

Responsibilities of Faculty Research Leaders

As a Faculty member and responsible Research Leader, I confirm that:

- I understand that returning to campus is a voluntary decision on my part, and for personnel working in my group.
- I agree to follow all of the expectations described in the Repopulation Plan for Faculty & Graduate Students
- Research Leaders with approved essential personnel can continue to occupy their space as approved until Research Phase 2 is implemented. After that time I will not allow any on-site activities to be initiated by my group until I have submitted the Project Continuity Plan and the plan is approved by the college Dean, Provost, and Vice President for Research. This restriction includes myself as Research Leader.
- Before resuming on-site research, I will:
 - Provide accurate information on all spaces my research group will use during SDSU Research Phase 2.
 - Ensure that all personnel listed on the “Application for Restarting Research Form” have submitted a “Responsibilities of Project Personnel form” for approval by the college Dean, Provost, and VPR.
 - List all personnel from my group who will be working on-site on the Restarting Research Form. During Phase 2 the density of personnel in my research spaces cannot exceed 1 person/aisle in labs, 1 person/250 sq ft for larger rooms, and 1 person/room <250 sq ft.
 - Ensure that personnel in my group have access to necessary PPE, and have been trained to use it properly.
 - Ensure that personnel in my group, including myself as Research Leader, will undergo a temperature or COVID-19 symptom screening upon arrival each day, prior to beginning any work.
 - Develop a protocol for disinfection of workspaces used by my group, and ensure that all personnel in my group follow the protocol. The protocol must follow the disinfection criteria described in the Repopulation Plan for Faculty & Graduate Students, including disinfection of all touched surfaces by personnel each time they arrive or depart.
 - Develop and maintain a daily schedule showing when each member of my group will be on-site, including a daily record of the arrival time, completion of COVID-19 symptom screening upon arrival, and departure time [template provided]. This calendar needs to be readily available for review if requested.
 - Ensure that the provided templates will be filled out with the maximal occupancy of each room and posted on the doors of all spaces and rooms used by my group.

- Ensure that access to any additional shared facilities will be provided by the person responsible for that space and approved by the college Dean, Provost, and Vice President for Research prior to initiating work in that space.
 - Review and maintain all required compliance approvals, including IRB, IBC, and IACUC.
 - If work by my group involves Human Subjects Research, I will ensure that we comply with the criteria listed in the document [“Guidance for Human Subjects Research Studies in Response to COVID-19”](#)
 - Review and complete the Research Leader Planning Checklist.
 - Review and complete the Startup Assessment together with personnel in my group.
- On a daily basis after resuming on-site research, I will:
- Ensure that personnel in my group, including myself as Research Leader, follow physical distancing requirements posted on the door.
 - Ensure that personnel in my group, including myself as Research Leader, complete COVID-19 screening as detailed on the SDSU COVID-19 Screening Form (available at <https://research.sdsu.edu/coronavirus>).
 - Ensure that all personnel in my group, including myself as Research Leader, will wear a face mask or face shield at all times while on campus except when in rooms limited to single occupancy. Face coverings must completely cover the nose and mouth at all times.
 - Ensure that no individuals will be allowed in my designated workspaces unless they have submitted the Responsibilities of Project Personnel form and it has been approved by the Dean, Provost, and VPR. This form will be sent to personnel listed on the “Application for Restarting Research form”.
- As needed after resuming on-site research, I will respond to requests by university leaders and SDSU Environmental Health and Safety (EH&S).
- I understand that if my group does not comply with an approved “Application for Restarting Research Plan”, we may lose campus access until the issues are adequately rectified based upon reevaluation by the college Dean, Provost, and VPR.

By typing my name here, I confirm that I have read each of the expectations in the above list, and I accept the responsibility to ensure that they are followed by myself and members of my research group _____

Date _____

College Dean approval _____

Provost approval _____

Vice President for Research approval _____

If you have any questions about this document or the process, please refer to the [Repopulation Plan for Faculty & Graduate Students](#), contact your college Dean's office, or review the GRA COVID-19 Restarting Research FAQs.