Washington State University research continues to exhibit resilience despite adversity. This document describes WSU’s plan to resume research, scholarship, and creative activities in a staged manner, including system-wide efforts to assist researcher success. This resumption will be performed consistent with cognizant local, state, and national public health authority directives, and with appropriate risk management measures in place. Similar to Washington’s initial [4-phased](https://coronavirus.wa.gov/what-you-need-know/whats-open-and-closed) “Safe Start” plan to reopen the state and the current “[Roadmap to Recovery](https://www.governor.wa.gov/sites/default/files/HealthyWashington.pdf),” the return to on-site research activities will look more like turning a dial than flipping a switch. Note that while the stages within this document are informed by our state reopening plans, they do not correspond directly.

**Summary of required action**: To continue to ensure safety, each Principal Investigator (PI) and research leader must implement modifications to policies, procedures, and resources supporting returning to on-site activities, including:

1. Commitment to return to on-site research safely, including having reviewed the *Guidelines for return to on-site research activities* ([appendix I](#Guidelines)), and ensuring all researchers complete COVID-19 safety [training](#Training) prior to any resumed activities;
2. Thoughtful [prioritization](#Prioritization) of your research projects and creative activities;
3. Completion and [certification](#Signature) of the *Checklist and Written Plan* ([appendix II](#Checklist)).

Each PI or research leader MUST **certify** the attached Guidelines and Checklist and **submit** to their department chair and local campus unit director (as applicable) for their concurrence. The final signed copy must be **displayed** within their research space (i.e., posted at the entrance) **before resuming** their research activities. Chairs and local campus unit directors, or their delegates, and safety professionals (e.g., Campus EH&S, [Safety Committees](https://president.wsu.edu/health-safety/)) will assist in the periodic verification (see [Monitoring and Managing Compliance](https://research.wsu.edu/documents/2020/09/monitoring-and-managing-compliance.pdf/) guidance) of the fulfilment of expectations, as research activities resume.

This guidance is intended for researchers planning to return to on-site activities as we move from **our current status (Stage 2) to Stage 3,** as described in the *Summary of Staged Approach* [(appendix III](#Phases)). Although this guidance primarily addresses laboratory-based research, it contains applications for all on-site activities, including those conducted in shared research spaces, and some field research. Researchers working entirely remotely (i.e., from home), such as those performing simulations, analytical or theoretical work, and researchers only using a private campus office and not involving human participants should review but do not need to complete certification. Research involving human subjects should review the [separate guidance](https://research.wsu.edu/documents/2020/06/human-subject-research-return.pdf/) on this subject. All plans should still account for the potential need to modify activities (e.g., change stages) on relatively short notice as conditions evolve moving forward.

The guidelines, checklist, and staged approach summary are intended to maintain safety while increasing research activity by making decisions based on three basic principles:

* Prioritizing and protecting the health and well-being of our students, faculty, staff, and research partners;
* Minimizing the spread of COVID-19 while serving our communities responsibly; and
* Protecting the careers of students and early stage researchers, including graduate students, postdocs, and junior faculty.

PIs and research leaders are encouraged to continue monitoring [funding opportunities](https://orap.wsu.edu/covid-19-funding/) unique to this pandemic, as made available.

The guidance below has been developed in collaboration with other institutions and regulatory bodies, including the University of Washington, the University of California system, Stanford University, and other APLU institutions, but tailored specifically to WSU. The recommendations in this guidance do not replace those from cognizant [local](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions), [state](https://www.doh.wa.gov/Emergencies/Coronavirus), and [national](https://www.cdc.gov/coronavirus/2019-nCoV/index.html) public health authorities (which take precedence in the event of a conflict) or University Guidance (e.g., [HRS directives](https://hrs.wsu.edu/covid-19/ee-rtw-guide/)), but are intended to work together and in accordance with their guidance.

You may contact the Office of Research with any questions about this guidance at [research@wsu.edu](mailto:research@wsu.edu) or 509-335-5238. The Office of Research [COVID-19 webpage](https://research.wsu.edu/covid-19/) and [Human Resources Services webpage](https://hrs.wsu.edu/covid-19/stay-home-stay-healthy-order/) are also updated regularly.

