

COVID – 19 and undertaking research safely

ABOUT THIS FORM

Charles Sturt University has a responsibility to ensure research is conducted safely and that social distancing measures are adhered to during the COVID-19 Pandemic. Researchers must ensure they comply with all Federal and State Government restrictions and regulations that currently apply such as social distancing or travel restrictions.

Recommended social distancing measures include:

- keep 1.5 metres away from others wherever possible
- avoid physical greetings such as handshaking, hugs and kisses
- promote good hand, sneeze and cough hygiene
- avoid crowds – if you see a crowded space do not enter
- avoid large public gatherings
- practise good hygiene and regular hand washing and or use hand sanitiser

To assist Charles Sturt University manage potential outbreaks and stop the spread of COVID-19 researchers are required to keep a register of individuals with whom they come in contact during face to face situations and research activities of more than 15 minutes directly related to an approved project. This applies to activities conducted either on or off campus.

This register must be provided to the Research Integrity Ethics and Compliance Unit ([RIECU](#)) **within 48 hours** of a face to face activity (this may mean that for some projects that multiple registers need to be submitted).

The Register will not form part of the research being undertaken – i.e. it should not be maintained as per existing policy regarding storage and maintenance of research data.

The information being collected in the register will only be used in the event of a suspected or confirmed outbreak of COVID-19 for the purposes of contact tracing. The register will be destroyed three months from the date of its submission

Further information regarding the Federal Government restrictions and recommendations can be found on the [Coronavirus \(COVID-19\) restrictions website](#). The State Government also provides some information on their [Safe Work Australia site](#).

How to collect

You should exercise caution in how you handle any pens, paper or folders containing this information as coronavirus (COVID-19) can survive on surfaces for many hours. Do not pass to individuals to write down their own contact details. Ideally you should appoint one staff member to take down individual's details as they arrive, to minimise the number of people handling the materials. Regularly clean and sanitise the pens and folder in which the sheets are stored.

Researcher Information — *Do not pass to individuals to write down their own contact details*

Name of Researcher conducting the activity	
Researcher Contact Details (ext/email)	
Research Ethics Approved Protocol Number (Human or Animal)	

Event and Participant Information

By providing your contact details you confirm you understand the risks associated with face to face activities during the COVID-19 pandemic and agree to abide by social distancing measures including the use of these details for contact tracing purposes.

Event Details

Date	
Time	
Location*	

**Please be as specific as possible – e.g. “Meeting room no. 2 in the CSU Library”, “Nice Food Café, 1 Happy Street, Happyville”*

Participant Details

Full name	Contact Phone/Email	Full name	Contact Phone/Email