

## FRAMEWORK FOR RESTARTING RESEARCH & CREATIVE ACTIVITIES AT CSUSB

June 19, 2020

*This draft was adapted from a planning document created by UC system in partnership with the APLU and borrowing liberally from SDSU and other institutions, including UCD, UCLA, Univ Washington, Stanford, Yale, and many other universities. Links to the plans for some other universities are shown at the end of this document. The phases for restarting research and creative activities are taken from the plans developed at the CSU Chancellor's Office.*

This document encompasses all research and creative activities, conducted in both on-campus and off-campus space used by CSUSB or UEC. This space includes laboratories, the library, performance and art studios, offices and other facilities.

Field research and creative activities projects performed at sites not affiliated with CSUSB are also included. Wherever this document references "university space" it shall be understood to include all sites referenced above.

**Principal Investigator** in this document means a faculty member or a program director who leads a group involved in research, creative activities or a programmatic project whether supported by the university or by grants.

**Project Personnel** refers to students, staff, or faculty who are engaged in an on-site project under the supervision of a Principal Investigator.

**Goals:** Restart on- and off-campus research and creative activities in a phased approach to optimize:

- Health of university personnel and the community
- Continuity of essential research and creative activities projects
- Re-initiation of other research and creative activities projects as quickly as feasible based upon public health and safety considerations

### GUIDING PRINCIPLES:

1. *Follow CSU, CSUSB, local, state, and national Public Health authority shelter-in-place/Stay-at-home, social distancing, face-covering, and hygiene directives.*
  - a. Public Health authority directives became more restrictive with time in response to COVID-19, including identification of essential businesses and closures, identification of allowable and non-allowed activities like exercise, more restrictive social distancing such as closing of parks and beaches, recommendation/requirements for face coverings, etc. Likewise, the easing of these restrictions is beginning to occur sequentially.

- b. COVID-19 or exposed to individuals infected with COVID-19 must follow the current guidance for 14-day self-quarantine prior to reporting to work.  
<http://wp.sbcounty.gov/dph/>
  - c. Personnel who feel sick, are coughing, running a fever, or have other COVID-19 symptoms should self-isolate, report their absence to their supervisor, and must not come to campus.  
[<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>]
  - d. Personnel returning from travel to a country or an area within the U.S. that has an elevated travel warning of 3 or 4 must self-isolate and monitor their health.  
[<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>]
2. *Protect the physical and emotional health and safety of university personnel and community members. [Physical distancing, face coverings, disinfection, handwashing, travel restrictions, etc.]*
- a. Safety of spaces and facilities used for research and creative activities, and other activities must be rigorously maintained, with adequate access to PPE and other safety related supplies as appropriate for the position.
  - b. While social distancing requirements are in place per the most current Public Health Order, personnel must not exceed the maximum density specified for rooms, and must maintain a distance of at least 6 feet between individuals in all rooms and public spaces.
  - c. University facilities will not be authorized for faculty and student access unless:
    - **Department's COVID-19 Worksite Specific Plan** has been approved by the Department Chair, College Dean, and EHS/Risk Management.
    - **Project Re-start and Continuity Plan** that describes appropriate safety measures has been submitted by the PI and approved by the College Dean, Associate Provost for Research and Provost. Additional review may also be required by EH&S, and university compliance committees, including IACUC, IRB, and IBC.
  - d. For each phase of re-starting research and creative activities, PIs must identify which of their personnel will be granted access (including replacements or backups for other personnel) and any planned temporal staging of personnel to maximize social distancing (including scheduling access in shifts or on alternate days).
  - e. No volunteers or visitors who are not university employees or students will be allowed in spaces dedicated to laboratory research or creative activities until the university resumes normal operation.