Contents of guidance below:

[Appendix I](#Guidelines): Guidelines for return of on-site research activities……………………… page 3

[Appendix Ii](#Checklist): checklist and written plan ………………………………………………………………… Page 9

[Appendix III](#Phases): Summary of Staged Approach (1-4) ………………………………………………… page 12

Appendix I: Guidelines for return of on-site research activities

1. Researchers are encouraged to **continue to work remotely** (e.g., from home) whenever possible, as returning to WSU may increase transmission/community spread of COVID-19.

* Supervisors and employees are responsible for compliance with all state ethics laws and WSU policies and procedures. Employees must accurately account for time including hours worked (on-site and/or telework), annual or sick leave used, and leave without pay. The Ethics in Public Service Act, [RCW 42.52](https://app.leg.wa.gov/RCW/default.aspx?cite=42.52) applies to all WSU employees. All state employees have a duty to ensure proper stewardship of state resources and ensure accountability.
* Research personnel shall not be [pressured](https://from.wsu.edu/provost/2020/Grad-School-Expectations/165391-browser.html), explicitly nor implicitly, to physically [return to work](https://wsu.edu/covid-19/2020/03/26/conduct-of-research-under-governor-inslees-stay-home-stay-healthy-directive/) to conduct research on-site. All research personnel on site must have consented to do so. Questions can be directed to [HRS](https://hrs.wsu.edu/), the [Ombudsman](https://ombudsman.wsu.edu/), or the [Graduate School](https://gradschool.wsu.edu/).
* Consider the needs of **high-risk** **researchers** or those with disability accommodations. Continue to make [accommodations](https://www.governor.wa.gov/news-media/inslee-issues-protection-high-risk-workers) for [high-risk individuals](https://news.wsu.edu/announcement/high-risk-employee-workers-rights-accommodations/) as necessary. Contact [HRS Disability Services](https://hrs.wsu.edu/employees/disability-services/).

2. Individuals MUST [attest](https://attestation.wsu.edu/) that they do not have [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) or feel sick prior to on-site activities. Individuals that cannot attest must stay home – do not attend work or school – and contact and follow the advice of their medical provider (see “[how to discontinue home isolation](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)” following sickness for more information).

3. In some locations, COVID-19 testing is available. Testing plans have been developed for [Spokane](https://spokane.wsu.edu/spring-2021-testing-plan/) and [Pullman](https://s3.wp.wsu.edu/uploads/sites/2542/2020/11/wsu-spring-2021-testing-plan-november-2020pdf.pdf) (Pullman [student](https://cougarhealth.wsu.edu/medical-clinic/services/covid-testing/) and [employee](https://wsu.edu/covid-19/covid-19-testing/employee-testing-locations/)).

4. Practice **physical distancing**, defined as maintaining [separation](https://ehs.wsu.edu/public-health/distancing-and-disinfection-plan/) of minimum six feet, whether indoors, outdoors, in vehicles, field work, or other spaces. The distinction of physical distancing vs. social distancing is important, as it is necessary to continue to discuss research, publish results, and maintain (if not increase) all other social aspects of research. While risk is decreased when outdoors, physical distancing should continue to be practiced. In some cases, single occupancy of research spaces may be the best approach (e.g., vehicles, small spaces).

5. Research personnel should continue to limit their physical presence to **spaces** **essential** to performing their workwith dedicated equipment to the most reasonable extent possible.

* Establish appropriate work practices and work stations.
* Multiple individuals in a common research area (e.g., open concept laboratory, field work) should have a defined work zone to maintain physical distancing at all times (see shaded office cubicles or laboratory benches in figure to right). Research teams utilizing shared spaces (e.g., graduate student offices, laboratories, studios) must coordinate their respective plans, as applicable.
* Consider bottlenecks in buildings (e.g., elevators) and consider coordination with others in staggered arrivals/departures.
* Core facilities and service centers (e.g., vivariums and other animal procedure spaces, Franceschi Microscopy & Imaging Center (FMIC), histology, Nuclear Magnetic Resonance (NMR), microscopy, imaging, greenhouses) must develop plans for limiting exposure between users (use the checklist in Appendix II).
* Physical distancing may require **flexible scheduling** (i.e., 24 hour/7 days facility access, shift work, or staggered work days) to maximize use of the space.
* Provide opportunities for researchers to modify or rotate schedules to the extent possible under a given research program, whilst considering overall safety and security of individuals working nights or weekends (should the researchers desire a non-traditional schedule).
* Consider childcare concerns for individuals ([K-12 schoo](https://www.k12.wa.us/about-ospi/press-releases/novel-coronavirus-covid-19-guidance-resources)ls and daycare/aftercare have been affected in many cases). Per [HRS](https://hrs.wsu.edu/employees/disability-services/ffcra/), supervisors cannot require civil service employee or overtime eligible faculty or AP employee to report to work or work from home if their child’s school or place of care is shut down by a public official in response to COVID-19.
* Consider available square footage when determining density of personnel, as research spaces vary.

