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Responsibilities of Research Leaders

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

- ❑ I will not allow any on-site activities to be initiated by my group until I have completed the Project Continuity Plan and the plan is approved by the college Dean and Vice President for Research.
- ❑ I will:
  - ❑ Ensure that personnel in my group follow social and physical distancing requirements.
  - ❑ Ensure that the personnel in my group have access to necessary PPE, and have been trained to use it properly.
  - ❑ Develop disinfection protocols for workspaces used by my group, and confirm that all personnel in my group will follow these protocols.
  - ❑ Have all required compliance approvals, including IRB, IBC, and IACUC.
  - ❑ Respond to requests by university leaders and SDSU Environmental Health and Safety (EH&S).
- ❑ I will list <u>all</u> personnel from my group who will be working on-site while social and physical distancing is required.
- ❑ I will 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.
- ❑ I will review and complete all necessary items on the Research Leader Planning Checklist.
- ❑ Together with personnel in my group, I will review and complete the Startup Assessment.
- ❑ I understand that if my group does not comply with the approved Project Continuity Plan, we may lose campus access until the issues are adequately rectified based upon reevaluation by the college Dean, Provost, and VPR.

Signature _____

Date _____

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Responsibilities of Project Personnel

As a Faculty/Graduate Student/Postdoctoral Scholar/Staff, I confirm that:

Environmental Health & Safety (EH&S)

- ❑ I will complete all recommended university training, including proper use of PPE and disinfection of workspaces.
- ❑ I will follow all EH&S requirements, and relevant IRB, IBC, and IACUC compliance protocols.

Building Access

- ❑ I will only access the buildings and spaces which I am authorized to enter.
- ❑ As needed, I will seek approval to access additional spaces.

Workspace Density

- ❑ I will not exceed the maximal number of people allowed per room or aisle.
- ❑ In addition, I will adhere to social distancing guidelines of at least 6 feet between people at all times.
- ❑ I will only be on-site during my assigned times as scheduled on our group's calendar.
- ❑ I will update the calendar each time I check in/check-out from the site

Hygiene

- ❑ I will wear appropriate face coverings in all public spaces.
- ❑ I will disinfect commonly touched surfaces at the beginning and end of my work session.
- ❑ I will not wear gloves when touching common surfaces like doorknobs or light switches.
- ❑ I will wash my hands with soap and water for at least 20 seconds upon entering the workspace, removing gloves, and before departing.

Health and Accessibility

- ❑ I understand the health risks associated with being a part of a vulnerable population and/or having pre-existing conditions, and have willingly agreed to return to work. [See https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html]
- ❑ I will not come in to work if I am feeling sick.
- ❑ I will notify my supervisor and voluntarily quarantine for 14 days if I am exposed or have symptoms of COVID-19.

Signature _____

Date _____

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Project Continuity Plan

Name of Faculty Research Leader: _____ RedID _____

- ❑ Assistant Professor
- ❑ Associate Professor
- ❑ Full Professor
- ❑ Research, Clinical, or Adjunct Professor

Title of project: _____

Brief description of project and activities that will be performed on site:

This work involves: [Check-box]

- ❑ Hazardous materials (including hazardous chemicals, biohazards, or radiation)
- ❑ Human subjects
- ❑ Animal research
- ❑ Field research (list sites in the project description)
- ❑ A grant that is within the last six months of funding and with no option for extension (list fund number in project description)
- ❑ Work by graduate students or postdoctoral scholars close to completing their degree or term of appointment (specify name and date of degree completion in project description)

Rooms occupied [Fill-in column, allowing multiple columns]

Building and room numbers used for work and breaks	_____	_____	_____	_____	_____
Sq ft of each room*	_____	_____	_____	_____	_____

How many people will be in each room at any one time _____ _____ _____ _____ _____

Minimal distance between personnel in room _____ _____ _____ _____ _____

Personnel: List all personnel who will be working on this project on-site (provide the following information for each person; note that undergraduates require special permission and no volunteers allowed until campus resumes normal operation) [Fill-in + check-box columns]

Name	_____	_____	_____	_____
Red ID	_____	_____	_____	_____
Email	_____	_____	_____	_____
Mobile	_____	_____	_____	_____

Position:

