**Research Recovery Plan Template: Required for UO Stage 2 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, in the field, or with in-person human subject interaction. 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 do not have a UO stage 1 plan (which is inclusive of later stage 1 iterations, i.e. 1A, 1B, etc.) must complete a full Stage 2 research recovery plan to undertake activities permitted in this stage. See our guidelines for rule and activities permitted at each stage: [OVPRI guidelines](https://research.uoregon.edu/covid-19-plans-for-research-recovery). *Please note that if you need to conduct any activities that are on campus, in the field, or in person with human subjects that fall under Stage 1 allowances (but not Stage 2), you will need to submit a separate UO stage 1 plan for review/approval. This is to ensure continuity in your operations should we be required to pause UO stage 2 activities.*

UO stage 2 activities will generate potential close contacts within our research community. We aim to provide a path forward for researchers to conduct important research that has yet to be permitted under research recovery planning while also not overwhelming the University of Oregon Case Management Team and Lane County Public Health contact tracing efforts. **Only those activities that cannot be conducted except with the expanded UO stage 2 allowances permitting extended close contact should submit a plan for this stage of recovery.**

Plans will be evaluated by members of the Research IMT, faculty with subject area expertise, and Environmental Health and Safety. **Approval of a UO stage 2 plan, completion of the “**[**Acknowledgement of Risk Form**](https://app.smartsheet.com/b/form/02361c426b55434580267ad52ce75ba9)**” by all named stage 2 personnel, and transition of the university to UO stage 2 is required before research teams can begin conducting work described in your plan.**

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/19219c1d8ecb46e08ef8252bb33d73dc)

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

1. Provide a summary of the activities (including training) to be conducted under UO stage 2. Clearly justify why this proposed work cannot be conducted under UO stage 1 allowances. How do your plans allow for equitable access to on campus or laboratory facilities to those in your research group?
2. Describe the total time commitment for the proposed close-contact protocol (hours/days). What are your plans for PPE and do you currently have ample supply on hand? How will you encourage researchers to eliminate close contacts outside of their immediate household for 7 days prior to initiating the research activities and 7 days following?
3. Because of the potential to create close contacts in UO stage 2, we highly recommend that only a subset of your research team be involved in this work to maintain continuity in your overall research activities in the event of a potential exposure.

Using the table below, list all personnel who you propose to conduct work ONLY for UO stage 2 activities (as noted above, if you have separate activities that can occur under UO stage 1, please submit a UO stage 1 plan). 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.

All personnel named in the table below are required to complete the [**Acknowledgement of Risk**](https://app.smartsheet.com/b/form/02361c426b55434580267ad52ce75ba9) form PRIOR to approval of this research plan.

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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 ONLY for Stage 2. 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. Do you anticipate shift working in your group during UO stage 2 (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. 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. 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 2. 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. If you are proposing to conduct research in outdoor spaces, please describe your contingency plan in case of inclement weather.
5. 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.