This process 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 submission of the Stage 1 Research Registration Form.

All researchers must implement the protocols described in 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 review and implement as applicable to your research.

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

**Research Team**
- Research activities will primarily be conducted by fully trained research staff (e.g. graduate students, postdocs, staff scientists). Training activities for new research staff, or research staff learning new skills/techniques, will follow the following guidance:
  - Training of new personnel or existing personnel on new activities will only be done in a manner that does not create close contacts as defined by the CDC: > 15 minutes of cumulative time within 6ft of a COVID-positive individual over a 24-hour period (starting 48 hours prior to positive test or symptom onset). Face coverings do not preclude one from being considered a close contact.
  - At least 6ft of distance will be maintained when performing training. If distance must be close to within 6ft to demonstrate a specific training element, the cumulative duration of all such elements will be less than 15 minutes over a 24hr period between those two individuals.
  - Training of new personnel with limited experience will occur only during normal business hours (8am-5pm, M-F).
- All members of our research team will complete the weekly “Commitment to Public Health and Research Safety” Form. All personnel must register here to sign up for this weekly message before beginning any research activities.

**Research Activities**
- Only critical research activities that require access to or use of University resources consistent with those outlined in the UO Stage 1 allowances on the Research Recovery website will be conducted.
- These activities will not create close contacts as defined by the CDC: > 15 minutes of cumulative time within 6ft of a COVID-positive individual over a 24-hour period (starting 48 hours prior to positive test or symptom onset). Face coverings do not preclude one from being considered a close contact.
- We will consider transparency and equity issues when determining who is accessing University resources (including building access), when, and why. Factors such as
necessity of the task to the overall project, employee or staff preference, and preferred work hours will be taken into consideration. All research team members will work collaboratively through regularly scheduled meetings to resolve issues around coordination and access.

Safety Protocols:
- Maintain at least 6ft of physical distance during research activities.
- Follow all applicable federal, state, local, and/or UO policies on face-coverings/mask wearing, social distancing and other COVID-19 infection prevention guidance (whichever is most protective).
  a. [CDC Mask Guidance](#)
  b. [UO Mask Policy](#)
  c. [UO COVID guidelines and resources for infection prevention](#)
- Implement best practices for infection control as recommended by the [CDC](#) and [OHA](#). As part of these precautions, all team members must practice good hand hygiene as it is one of the most effective means for reducing the spread of the virus. All members of the team must frequently wash their hands, including on arrival and departure if accessing campus, after removing gloves, and after touching communal surfaces with ungloved hands.

ON-CAMPUS RESEARCH (if applicable)

Physical Distancing and Density in Research Spaces
- To help maintain physical distancing and reduce campus density, 75% (rounding up to the nearest person) of our personnel are allowed on campus at a given time. Work that can be done at home will be conducted remotely.
- Research spaces will provide at least 100 ft² per person for simultaneous occupancy in a lab space (i.e. for 2 people to share one space, it must be greater than 200 ft² and be of a layout to support appropriate physical distancing) and 150 ft² for office spaces.
- For tracking and coordination of space usage purposes, all personnel will be required to use a shared online calendar to sign-up and reserve shared spaces. Our safety coordinator will regularly monitor space and sign-up sheets to check compliance.
- Signage similar to that provided by OVPRI will be posted throughout all non-private offices in our research spaces to encourage distancing, mask wearing, hand hygiene and disinfecting. All personnel will be required to record their name, date, time of entry, and time of departure on a sign-in sheet posted on the door to shared space. This sign will be visible for inspection. Personnel will be required to post a sign on the door to the space indicating that the room is occupied when needed.
- If our group requires shift work, we will coordinate that activity using online calendars and/or messaging and will never exceed 75% of our group on campus at any time.
- Whenever possible, on-campus work will be conducted during normal business hours (8-5 Monday through Friday) when EHS and UOPD have the most active presence on campus. If members of our team need to conduct work outside of regular hours, they
will have a contact (either the PI or lab-buddy) to check-in both before and after engaging in the off-hour activity to ensure safety.