- f. Volunteers in Human Subjects research projects that require face-to-face interactions, may participate only if appropriate social and physical distancing and hygiene protocols are enforced, a Project Continuity Plan has been approved, and the project has been reviewed and approved by the IRB.
  - g. Research and creative activities projects that have successfully transitioned to being fully remote and require infrequent or no access to university spaces should continue to work remotely until all public health recommendations have been lifted and the university resumes normal operation.
  - h. Per the Public Health Order, vulnerable populations, including those 65 or older, with a chronic underlying condition, or compromised immune system are strongly recommended not to return to work on-site until the university resumes normal operation.
  - i. Students with concerns about their emotional or psychological well-being may consult with CSUSB Counseling and Psychological Services. Faculty and Staff should consult with their medical provider.
  - j. Lifting of travel restrictions must occur before research and creative activities, or community service projects requiring travel can begin. This includes human subject research that is conducted off- campus.
3. *Only work considered essential (required to protect lives or maintain critical infrastructure and resources such as cell lines, animal colonies, instrumentation, etc) is allowed while stay-at-home orders are in place.*
  4. *Restart research and creative activities projects in phases as public health restrictions are eased, with highest priority research and creative activities projects initiated first.*
    - a. Criteria for the highest priority to restart projects may include:
      - Work that CANNOT be done remotely.
      - Work requires access to instrumentation, laboratory facilities, studio equipment and facilities, etc.
      - Work that is providing essential services to the public, projects close to completion, deadline driven, or seasonal data collection where continued deferral would lead to catastrophic delay or loss of results.
      - Activities for completion of grants with end dates within 6 months (where the funding agency has not granted extensions).
    - b. The following groups are recommended for high priority:
      - Work that is essential for career advancement of early stage faculty.
      - Work by graduate students or seniors close to completing their degree or term of appointment.

- c. Until the university resumes normal operation, all research and creative activities involving face to face meetings that can be done remotely should continue to be done remotely (including seminars, group meetings, etc).
5. *Develop Project Continuity Plans that address public health and university safety requirements before reinitiating on-site research and creative activities, or community service projects.*
- a. These plans should address personnel and space usage as follows:
    - o Prioritize personnel and projects to ensure adequate social and physical distancing in spaces used for research and creative activity. This may include planning multiple shifts that include sufficient time between shifts to avoid overlap.
    - o Describe how work surfaces will be disinfected before and after use, availability and use of appropriate face covering and PPE, and proper training of personnel.
  - b. PIs must develop a calendar to schedule and monitor activities within their labs or other facilities, including staggered work shifts or workdays as needed to maintain required social and physical distancing. PIs are expected to monitor the calendar regularly to ensure efficiency and compliance.
  - c. Research and creative activities projects that use shared space or shared equipment must coordinate plans to ensure appropriate social and physical distancing of users.
  - d. All animal research must be coordinated with vivarium staff prior to initiating work.
  - e. PIs who fail to comply with their approved Project Continuity Plans will lose campus access until the issues are adequately rectified based upon reevaluation by the Dean, Provost, and Associate Provost for Research.

## **PHASE IN RESEARCH AND CREATIVE ACTIVITIES AS PUBLIC HEALTH RISK DECREASES:**

Based upon the goals and guiding principles listed above, the re-population of the CSUSB research and creative activities will be phased in according to the CO's guidelines: [Research, Scholarship and Creative Activities Considerations in the Context of COVID 19](#).

### **PHASES OF THE RESEARCH RAMP-UP**

The CO's COVID-19 RSCA Guidance references [Five Research Ramp-up Phases](#).

**PHASE 1: Current "shelter-in-place" with suspended operations – per Governor's EO**

- Only activities to support research continuity are allowed, e.g. maintaining cell lines, animal health, instrumentation, etc.
- Individuals identified as essential to maintaining research capability are allowed on campus.
- Authorization for one-time access to faculty offices to pick up books and materials shut down instrumentation, etc. delegated to deans.
- Preparation for phase two:
  - Necessary core facilities are staffed and operational.
  - Labs can purchase necessary supplies.
  - Facial coverings available for all on-campus personnel; cleaning measures understood and supplies in place to comply with county safety orders; COVID-19 lab risk mitigation training completed, etc.
  - Travel protocols developed for field research and approvals requested as necessary.