6. Use **appropriate** **protection** for each research, scholarship, and creative activity. Under no circumstances should safety be sacrificed due to lack of adequate supplies, type, and/or quality of PPE.

* **Face coverings**: Face coverings are [required statewide](https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering) in all public spaces. Researchers will be required to wear a cloth facial covering, except when working alone in an office, vehicle, or at a job site, or by any individual who is deaf or hard of hearing – or who is communicating with someone – who relies on language cues such as facial markers and expression and mouth movements as a part of communication, or when the job has no in-person interaction. Employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection under the Department of Labor and Industries’ safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationsemployers.pdf) for additional details. Employees may choose to wear their own facial coverings at work, provided it meets the minimum requirements. Use of loose-fitting face masks or cloth [facial coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) (e.g., scarves and homemade masks), or better, prevents the wearer from transmitting droplets from coughs and sneezes; but they do not prevent inhalation of fine aerosols and are not protective in close proximity.
  + The Governor’s [proclamation](https://www.governor.wa.gov/sites/default/files/proclamations/20-25.4%20-%20COVID-19%20Safe%20Start.pdf)s must be followed in addition to [local](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions) public health directives or University directives (i.e., [HRS](https://hrs.wsu.edu/covid-19/ee-rtw-guide/)), which all take precedence in the event of a conflict with this guidance.
  + Cloth facial coverings (also known as respiratory etiquette masks) are not [Personal Protective Equipment (PPE)](https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/) and should not be substituted for respiratory protection (e.g., N95). See [here](https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-and-surgical-masks-face-masks) for a summary on uses and differences. Briefly, cloth face coverings prevent the wearer from spreading respiratory droplets (i.e., prevent infected individuals without symptoms from spreading virus) but are less effective at filtering inhalants. Wearing cloth facial coverings in public areas to limit the spread of respiratory droplets demonstrates consideration for others.
  + Facemasks do not replace physical distancing and the wearer should avoid face touching and continue frequent handwashing.
  + Some individuals may not comfortably wear cloth face masks without negatively affecting their breathing. Individuals unable to wear cloth facial coverings or better should consult [HRS Disability Services](https://hrs.wsu.edu/employees/disability-services/) for reasonable accommodations.
* **PPE**: Researchers may and should acquire and use PPE when it is appropriate based on the hazards associated with their research or other vocational purposes that regularly require PPE use. Users of PPE are still expected to follow general safety guidelines (i.e., CDC, WADOH).
  + Following hazard assessment, the minimum PPE for most bench laboratory procedures includes lab coats, safety glasses, and gloves.
    - Some PPE (e.g., face shields) may need to be dedicated to individuals or sanitized between use.
  + Respirators are *not recommended* for preventing SARS-CoV-2 in non-clinical exposure environments and do not replace physical distancing requirements. WSU respirator users must enroll in the [Respiratory Protection Program](https://policies.wsu.edu/prf/index/manuals/contents-chapter-3/3-24-respiratory-protection-program/).
  + Notify the supervisor if you see someone not adhering to face coverings or PPE guidance, as it is not appropriate to act or notify law enforcement.

7. Continue to **practice appropriate** [**hygiene**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) and **sanitization protocols**.

