SAN DIEGO STATE UNIVERSITY

Dear SDSU Faculty and Staff,

We are writing with an update following Friday's email announcement regarding the much-anticipated research repopulation planning. Following a conversation with the San Diego County Health and Human Services Agency (HHSA), we can now begin to include additional categories of high priority research and scholarly activities in the SDSU Phase 2 research repopulation plan. These categories include human subjects research, field research, and other approved scholarly activities that cannot be done remotely.

The stipulation is that all research and scholarly activities must follow the SDSU Phase 2 criteria described in the Repopulating Faculty & Graduate Students Plan.

For SDSU Phase 2, this means:

- All research and scholarly activities that can be done remotely should continue to be done remotely. This includes planning for research and scholarly activities and analysis of data.

- For activities that cannot be done remotely, there can be no more than one person per 250 square feet in larger rooms, no more than one person per aisle, and one person per room that is smaller than 250 square feet.

- Maintaining at least six feet distance from others at all times. For projects that require travel to research sites this means that no more than one person can be in each vehicle during transit to and from field sites.

- Any direct physical contact (touching) of human research participants must be described, justified, and approved using the Research Leader Application Form.

- Properly wearing face coverings at <u>all</u> times while on campus except when in a room with only one person.

- Sanitization of surfaces upon arriving at work and prior to departing work.

- Washing hands or using hand sanitizer regularly, and every time you leave a workspace.

- Temperature screening, or if no thermometer is available, COVID-19 symptom screening prior to beginning work each day.

For field research and other off-site projects, the research leader should contact the person in charge of the site to see if they allow research to resume at that site. Research leaders should carefully evaluate the potential risk at each field site, and avoid work at high risk sites until the threat decreases.

Restarting On-Site Research: Process Reminders

Prior to re-initiating any research or scholarly activities, the faculty research leader must submit an online application that will be reviewed and approved by the college dean, Provost, and Vice President for Research. Details of this process were provided in the letter from the Provost, Vice President for Research, and Executive Director of the Research Foundation that was emailed to all faculty last week.

The person submitting the form will also receive an email notification after the form is reviewed. Once this document is submitted, all personnel listed must submit the Google form on Project Personnel Responsibilities, which must be reviewed and approved before any personnel are allowed to resume research or scholarly activities on-campus.

While the Google form is not tailored to every specific activity and location, please fill-in the form and list off-campus field sites like you would a separate room, noting "field" in the line that

asks for room square footage.

Please note that the information is not saved if you exit the form before it is completed. If you would like to review the information needed before filling out the Google form, please see the research leader form sample. Also, this form only allows the input of 10 personnel. If you have more than 10 personnel, you can submit a second copy of the form with the additional names, or fill out the Additional Personnel Request form and send it to your college dean's office.

Projects that were approved during Phase 1 *must also submit the Google form* in order to continue to occupy their space after June 26.

In addition to the evaluation of this form, permission to restart research will depend upon campus health and safety considerations, the availability of custodial staff and facility services, Environmental Health & Safety requirements, and appropriate compliance approvals.

If you have any questions about this document or the process, please refer to the Repopulating Faculty & Graduate Students Plan, consult the Research Restart FAQ, or contact your college dean's office.

Salvador Hector Ochoa, Ph.D.
SDSU Provost and Senior Vice President for Academic Affairs

Stephen C. Welter, Ph.D.
Vice President of Research and Graduate Dean

Michèle G. Goetz, MBA
SDSU Research Foundation Associate Vice President and Executive Director