**Research Recovery Plan Template:**

**Required for UO Stage 1A 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. PIs who have an approved UO stage 1 plan will be asked to complete a Transition to Stage 1A addendum. PIs who do not have an UO stage 1 plan must complete a full Stage 1A research recovery plan to undertake activities permitted in this stage. 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 1A Recovery plans is required before research teams can begin stage 1A 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/53d8ca97832a4686b0956f6e94f025bf).

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

1. Provide a brief summary of the activities to be conducted during UO stage 1A. Clearly explain how these activities are justified under UO stage 1A 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 1A, research groups are permitted to add new, untrained personnel to their plans if they meet the following requirements:
	* Are current UO undergraduate students, graduate students, or postdocs
	* Are incoming graduate students or postdocs
	* *Note: Incoming undergraduates may be trained as new users after the academic year officially begins*.

Please note that new personnel with limited training should not work on campus outside of normal business hours.

Using the table below, list all personnel who you propose to conduct work. Indicate those personnel with limited or no prior 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 1A? If so, please describe how you will train personnel within the current allowances for Stage 1A (maintaining at least 6ft distance throughout, or brief (<15 minutes) training within 6ft of distance with appropriate PPE, which must include face coverings by all participants plus the addition of a physical barrier such as face shield or plexiglass barrier, etc.). *Note: Training can occur in a room that does not meet the Stage 1A criteria for square footage per person (minimum 200ft2/person). However, those activities in such smaller spaces must occur within 15 minutes or less, as described above, and there can only be 1 such training activity per hour.*
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, field site, or outdoor space for face-to-face HSR research** | **Approx. SqFt. (N/A for fieldwork or outdoor space)** | **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 and 1A, 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). *Note: Brief training with 2 people may occur in rooms smaller than 400 ft2 (see question 3).*

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 1A (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. UO requires 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 research activities that require travel. You are expected to have an approved research recovery plan prior to requesting travel approval from the Travel IMT group.

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. Will you be conducting research activities that require interaction with a research participant where you cannot maintain 6ft distance throughout the visit? If so, please describe the activity and the duration (must be <15 minutes of activity when within 6ft of distance with appropriate PPE, which must include face coverings by all participants plus the addition of a physical barrier such as face shield or plexiglass barrier, etc.).
2. 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.
3. 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.
4. Please describe how participants will be informed about the rules/guidance/activities allowed during UO stage 1A. 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?
5. If you are proposing to conduct research in outdoor spaces, please describe your contingency plan in case of inclement weather.
6. 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.