* Facilities custodial services (e.g., trash collection) will continue normally but with reduced frequency. Common areas and frequently touched public surfaces will be disinfected more frequently by custodial staff. **Researchers** **are expected to** [**disinfect**](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) **their own spaces** (e.g., surfaces, chairs, equipment).
  + [Disinfectants](https://ehs.wsu.edu/public-health/disinfectant/), including formulations intended for electronics, and [hand sanitizer](https://ehs.wsu.edu/public-health/hand-sanitizer/) can be acquired from Facilities Operations and EH&S on the Pullman campus. Disinfectant is supplied by Facilities Operations on the [Spokane](https://spokane.wsu.edu/facilities/), [Vancouver](https://www.vancouver.wsu.edu/facilities-operations), and [Tri-Cities](https://tricities.wsu.edu/facilities/) campuses. Check with local EH&S and facilities groups in other locations. Disinfectants and hand sanitizer will be provided throughout the Fall 2021 semester.
* Scenarios where researchers need unique equipment located in another facility presents challenges. With this in mind, develop a plan to communicate scheduling to maintain physical distancing and disinfection measures.

8. **Facility considerations** for each unique research space should be assessed by the research team, including conducting an inspection prior to initiating additional work.

* The PI or delegate should inspect the research space to ensure all equipment is functioning properly following a period of vacancy or nonuse.
* Many facilities will remain locked for safety and security. Contact Facilities Services to access necessary spaces. If additional keys are needed for access, have key coordinator (someone with budget signature authority) submit a work request.
* Each research space/building is unique and may be set for a ventilation ramp down at night. In some cases, Facilities Services may need to be contacted to change ventilation scheduling to accommodate shift work.
* Sinks that have been unused for a long period of time may experience a dry trap situation resulting in a sewage odor. This is easily corrected by flushing water into the sink and refilling the trap.
* Rearrangements to any facility that requires structural modification must be coordinated through Facilities Services.

**9.** WSU encourages everyone to get **[vaccinated](https://www.doh.wa.gov/Emergencies/COVID19/vaccine)**, as the approved vaccines have been shown to be safe and highly effective.

* WSU employees (faculty, administrative professional , civil service) may receive up to [2 hours of release time during their scheduled work period to receive each dose of the vaccine](https://hrs.wsu.edu/covid-19/leave-and-work-faqs/" \l "covid-vaccine), provided the vaccination appointment is during said period. If additional time is necessary, it must be accounted for as sick leave, annual leave, comp time, leave without pay and/or flexible scheduling options. Employees must coordinate release time, time off or flexible schedule options with their supervisor. Student and hourly employees may use their accrued sick leave if they receive the vaccine during a regular scheduled work shift.
* [WSU post-vaccination guidelines](https://wsu.edu/covid-19/covid-19-vaccination-wsu-guidelines/) will continue to be updated. At this time, all mitigation strategies within this plan continue to apply *regardless of vaccination status*. For guidance regarding fully vaccinated individuals outside the workplace, see [CDC resources](https://www.cdc.gov/media/releases/2021/p0308-vaccinated-guidelines.html).

Researchers engaging in **unsafe behaviors** inconsistent with these guidelines or recommendations from cognizant [local](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions), [state](https://www.doh.wa.gov/Emergencies/Coronavirus), and [national](https://www.cdc.gov/coronavirus/2019-nCoV/index.html) public health authorities (which take precedence in the event of a conflict) or additional University Guidance (e.g., [HRS](https://hrs.wsu.edu/covid-19/ee-rtw-guide/) directives), may be asked to suspend research until they can implement appropriate measures. Feedback can be provided to [HRS](https://hrs.wsu.edu/covid-19/covid-19-return-to-work-concerns/) or the [Office of Research](https://research.wsu.edu/box/).

Prioritizing Research Projects

Research involving efforts to **mitigate COVID-19**, and activities necessary to sustain the WSU research enterprise, should be given the highest priority (as stated in [previous guidance](https://wsu.edu/covid-19/2020/03/18/immediate-modification-of-research-practices-to-address-covid-19/)).

**Priority** to physically return to research spaces should be given to protect the careers of students and early stage researchers, including graduate students, postdocs, and junior faculty.

* WSU is sensitive to the consequences of reduced access to research spaces and the dramatic impact this will have on careers, particularly of junior researchers. Questions regarding tenure and promotion should be directed to the [Office of the Provost](https://provost.wsu.edu/).

Researchers should focus on clear deliverables, graduation timelines, funding jeopardy, data integrity, remote-based assistantships, contractual requirements, and/or any other metric the PI deems appropriate.

