Step 1” and “R2R Step 2” forms, as outlined in the most recent memo regarding R2R’s from the VPRI.

NOTE: If your faculty has a dedicated EH&S technician, it is strongly recommended that you work with them to finalize your protocols (this speeds up the overall process).

Once protocols are finalized, PI emails both “Step 1” and “Step 2” files to Katherine.rudolph@dal.ca

PI emails both “Step 1” and “Step 2” files to Katherine.rudolph@dal.ca.
**Please indicate that this is a revision to an existing R2R

Department Head forwards request to Dean (and/or designate), along with their approval.

FM/EH&S will work with PI, and/or provide feedback or limitations as required. Once approved by both groups, Katherine will email approval/comments to Dept Head.

Once Dept Head reviews and approves, researcher can upload Step1/Step2 forms via ROMEO.

NOTE: IF THIS IS A REVISION TO AN EXISTING R2R, DO NOT SUBMIT IN ROMEO, DEPT HEAD TO FORWARD TO DEAN UPON THEIR APPROVAL.

Dean/designate will review and reply to PI (cc Dept Head), indicating approval or otherwise, and include any conditions or additional info that may be warranted.

All protocols reviewed independently by Environmental Health and Safety, and Facilities Management.