## **PHASE 2: Relaxed restrictions of shelter-in-place – per Public Health Authorities and Governor**

- Research effort at 35%
- Deadline-driven research activities
- Seasonal data collection such as field and agricultural work, experiments close to completion, or deadline-driven, whose pause or deferral would lead to a catastrophic delay or loss of research results.
- Animal experiments where a delay would result in euthanasia or loss of a colony.
- Prioritize access to campus facilities for graduate students and senior undergraduates close to completing their degree/term of appointment.
- Prioritize research for the completion of grants with end dates within 3 months (where funding agency has not granted leniency).
- Core facilities: restart facilities based on sufficient 'customer' demand (approved projects) where work cannot be done remotely.
- Field research: Approvals depend on current restrictions in the counties where field research is to be conducted.

## **PHASE 3: Further relaxation of shelter-in-place - per Public Health Authorities and Governor**

- Research effort at 50%
- PPE more widely available
- 50% research effort allowed by gradually expanding the number/hours of people on campus while maintaining social distancing.
- All research that can be done remotely should continue, including all seminars, group meetings, etc.
- PIs 50% research effort social distancing plans updated and approved by Dean, AVP Research, and EHS.
- Maintain social distancing and regulate max occupancy per building.
- Resume data collection and resumption of experiments on campus based on PI-determined priorities but limited to 50% of normal research activity for PI research lab.

- Resume data collection and resumption of field-based research based on local public health restrictions and PI risk mitigation plan with appropriate travel approvals on a case by case basis.
- Allow access to single-occupancy offices 1-3 days/week for work that cannot be done elsewhere.

#### **PHASE 4: Expectations for increased activities while practicing public health requirements - per Public Health Authorities and Governor**

- Research effort at 75%
- New cases of COVID-19 are low.
- COVID-19 testing is at maximum needed capacity.
- PPE normally available
- Continued expansion of research to 75% while maintaining social distancing practices.
- All research that can be done remotely should continue, including all seminars, group meetings, etc.
- Maintain social distancing and regulate max occupancy per building.
- Resume data collection and resumption of experiments on-campus based on PI-determined priorities but limited to 75% of normal.
- Field Research - further expand on a case by case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely, and ability to the social distance at field sites).
- Prioritize access for graduate students and senior undergraduates close to completing their degree/term of appointment.
- Allow access to single-occupancy offices 3-7 days/week.

#### **PHASE 5: No or minimal state restriction - per Public Health Authorities and Governor**

- Research effort at 100%
- No or minimal state restrictions
- Vaccine widely available used in combination with widespread testing and identification of new COVID-19 cases, with quarantining.
- All types of research are allowed

#### **ADDITIONAL MATERIALS AND CONSIDERATIONS:**

Documents provided to facilitate the process for repopulating faculty and graduate students:

- Responsibilities of PIs
- Responsibilities of Project Personnel
- Project Continuity Planning form
- Lab Reopening Checklist

Restart planning must consider the needs of employees/students with current disability accommodations or those who will require new accommodations.

## USEFUL RESOURCES:

- CDC COVID-19 Guidance for Institutes of Higher Education (updated 5/19/20):  
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- CDC Guidelines on disinfection for community spaces:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- CDC Guidelines for collecting, handling, and testing clinical COVID-19 specimens :  
<https://www.cdc.gov/coronavirus/2019-nCoV/lab/guidelines-clinical-specimens.html>
- CDC List of people at higher risk for severe illness: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
- California Department of Public Health COVID-19 Updates:  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
- Definition of Essential Employees:  
<https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>
- San Bernardino County Public Health Order and updates:  
<http://wp.sbcounty.gov/dph/>
- U Washington: <https://www.washington.edu/research/or/guidance-for-returning-to-in-person-research/>  
<https://www.ehs.washington.edu/system/files/resources/UWLabContinuityPlan.pdf>
- UCI: <https://news.research.uci.edu/vcr/uci-research-shutdown/>
- UCD: <https://research.ucdavis.edu/guidelines-for-uc-davis-research-ramp-up-ramp-down-april-23-2020/>
- UCSD: <https://blink.ucsd.edu/research/covid-19/index.html#Vice-Chancellor-and-UCOP-Research>