Additional factors to consider, include:

* Additional government and partnering agency restrictions may/will need to be adhered to by WSU researchers and therefore researchers will need to work with their research administrators.
* Projects distributed over multiple sites or dependent on international or inter-institutional collaborations have additional challenges.
* Research requiring currently allowable [travel](https://wsu.edu/covid-19/2020/03/04/what-travel-restrictions-are-currently-in-place/), such as international travel, field research, animals or human subject research that must be conducted in person may be more difficult to accomplish.
* International graduate students unable to return to WSU but able to engage in sponsored research activities are likely now considered foreign researchers. Research leaders should consult with [International Programs](https://ip.wsu.edu/), [Graduate School](https://gradschool.wsu.edu/), and/or Office of Research Support and Operations ([ORSO](https://orso.wsu.edu/)) when planning for the modification of research that involves individuals in this situation.
* As per standard research guidelines, new research activities involving human subjects, animals, or hazardous materials or agents (i.e., chemicals, biological agents, or radioactive materials) must follow approval by [oversight committees](https://ora.wsu.edu/).

All activities must be flexible to respond to fluid scenarios, as public health recommendations vary by geographical location (Pullman, Spokane, Tri-Cities, Vancouver, Everett, Global Campus, and extension throughout the state), college, and research project, and should account for the potential **need to modify activities on relatively short notice** (i.e., 48 hours).

Training to Ensure Understanding of Risks and Disinfection Procedures

Researchers are required to [understand](https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19--13-april-2020) the risks associated with transmission of COVID-19 and workplace disinfection **upon resuming research activities on-site**.

* All employees (faculty, students, and staff) MUST complete these [**training modules**](https://wsu.skillport.com/skillportfe/main.action#whatshappening):
  1. Disinfecting the Workplace for COVID-19, and
  2. WSU COVID-19 Safe Return to Work.
* Log into your [online learning](https://hrs.wsu.edu/training/) account to access the trainings. (Access [Instructions](https://ehs.wsu.edu/ehs-training/)). Student access is via [Blackboard LMS](https://apps.aoi.wsu.edu/li/blackboard/student-safety-training.aspx).
  + Alternatively, CDC trainings on “[How it spreads](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)“ and “[Protect Yourself](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)“ can be taken for non-employees. These trainings are not recorded and completion records must be maintained by the research leader and these need to be made available when requested.
  + Additionally, supervisors are encouraged to check that all employees have received the following general safety [trainings](https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-18-safety-training/).

Appendix Ii. checklist and written plan

This checklist is intended to define appropriate activities to modify and resume. It is not exhaustive, and adjustments will be necessary for each research or campus/location need (there may be some sections that do not apply to some research activities). The *guidelines for return to on-site research activities* contains information that may help with completing this checklist. As laboratories and shared research spaces gradually resume some research activities, this checklist and guidance will need to allow flexibility to take steps to reactivate all equipment/activities. Additionally, individuals may withdraw consent to be on-site e.g., in response to changing circumstances. The checklist needs completed once (initial return to on-site research) but should be reviewed for accuracy when ramping up between Stages 2 and 3.