- Research activities involving highest risk (i.e. chemicals, physical hazards) will occur only during normal business hours.

**Disinfecting Research Spaces**

- Lab spaces will be sanitized/disinfected twice daily (entry and exit). We will use a detailed cleaning checklist (examples available [here](#)) for all high-touch surfaces using *Environmental Protection Agency* ([epa.gov](http://epa.gov), 2020) recommended cleaning products, including: door handles, light switches, sink faucet handles, cabinet handles, computer keyboards and mice, desktops and chair armrests. Personnel will record their name, date, time of entry, and time of departure on a sign-in sheet posted on the door to each non-private office space. This sign will be visible for inspection by the safety officer and other lab members.
- The lab safety coordinator will procure and maintain all necessary PPE and disinfectants for our group to execute our research activities. Lab staff will be responsible for their own face coverings.
- All personnel will be required to use a sign-up sheet to reserve shared equipment. This sign-up sheet will be monitored by the safety coordinator. Shared equipment will be sanitized between uses following CDC guidelines.
- We will follow all University and unit guidance for using any necessary on-campus services, including research core facilities, and will consult with unit-leaders before engaging in those activities.

**FIELDWORK (if applicable)**

- We recognize that some individuals may be fully vaccinated but that a majority of the population has not been yet and there is limited guidance on best practice in regards to vaccinated individuals. As such, we will continue to conduct activities in a manner consistent with existing guidelines for minimizing spread of CoVid-19.
- We will follow [UO travel rules and guidance](#) and seek pre-approved via the [Travel IMT](#) for all field work.
- We will follow best practice guidance and any recommendations from Travel IMT to maximize physical distancing in transit, lodging, and at the field site in compliance with current recommendations ([CDC](#)).
- We will encourage regular CoVid-19 testing (e.g. [UO MAP](#)) in line with [CDC guidance pre- and post-travel](#).
- We will follow guidance from any remote/fieldwork site affiliated entity (e.g. other school, institute, or location) to the extent such guidance is not inconsistent with guidance issued by the CDC, Oregon Health Authority, or UO policies.
• The PI and safety coordinator will monitor compliance amongst our team through both expectation setting meetings up-front as well as checking in during and after trips to make sure individuals continue to maintain vigilance.
• We will follow all federal, state and local guidelines for self-isolation/quarantine before and after trips, and will ensure that masks are worn whenever traveling.
• Everyone will be encouraged to reduce potential close contacts prior to and after trips. To the extent feasible, travelers will work remotely from campus for at least 7 days after return to Oregon.

FACE-TO-FACE HUMAN SUBJECTS RESEARCH (if applicable)

• We will not create close contacts in our face-to-face human subjects research protocols. As per the CDC, close contact is defined as >15 minutes of cumulative time within 6ft over a 24hr period. Face coverings do not preclude one from being considered a close contact.
• We will use enhanced PPE when interacting with human participants, including face shields if we need to briefly be within 6ft and gloves if direct contact may occur.
• If distance must be close to within 6ft to demonstrate a specific element, the cumulative duration of all such elements will be less than 15 minutes over a 24hr period between those two individuals.
• We will use online/electronic scheduling and tracking systems for research visits that minimize overlap before and after different participants within our group.
• We will coordinate with PIs in nearby spaces to minimize interaction between participants across research groups. We will avoid sharing waiting rooms or having individuals wait in the same space.
• We will inform participants about the rules/guidance/activities allowed during UO Stage 1 before their research visit. Participants coming to campus will be required to wear face coverings and we will have extra disposable face coverings if needed. Participants will also be reminded that campus is closed to the public, and that their invitation to access campus is strictly limited to the designated research function and location.
• We will prepare to ramp down these activities on short notice.
• We have read and will follow the HSR guidance provided here regarding responsibilities, contact tracing, inclusion/exclusion criteria, and necessary documentation for the IRB.

If you have questions about permissible activities, resources, or expectations, please contact ResearchIMT@uoregon.edu.