**Research Recovery Plan Template:**

**Required for UO Stage 1 On-Campus Research Activities**

To build a path forward for safely ramping up research activity on campus, OVPRI is requesting that Principal Investigators submit Research Recovery plans if they intend to perform research activities on campus. Research that requires travel will need to have an approved research plan, plus approval for travel from the [IMT travel group](https://app.smartsheet.com/b/form/33d3e09d9195481fa6d39c6e55abef78).

Our overarching goal is to ensure the safety of our students, faculty, and staff while increasing research activity in a staged approach as public health guidance and safety conditions permit. This document should be completed by PIs who do not yet have approved UO Phase 0.5 plans and be developed in coordination with their team members. With the lifting of the executive order for universities on June 13th, and to avoid confusion with county phases, we will refer to different ‘stages’ of allowed activities going forward. Please see our guidelines for rule and activities permitted at each stage: [OVPRI guidelines](https://research.uoregon.edu/covid-19-plans-for-research-recovery). Further planning for later stages is still to come. Recovery will be a long-term transition with a restart process that is scaled gradually and aligned with public health conditions.

Plans will be evaluated by members of the Research IMT, faculty with subject area expertise, and Environmental Health and Safety. Approval of UO Stage 1.0 Recovery plans is required before research teams can begin Stage 1.0 research activities.

All Principal Investigators must complex the first section, “Research Team, Activities, and Safety Protocols.” There are 2 additional sections for fieldwork (not involving human subjects) and face-to-face human subjects research. Please complete as applicable to your research.

**GUIDELINES**

Please refer to the [OVPRI Coronavirus Information for Researchers website](https://research.uoregon.edu/covid-19-plans-for-research-recovery) for the most up-to-date Guidelines.

Note: This approval process only applies to work that must be completed on-campus, in the field, or involving face-to-face human subjects research. Research that can be conducted remotely, such as theoretical and computational work, or non-face-to-face human subjects research (surveys, mailings, etc.) can continue without further review if taking place off campus.

**Plans should be submitted using the form available** [**here**](https://app.smartsheet.com/b/form/ac628d60a0834a50992154a5383f9fa8).

**RESEARCH TEAM, ACTIVITIES, AND SAFETY PROTOCOLS**

1. Provide a brief summary of the activities to be conducted during UO Stage 1. Clearly explain how these activities are justified under UO Stage 1 allowances. How do your plans allow for equitable access to pursue very high priority research among your research team?
2. Ideally, on-campus research activities should be conducted by fully trained research staff (e.g. graduate students, postdocs, staff scientists). However, we expect that many research groups will be expanding in the coming months to include new researchers with different levels of experience. Under UO Stage 1, research groups are permitted to add partially trained personnel to their plans provided they were part of a research group conducting similar work in the past. Such additions and trainings are only possible if they can be carried out in a physically distanced manner. Please note that new personnel with limited training should not work on campus outside of normal business hours.

Please list all personnel who you propose to conduct work in the table below. Indicate those personnel with limited training by writing “In Training” after their name. If any of your group members are also listed on the plans of another faculty member, please include the other PI name in parenthesis after the personnel name. Add additional rows as needed.

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| --- | --- | --- | --- |
| **Name** | **Title/Role** | **UO E-mail** | **Cell Phone Number** |
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1. Do you anticipate needing to train research personnel (current personnel or those needing training identified above) to carry out new tasks during UO Stage 1? If so, please describe how you will train personnel while maintaining physical distancing.
2. Please list primary and shared on campus spaces to be used by your group. We encourage each research group to develop a calendar system for planning and tracking access to shared spaces.

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| **Primary on-campus spaces or field site** | **Approx. SqFt. (N/A for fieldwork)** | **Activity in designated space/ site** |
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| **Shared on-campus spaces** | **Approx. SqFt.** | **Other groups who typically use this shared space** | **Activity in designated space** |
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1. During UO Stage 1, faculty PI labs may have up to 50% of their approved personnel conduct work on campus or in the field at a given time. However, work that can be done at home should still be done at home. For groups with 5 or fewer people, only 2 research personnel are permitted on-campus at any given time. To ensure physical distancing and to limit the total person density on campus, research spaces must provide at least 200 ft2 per person for simultaneous occupancy (i.e. for 2 people to share one space, it must be greater than 400 ft2 and be of a layout to support appropriate physical distancing).

