

## PANDEMIC PLANNING: STRATEGIES FOR RESEARCH

Ryerson University continues to monitor the global flu situation and is prepared to take appropriate steps in the event that circumstances change. It is assumed that, even if classes are cancelled, research can be continued with advanced planning that takes into consideration potential faculty, student, postdoc and staff illness.

As with the planning for academic continuity, Faculties, Departments, Schools and instructors should have contingency plans for their research facilities in the event that faculty, graduate students, staff and/or other researchers become ill.

### BASIC PRINCIPLES FOR MAINTAINING RESEARCH OPERATIONS

In planning for the possibility of disruption to research facilities due to flu, the following basic principles should be considered:

1. The safety of all research facilities must be maintained.
2. Ongoing research projects that require monitoring (e.g. chemical reactions, live materials) should continue to be monitored.
3. Essential functions and services required in each facility must be determined, and each Faculty, Department/School and Principal Investigator must have a contingency plan for the illness of any team members to ensure that these functions are continued.
4. There must be pre-arranged communication strategies so that illness is reported appropriately and contingency plans can be put in place.
5. Even if the University cancels classes, it must be ensured that essential health and safety operations are continued in research facilities.

### UNIVERSITY, FACULTY, SCHOOL/DEPARTMENT AND INSTRUCTOR RESPONSIBILITY

- The University must identify the essential services that are supplied centrally to research facilities which ensure the health and safety of those facilities and develop a plan to ensure that these essential services are continued. Campus Planning and the Centre for Environmental Health and Safety Management (CEHSSM) must consult with each Faculty on these services.
- Faculties, Departments and Schools must assess the essential services required by researchers in the Faculty with respect to the safety of their labs and the maintenance of research facilities, and update their contingency plans with CEHSSM accordingly. Where necessary for the continuation of essential services, Campus Planning and CEHSSM should be consulted and informed of what essential services are required from the University. Continuity of services provided by outside suppliers must also be considered.
- Principal Investigators must establish contingency plans and communication strategies for the absence of each researcher and staff member, based upon the principle of maintaining the health and safety of the facility and the limiting of the effect of illness on ongoing research. They must also liaise with essential service providers to ensure that these services are not disrupted.

### COMMUNICATIONS

- The Principal Investigator must provide CEHSM, where necessary, with contact information in the event of an emergency.
- Where it is anticipated that the disruption is likely to result in the delay of a research contract deliverable, the Principal Investigator shall take reasonable steps to inform the sponsor of the anticipated delay.
- Where it is anticipated that the disruption will result in the need for an extension of the research agreement, the Principal Investigator shall inform Research Services so that appropriate arrangements can be made with the Sponsor.