Faculty	☐	☐	☐	☐
Postdoctoral	☐	☐	☐	☐
Graduate Student	☐	☐	☐	☐
SDSU Staff	☐	☐	☐	☐
SDSURF Employee	☐	☐	☐	☐
Other**: _____	☐	☐	☐	☐
# hours per day	_____	_____	_____	_____
# days per week	_____	_____	_____	_____

Brief description of PPE, disinfection and hygiene protocols that will be used:

College Dean approval _____

Provost approval _____

Vice President for Research approval _____

* *If you are unsure of the sq ft, please send an email to your college with the building and room number.*

** *Include position description. Until the university resumes normal operations research volunteers and visitors are not allowed; undergraduate researchers must be approved by the college Dean. Participants in Human Subjects Research or Community Service projects cannot exceed social and physical distancing requirements, but do not need to be listed by name.*

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Research Leader Planning Checklist

Consult with your Deans Office and EH&S as needed:

- ❑ Assess your space for ability to meet social and physical distancing guidelines.
- ❑ Determine how many people can work in your space at a single time while observing appropriate social and physical distancing.
  - Each indoor space is limited to a maximum number of people:
    - Phase 2 (Orange): 1 person/aisle in labs, 1 person/250 sf in other rooms, and no more than 1 person in rooms <250 sf.
    - Phase 3 (Yellow): 2 people/aisle in labs, 1 person/150 sf in other rooms, and no more than 1 person in rooms <150 sf.
  - As specified above, no more than one person should occupy a small room at any time. This includes studios and practice rooms for creative artists, tissue culture rooms, microscopy rooms, instrument rooms, computer rooms, offices, etc.
  - When working with potentially hazardous chemicals or equipment, there must be at least two people within visual or hearing distance.
  - Each individual should have at least 6 feet personal clearance on all sides at all times, and must wear face coverings or a face shield when in spaces with multiple people.
  - Placing colored tape on the ground around the workspace boundaries between personnel may be useful for shared spaces.
  - The maximum number of people in each room must be posted on the outside of the entry door and doors to secondary rooms.
- ❑ For shared workspaces, work with the other faculty and facility representatives to establish definitive guidelines for the space.
- ❑ Create a group calendar to schedule who will work at what time. Develop different work shifts if needed to maintain appropriate social and physical distancing.
- ❑ Personnel may only work on-site during times scheduled on the calendar. Personnel must sign-in upon arriving and sign-out when they leave, and certify that high-touch areas were disinfected upon arrival and departing.
- ❑ The Research Leader should regularly monitor the calendar to ensure compliance with physical distance requirements.
- ❑ All projects should be prepared to ramp-down rapidly if the public health situation demands.

Startup Assessment

Evaluate Availability of Supplies Before Beginning Work:

- ❏ Evaluate PPE available.
  - Washable or disposable face coverings required for social distancing guidelines can be provided by personnel and do not need to be included in this assessment. Other PPE may include eye protection, face shields, lab coats, etc.
  - How much do you currently have? What is your expected weekly "burn rate"? Is additional PPE needed available for purchase?
- ❏ Evaluate availability of supplies of disinfectants approved for CoV-2 contaminated surfaces.
  - How much do you have on-hand? What is your expected weekly "burn rate"?
- ❏ Evaluate other supplies needed for your work.

Evaluate Support Services:

- ❏ Verify the availability of support services needed for your work
  - ❏ Purchasing and supply deliveries (plan for potential delays)
  - ❏ Compressed gasses, dry ice, etc
  - ❏ Hazardous chemical, biological waste, or radiation pick-up by EH&S
- ❏ Communicate with all delivery personnel any changes to time/location for deliverables.
- ❏ Arrange for animal care with vivarium staff.

Check Equipment and Chemicals:

- ❏ Check that equipment restarts and functions properly.
- ❏ Complete an EH&S self-inspection of your workspace. Contact EH&S to report any problems.
- ❏ Check shared equipment and shared facilities
- ❏ Inspect hazardous waste storage. Request hazardous waste pick-up from EH&S as needed.

General Building Maintenance *(to be done by Facility Services; if questions please contact your Dean's Office)**:***

- ❏ Update signage on the building entrance doors, elevators, and rest rooms.
- ❏ Ensure adequate custodial services
- ❏ Check mechanical rooms, emergency showers, and other critical infrastructure.