**Research Recovery Plan Template:**

**Required for Phase 0.5 Essential 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 essential 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 phased approach as public health guidance and safety conditions permit. This document should be completed by PIs, in coordination with their team members, who need to carry out essential research on campus or in the field as the first step of our planned phased re-engagement. Further planning for later phase re-opening 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 Phase 0.5 Recovery plans is required before research teams can begin Phase 0.5 on-campus essential research activities.

This template is divided into on campus and lab-based activities and fieldwork. If your work requires both activities, please complete both parts of the form.

**GUIDELINES**

Please refer to the [OVPRI Coronavirus Information for Researchers website](https://research.uoregon.edu/covid-19-plans-for-research-recovery) for current Phase 0 and Phase 0.5 Guidelines.

Note: This approval process only applies to work that must be completed on-campus or in the field. 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/c8276010132f4fd989fc2fe00dfd1663)**.**

**ON CAMPUS AND LAB-BASED WORK (if applicable)**

1. Provide a brief summary of the on campus or laboratory activities to be conducted during Phase 0.5. Clearly explain how these activities are justified under Phase 0.5 allowances. How do your plans allow for equitable access to on campus or laboratory facilities to those in your research group?
2. Essential, on-campus research activities should only be conducted by fully trained research staff (e.g. graduate students, postdocs, staff scientists). Undergraduate researchers and new users who have not been trained are not allowed in this phase. Please list all personnel who you propose to conduct work in the table below. Add additional rows as needed.

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| **Name** | **Title/Role** | **UO E-mail** | **Cell Phone Number** |
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1. 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** | **Approx. SqFt.** | **Activity in designated space** |
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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. It is preferable for work to be performed during normal work hours. 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.
2. In Phase 0.5, research groups are permitted to have up to 2 persons working on-campus per day. Shift work that exceeds the 2 person limit is not permitted in Phase 0.5. This plan should incorporate essential research maintenance activities as required. 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.
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.
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. We remind all laboratory-based researchers that appropriate lab attire is paramount. Describe the PPE and lab attire your lab needs to carry out the described activities. All people engaging in on campus research activities are required to wear face coverings. Researchers are also strongly encouraged to also wear them in public settings (on campus or in field), as per CDC guidance. Please also include your plan for ensuring that your research group has sufficient PPE to maintain activities on campus in the future.
6. 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.
7. Please include any additional pertinent information or questions.

**FIELDWORK (if applicable)**

As a reminder, all UO travel is currently banned. Exceptions must be 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 Phase 0.5 research activities that require travel.

1. Provide a brief summary of the fieldwork activities to be conducted during Phase 0.5. Clearly explain how these activities are justified under Phase 0.5 allowances.
2. Essential fieldwork activities should only be conducted by fully trained staff (e.g., graduate students, postdocs, staff scientists). Undergraduate researchers and new personnel who have not been trained are not allowed in this phase. Please list all personnel who you propose to conduct fieldwork in the table below. Add additional rows as needed.

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| --- | --- | --- | --- |
| **Name** | **Title/Role** | **UO E-mail** | **Cell Phone Number** |
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1. Please identify the locations of the proposed fieldwork and provide a description of the activities to be conducted.

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| **Primary fieldwork site** | **Activity at designated site** |
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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.
3. Describe in detail how you will ensure enhanced cleaning/disinfecting procedures appropriate for your activities. Please also include:
   * How you and your safety coordinator will monitor compliance.
   * Whether you have the necessary cleaning supplies for these procedures.
4. If you have shared equipment that will be used in the field, please describe relevant cleaning and monitoring protocols for each of the shared resources.
5. We remind all researchers that appropriate work attire is paramount. Describe the PPE and work attire that your team needs to carry out the described activities. All people engaging in fieldwork are required to wear face coverings. Researchers are also strongly encouraged to also wear them in public settings (on campus or in field), as per CDC guidance. Please also include your plan for ensuring that your research group has sufficient PPE to maintain activities in the future.
6. Please include any additional pertinent information or questions.