|  |  |  |
| --- | --- | --- |
| Personnel & Research Safety | | Additional description  (if necessary) |
|  | Ensure that all work which can be done remotely is still performed remotely |  |
|  | Prioritize research activities (ongoing) and determine if each can be performed with limited staff and/or rotating teams |  |
|  | Emphasize there is no pressure or penalty for researchers (at all levels) unable to be physically present due to quarantine, high-risk/vulnerable populations, or isolation needs (e.g., childcare concerns), or any other personal needs/concerns |  |
|  | Determine the maximum number of people who can be in the lab at one time and devise a schedule to ensure that this number is not exceeded |  |
|  | Ensure physical distancing standards are applied to all offices, laboratories, shared spaces, public areas, etc. and PPE/barriers are not substitutes for distancing |  |
|  | Develop staffing teams, rotations, and schedules (e.g., shift work, alternating days/hours) |  |
|  | Ensure all researchers have taken applicable safety trainings |  |
|  | Identify disinfection protocols needed (disinfectant used, frequency, etc.) and confirm if these supplies are present or need to be acquired (may vary between equipment, tasks, spaces, and projects) |  |
|  | Plan for required decontamination between different users accessing the same space/physical-resources |  |
|  | Devise system to indicate when an area is clean or needs decontamination or adopt a ‘clean before you start AND after you finish’ policy |  |
|  | Devise system for shared vehicles and other spaces (physical distancing, disinfection) |  |
| Supplies & Equipment | |  |
|  | Perform and document a research space inspection by PI or delegate to ensure all equipment is functioning properly (e.g., ensure chemical fume hoods, biosafety cabinets, freezers, gas cylinders, glove boxes, purge air/moisture from air/moisture sensitive equipment/environments) |  |
|  | Verify all safety devices are installed and functioning normally (e.g., flammable gas or other alarms/detectors, air flow in fume hoods and biosafety cabinets, properly positioned excess flow valves and flashback arrestors, autoclave operation, fully stocked spill kits) |  |
|  | Ensure equipment is up to date (or scheduled) for recalibrated/certified/inspected/serviced prior to resumption of use (e.g., lubrication of mechanical components, servicing cooling systems, inert gas purging, thermocouples) |  |
|  | Determine PPE required and if all items are available (and use is permitted) |  |
|  | Determine what reagents/media/chemicals are not shelf stable and need to be remade or reordered |  |
|  | Determine consumables that need to be ordered/re-stocked |  |
|  | Start-up/test computer-controlled scientific equipment prior to initiating and consider prioritizing automated or remote-operated devices, test automated shutdown systems |  |
|  | Ensure dewars and cryogen containers are filled |  |
| Experimentation | |  |
|  | Briefly, plan experiments and activities while noting the necessary duration of all activities in the written plan below |  |
|  | Establish safe and appropriate use of hazardous materials, human subjects, or animals in research |  |
|  | Ensure activities can easily and safely halt should another directive necessitate a ramp down |  |
| Consultations (as necessary; please use N/A if not applicable) | |  |
|  | Safety (e.g., biosafety officer, cougar health, EH&S, public safety) |  |
|  | Oversight committees (e.g., Institutional Animal Care and Use Committee, Institutional Biosafety Committee, Institutional Review Board, Radiation Safety Committee) |  |
|  | Core facilities and service centers (vivariums, FMIC, histology, NMR, microscopy, imaging, other) |  |
|  | Information Technology (IT) |  |
|  | Purchasing |  |
|  | Package delivery and receipt (mail) |  |
|  | Facilities (including animal or plant care facilities and custodial services) |  |
|  | Human Resource Services |  |

**Research, Scholarship, and Creative Activities Personnel Consenting to be on-site**

This personnel roster does not need to be posted for privacy concerns, but should be readily available to administration for monitoring and public health uses.

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Contact Number** |
| XXX (Main point of contact) |  |  |
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|  |  |  |

Use the space below to add additional written plans not covered in the checklist above, specific for your research needs (as necessary with add pages if needed):

**Project Leader (e.g., Principal Investigator)**

I certify that I have read “Staged return to on-site research, scholarship, and creative activities” and will adhere to the principles and guidance provided by WSU outlined in this guidance, and that I have reviewed and completed this checklist. I understand that university, federal, state, or local guidance may change at any time, necessitating changes in research procedures and operations. I further understand that serious or repeated failure to adhere to safety requirements could lead to mandatory termination of operations and/or corrective or disciplinary action. [all digital signatures are acceptable]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair / Local Campus Unit Director**

Based on my review of the attached checklist, and after consultation with the principal investigator(s)/research lead(s), I concur this research program should be authorized to resume under the specified conditions and restrictions and in accordance with guidance from federal, state, and local officials. [all digital signatures are acceptable]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flow chart to return to on-site activities:

Yes

Stay home!

Yes

Nos

Nos

* Complete daily attestation
* Practice physical distancing (maintain 6 ft separation at all times)
* Wear face coverings
* PPE must be worn at all times when it is appropriate based on laboratory hazards
* Practice appropriate hygiene and sanitization protocols

Yes

Yes

Researchers engaging in unsafe behaviors inconsistent with current guidelines may be asked to suspend research activities until they can implement appropriate strategies

Display checklist and written plan & return to on-site research, scholarship, and creative activities

Yes

Appendix III. Staged Approach Summary (1-4)

This appendix is meant to serve as an illustration of a possible timeline and includes factors beyond the scope of this guidance (e.g., public health measures). Note that while the stages within this document are informed by our state reopening plans, they do not correspond directly.

