



Provincial Health Services Authority

BC Cancer Research Institute COVID-19 Phase 1 Activities & Risk Assessment Template: Departments

BCCRI – Department:

Research Lead and date of COVID-10 training module completion:

Operational Lead and date of COVID-10 training module completion:

Please review the BC Cancer Research Institute COVID-19 Phase 1 Department Activities & Risk Assessment Guidelines, the FAQs provided, and complete the training module prior to completing this form.

- A. Department activity plan in order to facilitate research staff to return to work for phase 1.** (summarizing each of the 4 requested points in the guidelines). *Max 3 paragraphs.*

B. Department Communication Plan (please outline the department's chain of communication for reported illnesses and reported positive COVID-19 cases).

C. Proposed Phase I Personnel Information (Please complete attached excel for admin staff who require access to BCCRI for conducting departmental activities during Phase 1).

D. External contractor and all external parties' access procedure. (please detail how your department will manage all external party access to the department).

E. Risk Assessment of contacting COVID-19 while working at BCCRI. Please summarize in the table provided activities described above, associated risks and the measures in place to reduce the risk.

Activity/ Procedure	Risk level	COVID-19 exposure risk associated with this activity	Measures in place to reduce COVID-19 exposure risk (controls)	Risk level remaining after controls

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Department Head

Name: _____

Signature: _____

Office of Research Administration

Name: _____

Signature: _____

For research administration use only

Approved

Not approved

Revision # Approved by:
