

COVID-19 Checklist for Research Leaders and HDR Supervisors		
Issues you should consider	Questions you should ask	Actions you should take
Staffing		
Do you have staff presently overseas?	Are you in touch with them? Have they been able to return to Australia? Are they able to return?	If not, please get in touch. If not, please arrange for members to do so if possible. If not, please ensure you remain in contact with them.
Do you have planned or current fieldwork completion / requirements?	What are the alternatives? Will you be able to meet project goals? Do you need to discuss these issues with your fieldwork contacts and partners? Do you need to discuss these issues with your funding body?	Identify alternative options. If not, identify alternative goals. If so, liaise with nominated research contacts. If so, decide when such contact needs to be made and liaise with Research Office.
Do you have visiting researchers currently present or planned in the next 6 weeks?	Have you been in touch with them to discuss the changed circumstances?	If not, contact them as soon as possible.
Team Management		
Team member absences	Discuss how you will manage if certain members of your team will be absent for extended periods. Do you have team members with limited social connections to Canberra and ANU? Do you have their up-to-date contact details? Can you ensure that social contact and support of your team is retained during absences?	Develop an agreed plan. Ensure you maintain regular contact and welfare checks with your team. If not, update the details. Institute a "buddy" system that ensure all of your team members, especially international members with limited local social structures, have an identified person who can ask after them, support them and, if necessary, bring them essential supplies.
Critical team members	Who are your critical team members?	Identify essential team members. Identify who will replace their essential duties if they need to be absent. Discuss and agree alternate arrangements with relevant staff.
Up to 50% of your team absent for extended periods.	How will you manage this?	Develop plans for large numbers of staff away for extended periods.
Essential Tasks	Determine the nature and the frequency of any essential tasks your team undertakes <u>for</u> others. Determine the nature and the frequency of any essential tasks your team requires <u>from</u> others.	Develop a plan for the possibility that these tasks cannot be performed. Develop a plan for the possibility that these tasks cannot be performed.
Social distancing and remote working	Do you have sufficient space to implement social distancing in your current work environment? How will you supervise and lead your team should everyone be required to work remotely? Do your staff have appropriate resources to work at home?	If not, develop and agree on a plan or schedule for remote working that allows social distancing protocols to be satisfied. Develop plan as to how you will manage this. Ensure that plan is agreed with the team, and resourced appropriately. Check and plan for availability of appropriate office resources (IT, appropriate chairs etc) for staff who will be expected to work from home.
HDR		
Overseas HDR candidates	Are you in touch with them? Have they been able to return to Australia?	If not, please get in touch. If not, please arrange for members to do so if possible. Where unable, ensure you are in regular contact with them. We suggest a weekly check-in. If candidate wishes to remain overseas, discuss with Dean HDR.
Contact details	Do you have emergency contact details for your HDR candidates?	If not, update the details.
Fieldwork	Do your HDR candidates have planned or current fieldwork completion requirements impacted by events? Will candidates be able to complete their fieldwork? Do you need to discuss possible extension of candidature?	Identify alternatives, if possible. If the candidate cannot complete the proposed project, what alternative project goals can you set? Agree and document alternative goals with your candidate. If so, contact your local HDR administrator. They can then engage with the Graduate Research Office to ensure the right contingencies in place.
Progress planning	Have you created a forward plan key dates and decision points for HDR candidates in your team? Ensure you know the points at which you may have to change the research path of the candidate? Are there HDR scholarship funding implications?	Develop a documented plan and communicate with your candidates. Develop a documented plan and communicate with your candidates. Discuss this with your local HDR administrator, the Graduate Research Office or Dean HDR as soon as possible.
Social distancing and remote working	Do you have sufficient space to implement social distancing in your current work environment? How will you supervise and lead your team should everyone be required to work remotely? How will supervision be maintained if remote working is in place?	If not, develop and agree on a plan or schedule for remote working that allows social distancing protocols to be satisfied. Develop plan as to how you will manage this. Ensure that plan is agreed with the team, and resourced appropriately. Discuss, agree and document an approach with the candidate.

Research (New and Existing)		
Ethics	Will the project require new ethics proposals? Does your project have existing ethics proposals?	Only submit if you can start and complete a project with confirmed access to all supplies, samples and participants. If revisions required discuss them with the RSD Ethics Team.
Research involving face-to-face contact with participants	Is it necessary for this work to cease immediately? What is the impact on your work? Can the work proceed with appropriate social distancing protocols? Will you be working with indigenous communities?	Cease the work. Consider alternative approaches to the research question. If this requires a change in the protocol then this change must be registered. If the work can proceed without face-to-face contact, then register an appropriate change to the research protocol. Plan how you will manage a lock-down on access to these communities and the impact it will have on your work and on the progress of your HDR candidates.
Key Facilities		
Do you have the operation and maintenance of key facilities under your control?	Can the facility can be turned off / shut-down safely? If the facility cannot be shut-down	What are the conditions under which this will be required? Identify who it will effect. Plan how you will communicate with them. Decide how you make the decision to cease operations and who has the decision making authority Agree on the minimum staffing required Identify key staff essential to the operation of the infrastructure. Decide how you will manage if key staff become unavailable. Agree to strategies to manage extensive absences with your team. Document these strategies.
Facilities outside your control	Do you have key equipment and facilities you need that are not under your control? i.e. external facilities.	Plan how you will manage if this facility is not available.
Projects and Funders		
Project progress	Will progress on your projects be impacted by these events?	Consider whether communication is best handled by your College Research Office or Research Services Division (eg. This would be the case for ARC funding) If the funders have a particular relationship with you (eg. Tender or a commercial partner), plan when you will need to discuss any progress issues with them? Should you need help with discussions with research funders, contact RSD or, if more appropriate, ANU Innovation and Enterprise.
Assessment and estimate of increased costs and delays?	Will the progress of this project require additional investment?	Develop a plan as to how these costs will be met. If the costs cannot be met, decide when you will discuss a re-scoping of the project with the funding body. Develop a sensible plan for the project with awareness that the funder is also almost certainly under financial stress.
Animal Welfare		
Animal Welfare	Does your project involve animals?	Do you have a detailed plan as to how the welfare of the animals will be managed in the event of large numbers of absences or extensive university shut-down? Discuss this plan and ensure it is agreed and documented with your staff and students, and your animal facility team.
Assessment of critical samples, supplies and consumables		
Critical samples	Does your project involve critical samples?	Develop an agreed and documented plan as to how these samples will be stored and maintained in the event of large staff absences or extensive university shut-down?
Critical supplies	Does your project depend on essential supplies?	Develop contingency plans should these supplies become unavailable.
Critical consumables	Does your project depend on essential consumables?	Develop contingency plans should these consumables become unavailable.
Hazardous materials	Does your project use hazardous materials?	Ensure that you are able to remain compliant with useage and disposal protocols.

Planning and Support		
Campus essential personnel	If the university closes, will (or should) any of your staff be designated as essential personnel to attend campus?	<p>Ensure this is known and, if necessary, inform your Head of School or Academic Director.</p> <p>If they are irreplaceable should they become unavailable, is it possible to train replacement staff.</p> <p>Develop plans should they become unavailable.</p>
Access to external sites	Does your project require access to other sites?	Plan for the possibility that this site is no longer accessible.
Other Issues		
Identify key single points of failure or dependency within your area - cross skilling or cover.	Is there someone in your team who is indispensable to the operations due to particular technical skills or qualifications? If so, how can this be managed, particularly if that person becomes unavailable at short notice.	
Ensure you have emergency contact lists - for local work group and School.		