|  |  |  |  |
| --- | --- | --- | --- |
| STAGE | CONDITION SUMMARY | OBSERVATIONS | TIME PERIOD ESTIMATE |
| **1** | COVID-19 hospitalizations high or on the rise, testing limited, PPE shortages  Initial Stay Home/Stay Healthy directive in place  Many researchers who are eligible to carry out in-person work do not  In-person research activity significantly below normal | On-campus access allowed to maintain research capability or prevent catastrophic disruption  COVID-19 related research encouraged  On-site researchers estimated 0-35% density | March 23, 2020 |
| *Preparations for next Stage*   * *Defined by COVID-19 data, Public Health Authorities, and consensus of WSU leadership.* * *Necessary core facilities and service centers are staffed and returning to operations.* * *PIs are able to purchase necessary supplies.* * *Physical distancing, facial coverings, cleaning measures understood and in place.* | | | |
| **2** | Local COVID-19 hospitalizations flatten, then drop  Possible PPE shortages  Public health authorities & Governor relax restrictions  Relaxation of restrictions - standards for activity based on ability to physical distance  Local schools still closed/ teaching remotely  More researchers who are eligible to carry out in-person work return to work.  In-person research activity increases gradually but still at lower levels than normal | Preparatory period running from 06/05/2020 to 06/09/2020 - during this period, no resuming of research beyond current is to be conducted. Exceptions require Dean or Chancellor approval.  All research that can be done remotely should continue, including all seminars, group meetings, etc.  Gradually expand # of people on-site while maintaining physical distancing and disinfection protocols.  Number of personnel on-site at minimum level that allows research progress.  New on-campus research allowed, but groups only allowed to operate at lowest density necessary, with physical distancing.  Preventive measures are in place for the "new normal" of research  On-site researcher activity transitions to an estimated density of 35-60% of pre-COVID-19 levels  COVID-19 related research prioritized  *Contingency plans for sudden return to previous Stage within 48 hours* | June 5, 2020 |
| *Preparations for next Stage*   * *Defined by COVID-19 data, Public Health Authorities, and consensus of WSU leadership* * *Screening and clear plans if researcher becomes ill, including contact identification/notification to other workers in close proximity.* | | | |
| **3** | New cases of COVID-19 are low  COVID-19 testing is at maximum needed capacity  Testing capacity increases  PPE availability normal  Physical distancing still important  Childcare options available to parents  In-person research activity gradually transitions to a moderately high level compared to normal | Continued expansion of research on campus while maintaining physical distancing    New on-campus research allowed, but groups only allowed to still operate at low density of total personnel capacity due to physical distancing measures  All research activities that can be done remotely should continue to be done so, including seminars, group meetings, etc.  Most types of research are allowed.  Symptom reporting/onsite presence reporting is unit-specific  Some human subjects, field work, animal work, and research requiring travel may still be limited but most can proceed with precautions  On-site researcher density estimated at 60-85% of normal  *Contingency plans for sudden return to previous Stage* | April 20, 2021 |
| *Preparations for next Stage*   * *Defined by COVID-19 data, Public Health Authorities, and consensus of WSU leadership* * *Physical distancing no longer recommended* * *Research partners, collaborations, and international work are more readily available* * *Screening and clear plans if researcher becomes ill, including contact identification/notification to other workers in close proximity.* | | | |
| **4** | Vaccine or treatment available, widespread testing, and identification of new COVID-19 cases with contact tracing and quarantining and shown to be effective.  No evidence of rebounding  Minimal to no restrictions | No state restrictions; gatherings of more than 50 people allowed; non-essential travel allowed  All types of in-person research are allowed.  On-site research at 100% |  |

Change log for regular updates (intitail version date: 06/05/2020):

**Date: Changes:**

06.08.2020 Removed “Pandemics: Slowing the Spread” training (via EHS/HRS recommendation)

08.25.2020 Added EAP links for emotional/mental wellness

Clarified that the roster does not need to be posted due to privacy concerns

4.20.2021 Change from stage 2 to 3

Corrected links and revised to current public health recommendations throughout

Changed density requirements to reflect distancing only

Removed limitations on undergraduate researchers

Added attestation, testing, and vaccination guidance