

Research Ramp-up Planning: Summary Guidance for PIs

BEFORE YOU START:

Be aware that **not all research activity will be able to resume on-site at this time**. *What can be done remotely should continue to be done remotely.*

Review UC San Diego's phased approach to research continuity, available at <https://blink.ucsd.edu/research/covid-19/research-ramp-up.html#A-Phased-Scale-Up>.

- **Red phase:** only a limited number of personnel (approximately 15%) on-site to conduct essential activity as defined on March 17, 2020.
- **Orange phase** (anticipated to begin June 1, 2020): a low-density phase, with ~25% of personnel on-site to conduct research, scholarship and creative activity, complying with social distancing and safety rules as outlined in Research Ramp-Up Guidebook.
- **Yellow phase:** a medium-density phase, with ~50% of personnel on-site, complying with social distancing and safety rules as outlined in Research Ramp-Up Guidebook.
- **Green phase:** normal activity, potentially subject to continued social distancing and safety rules.

You will need to make plans that correspond to the phased approach and are compliant with all guidelines outlined in the Research Ramp-Up Guidebook.

THINGS TO KNOW:

- Minimum safety requirements for social distancing, use of face masks, and sanitizing spaces and work surfaces (top row of attached table)
- Additional requirements in specific contexts (summarized in attached table; more detail in the Guidebook [appendices](https://blink.ucsd.edu/research/covid-19/research-ramp-up.html#Appendices) (<https://blink.ucsd.edu/research/covid-19/research-ramp-up.html#Appendices>))
- In limited circumstances, alternative strategies for risk mitigation may be proposed.

In all contexts, all personnel must be screened for symptoms of COVID-19, and all personnel must sign in and out of work to facilitate contact tracing. (Symptom screening and sign-in tools will be identified and provided prior to June 1.)

THINGS TO DO: REVIEW / PLAN / COMPLETE FORMS / SUBMIT ONLINE

1. **REVIEW** safety requirements (<https://blink.ucsd.edu/research/covid-19/research-ramp-up.html>) for resumption of on-site (including off-campus field-based) research, available at <https://blink.ucsd.edu/research/covid-19/research-ramp-up.html> (summarized in attached table).

2. **PLAN** your work program, space, personnel schedules, and strategies to meet requirements
Consider your overall *program of activity*: organize on-site work in successive stages over time.

Consider your *physical space*: ensure necessary social distancing by rearranging work stations and/or on-site work schedules for personnel.

Consider your *use of shared research spaces* (autoclaves, cold rooms, etc.): coordinate with other users to ensure social distancing and required sanitization in these spaces.

Consider the research project *requirements of students and trainees*. They cannot be required to work on-site in the Red and Orange phases but should be supported in doing so if they choose and can be safely accommodated.

Discuss all plans and requirements (e.g., PPE, sanitization, symptom screening) with personnel, as you will have to ensure that they comply with requirements once on-site activity resumes.

3. **Download and COMPLETE** required forms (<https://blink.ucsd.edu/research/covid-19/research-ramp-up.html#Forms/-/Resources/-/Quick-Links>)

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Complete and save the required forms: *Ramp-up Staff Framework* and *Social Distancing & Sanitization Plan*. Save the forms *with your name* in the filename.

4. **LOG ON** to the Research & On-Site Activity Platform (<http://ucsd.edu/researchactivityform>), fill out the required fields, and **SUBMIT** your supporting forms.
 - **“SAVE” ≠ “SUBMIT”**: Use “save” to save your work in progress. You will be able to **submit** the form (and start the approval process) only *after* uploading the required documents.
 - *PIs will receive an email asking them to approve the submission – even if they submitted it themselves (a necessary step to allow others to submit on PI’s behalf).*

Ramp-up Plans will route to reviewers automatically:

VC AREA (choose from drop-down)	Level 1 (enter name)	Level 2 (enter name)
Academic Affairs (main campus)	dept chair (or center director)	dean
Design Lab, QI, SDSC	director	SAVCAA*
Health Sciences		
School of Medicine	division head or center director	dept chair
School of Pharmacy	division head	dean
Marine Sciences		
	section head	AVC*
VCR		
	ORU director	SAVC*

Additional review by ORA and EHS is available when Level 1 or Level 2 approvers require assistance.
*You will not be asked to identify these reviewers in the online form.