Describe in detail how you will ensure physical distancing appropriate for your group that complies with most recent recommendations (currently at least 6 feet of physical separation at all times). Please also include:

* + How you and your safety coordinator will monitor compliance.
	+ Describe any signage that you will use to support compliance within the spaces to be used.
1. Do you anticipate shift working in your group during UO Stage 1 (e.g. exceeding ½ of your total research group activity on campus per day by cycling users in different shifts)? If yes, please describe how you will implement scheduling to ensure equitable access and monitor compliance.
2. We encourage on-campus work to be conducted during normal business hours when EHS and UOPD have the most active presence on campus. We understand that teams may also need to work in shifts to carry out research activities while maintaining physical distancing. If members of your team need to conduct work outside of regular hours, please address how you will ensure laboratory and personal safety during off-hours work. If you are proposing shift work, also describe how you will coordinate scheduling to ensure that research activities involving highest risk (i.e. chemicals, physical hazards) occur during normal business hours.
3. Describe in detail the cleaning procedures for your group. Please also include:
	* How you and your safety coordinator will monitor compliance.
	* Whether you have the necessary cleaning supplies for these procedures.
	* If proposing shift work, also describe the enhanced cleaning measures your group will employ to ensure your lab and shared spaces are appropriately cleaned between shifts.
4. If you have shared equipment within your group or between groups, please describe your sign-up and monitoring protocols for each of the shared resources.
5. Do your on-campus activities require services or facility use from Research Core Facilities (RCF)? If yes, please identify the core facility and the nature of the work (e.g., dropping off samples for RCF personnel to process, personnel from your lab using RCF instrumentation, etc.). If your work requires CAMCOR, please also identify the sub-facilities that are required for your work.
6. We remind all researchers that appropriate lab attire is paramount. Describe the PPE and lab attire your group needs to carry out the described activities. As of June 15, UO will require any person on campus to wear a face covering. Please also include your plan for ensuring that your research group has sufficient PPE to maintain activities on campus in the future.
7. Please include any additional pertinent information.

**FIELDWORK (if applicable)**

As a reminder, all UO travel needs to be evaluated and pre-approved by the [Travel IMT](https://app.smartsheet.com/b/form/33d3e09d9195481fa6d39c6e55abef78). We are working with Travel IMT to coordinate and streamline the approval process related to Stage 1.0 research activities that require travel.

1. Does your fieldwork require travel in the next 6 months? If yes, please describe whether this travel is in-state, domestic, or international and the approximate length of stay.
2. Describe how you will ensure or maximize physical distancing in transit, lodging, and at the field site in compliance with current recommendations (currently at least 6 feet of physical separation at all times). Please also include how you and your safety coordinator will monitor compliance.

**FACE-TO-FACE HUMAN SUBJECTS RESEARCH (If applicable)**

Please consider that ramp down of these activities or changes in policies or procedures may occur on short notice. We will not be reviewing ramp-down plans at this time, but especially for complex projects, we recommend you are prepared for such a situation.

1. Please describe scheduling and tracking systems for research visits that minimize overlap before and after different participants within your group. Please also consider participants from across groups that share or have adjacent spaces and how you will coordinate with them. Waiting rooms containing participants for multiple studies or study sessions should be avoided.
2. Please describe any specific cleaning and distancing protocols for your engagement with invited research participants that differ or deviate from those described above for your research personnel.
3. Please describe how participants will be informed about the rules/guidance/activities allowed during UO Stage 1. Participants coming to campus are required to wear face coverings. How will this be addressed with them (e.g. shared verbally during a pre-screening call)? What are your plans to provide face coverings to participants, if needed?
4. Please indicate here that you have read and will follow the HSR guidance provided [here](https://research.uoregon.edu/sites/research2.uoregon.edu/files/2020-06/Guidance%20on%20Engaging%20in%20HSR%20during%20COVID%2019%20Recovery.pdf) regarding responsibilities, contact tracing, inclusion/exclusion criteria, and necessary documentation for the IRB. Please download and attach the guidance document to your recovery plan submission.