Reviewers will ensure that your plans adhere to requirements (general or specific to type/context of research):

- Low-density activity (generally, no more than 25% of personnel on-site)
- Include adequate plans for social distancing (no more than 1 person per 250 sq. ft.)
 - In most labs, 1 person per aisle
 - May utilize shift scheduling or rearrangement of space
- Include specific requirements for PPE (face masks at minimum)
- Include plans for sanitization of workspaces (before and after each day, shift, use) and commonly touched surfaces (light switches, doorknobs, etc.)
- Include plans for sanitization and scheduling of shared research spaces (cold rooms, cell culture rooms, etc.), if applicable
- Include consideration of student and trainee research project requirements
- Include plan for daily symptom screening of all personnel
- Include plan for sign-in/sign-out of all personnel

Need help?

- Contact researchadmin@ucsd.edu for help with the online app; research@ucsd.edu for clarification of safety requirements.
- Ask your department administrator to access floor plans for your workspace from Tririga, UC San Diego’s space management system.
- Review EH&S’s startup checklist (<https://blink.ucsd.edu/safety/research-lab/covid-19/ramp-up.html>).

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Context	Facility startup requirements	Daily startup requirements	Density of personnel	Personal protective equipment	Disinfection	Screening of personnel	Travel
MINIMUM REQUIREMENTS FOR ALL ACTIVITY (ORANGE PHASE)	Consult EHS Checklist for safe re-opening of facility	Sign in-sign out for all personnel	Approximately 25% of normal; No more than 1 person per 250 sq ft	Face coverings (cloth masks or surgical masks) required for all	Disinfect work areas, commonly touched surfaces at beginning and end of each day, shift, or use	Symptom Screening for all personnel	Subject to university guidelines
Additional requirements for specific contexts	Are additional startup procedures required for safe resumption of activity?	Are additional preparations required before work can begin each day?	Are there additional restrictions or guidance for social distancing?	Are there requirements for personal protective equipment beyond basic face masks?	Are there additional requirements for disinfection of workspaces?	What personnel involved with activity require screening for exposure to COVID-19 before activity?	Are there additional considerations re: travel for research purposes?
Wet labs	Yes, consult EH&S checklist	As per usual	Orange: 1/aisle Yellow: 2/aisle	disposable gloves may be recommended	ensure all equipment disinfected after each use	none	None
Dry labs	Yes, consult EH&S checklist	As per usual	Orange: 1/aisle Yellow: 2/aisle	as per usual practice	ensure all equipment disinfected after each use	none	None
Human subjects research in dedicated facilities (e.g., clinical trials, behavioral studies on campus)	Yes, consult EH&S checklist	Pre-screen staff and participants 24 hours in advance of activity	Ensure waiting areas allow social distancing	face shields may be required for staff; facial coverings for participants	disinfect after each appointment; disinfect common spaces (waiting rooms) hourly	Screen staff and participants immediately before activity	None
Imaging research involving human subjects	Yes, consult EH&S checklist	Pre-screen staff and participants 24 hours in advance of activity	Ensure waiting areas allow physical distancing	Face shields may be required for staff; facial coverings for participants	Disinfect after each appointment; disinfect common spaces (waiting rooms) hourly	Screen staff and participants immediately before activity	none
Animal housing facilities and procedure rooms	Consult ACP	none	none	Location-specific PPE requirements per usual practice	disinfect common spaces every two hours	none	None
Social sciences and humanities field research at public sites (e.g., ethnographic observation, interviews)	Not applicable	Pre-screen staff and participants 24 hours in advance of activity	risk mitigation plans needed if site does not permit full social distancing	Face shields may be required; facial coverings for participants	Disinfect surfaces before and after use	Screen staff immediately before activity	Carpool limited to 2 people; public transportation discouraged
Community-based research in controlled off-campus sites (e.g., schools, community centers, etc.)	Not applicable	Pre-screen staff, and participants 24 hours in advance of activity	Risk mitigation plans needed if site does not allow for distancing	face shields may be required; face coverings for participants	Disinfect after each appointment; disinfect common spaces (waiting rooms) hourly	Screen staff and participants immediately before activity	Carpool limited to 2 people; public transportation discouraged
Performing/Visual Arts	Yes, consult EH&S checklist	Pre-screen participants in joint activity (dance, theatre, musical)	risk mitigation plans needed if site does not allow for social distancing	Additional PPE may be required, or alternative (e.g., plexiglass barriers)	disinfect before/after each use of shared spaces, equipment (music stands), etc.	Screen staff and participants immediately before activity	
Natural sciences field research	Consult UC San Diego Field Safety Guidelines (forthcoming)						

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Ships/Boating

Consult UC San Diego Field Safety Guidelines (forthcoming)

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<https://blink.ucsd.edu/research/covid-19/research-ramp-up.html>