

Cal Poly R&ED Research Expansion

As California Polytechnic State University (Cal Poly) moves forward, effective June 16, 2020 through August 31, 2020 (or until further amendments are enacted), we will be expanding our research, scholarship, and creative activities. Our aim is allow Cal Poly faculty, staff, and students to expand research activities using a phased approach that prioritizes health and safety of our campus and community; that is attentive to local and state directives and guidelines; that is supportive of faculty's professional development needs; and that accounts for graduate and undergraduate research needs, experiences and time to graduation.

A number of core principles apply to all research including the following:

1. We strive to ensure the safety of all faculty, staff and students involved in research, scholarship and creative activity at Cal Poly. We further strive to ensure the safety of the surrounding communities. As such, we are subject to the guidelines outlined by the Governor of the State of California, the Public Health Department of the County of San Luis Obispo, as well as the California State University System and the Office of the President of Cal Poly.
2. We seek to protect both the mental and physical health of our faculty, staff, and students engaged in research, scholarship and creative activities. No faculty member, staff, or student should be compelled to return to campus for research activities. In the case of students, faculty advisors and PIs should work to reasonably accommodate learning objectives and outcomes so as to minimize impact on time to graduation. Individuals in [high risk groups](#) (e.g., related to age, chronic health conditions, compromised immune systems) should be particularly attentive local health conditions and restrictions that may apply. These guidelines below may not apply to individuals in high-risk groups.
3. We seek to promote success of all faculty, staff and students engaged in research, scholarship and creative activities, especially early-career stage Cal Poly faculty, graduate students, and undergraduates with special consideration for deadlines of completion for graduation and career progression.
4. Research is considered an essential and critical part of the University's mission. The Office of Research and Economic Development is committed to working with faculty, staff and students to support the responsible expansion of research, scholarship and creative activities so that it can both achieve public health and professional development goals.
5. We seek to be responsive and responsible to this rapidly changing context. The guidelines and processes below are not all encompassing or exhaustive. Please reach out if and when you have questions.

Timeline	Relevant Health Guidelines	Research Activities	Process	Additional Requirements
Research Phase 1 (Current though June 16, 2020)	CA/SLO County Shelter at Home	<p>Virtual research activities and/or shuttered research are the default.</p> <p>Appeals reviewed for Critical/Essential work only, including:</p> <ul style="list-style-type: none"> • Loss of organism/culture • Loss of field season • Equipment Maintenance • Funded project with no extension • Priority for thesis research and senior project research so as not to delay graduation where other avenues have already been legitimately explored without solution 	Appeal Process – approval from college dean or designee followed by ORED approval	<p>Minimize people on campus</p> <p>Minimize people in shared spaces (strictly scheduled)</p> <p>Face coverings/shields, gloves, sanitation procedures</p> <p>Daily disinfection protocols in place for all labs and equipment</p> <p>Physical distance rules in effect in labs at all times</p>
Research Phase 2	Initial state and county relaxation of Shelter at Home (infections appear to be declining; testing capacity is increasing)	Begin slowly allowing in-person research expansion but with significantly reduced numbers of personnel in the laboratory (~1/3 or less for research group), and primarily only those who have remained in the area. Most research should remain virtual, except in studies/disciplines that are particularly impacted by virtual space.	<p>College level checklists and cover sheet with Chair/Head, Dean’s approval to resume work; Submission to ORED and EOC</p> <p>Appeals to ORED only when PIs can’t meet checklist, including for face-to-face</p>	<p>Face coverings required at all times when in lab space</p> <p>Daily disinfection protocols in place for all labs and equipment</p> <p>Physical distance guidelines (min 6ft) in effect in labs at all times. If 6ft cannot be maintained, face shields and gloves are required</p>

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		<p>Include minimal amount of “fee for service” or “client” work</p> <p>Priorities - all graduate student researchers, undergraduate researchers near degree completion, Grants/sponsored projects within 3mos of completion</p> <p>All researchers should be in the area, with identified exceptions for graduate students and advanced undergraduates who have isolated in the area for two weeks prior to returning</p>	<p>interactions with human-subjects research or clinical work (requires modification of human subjects submission)</p> <p>Preparation/plan for rapid return to Phase 1 if conditions change</p>	<p>in addition to face coverings</p> <p>Work to minimize people in lab spaces using staff rotations and scheduling</p> <p>Collaboration on scheduling for shared research spaces</p> <p>Encourage daily self-monitoring for symptoms (see CDC Self Checker in references)</p> <p>Additional guidance as provided by campus authorities</p>
Research Phase 3	Further and continued re-opening of county and state	<p>Research expansion continues slowly with number of personnel in lab limited to those that can be accommodated by physical distancing.</p> <p>Priorities - all graduate student researchers, increase in number of undergraduate researchers; introduction of team members returning to the area with 2-week quarantines before lab work</p>	<p>College level checklists and cover sheet with Chair/Head, Dean’s approval to resume work; Submission to ORED and EOC</p> <p>Appeals to ORED only when PIs can’t meet checklist, including for face-to-face interactions with human-subjects research or clinical work (requires modification of human subjects submission)</p>	<p>Face coverings required at all times when in lab space</p> <p>Daily disinfection protocols in place for all labs and equipment</p> <p>Collaboration on scheduling for shared research spaces</p> <p>Physical distance guidelines (min 6ft) in effect in labs at all times. If 6ft cannot be maintained, face shields and gloves are required in addition to face coverings</p>

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			Preparation/plan for rapid return to Phase 1 or 2 if conditions change	Encourage daily self-monitoring for symptoms (see CDC Self Checker in references) Additional guidance as provided by campus
Research Phase 4	No or minimal state restrictions	Normal Research Activities	None	As dictated by campus

Travel. Through July 31, 2020, all CSU supported travel requires Presidential approval. All travel for research must detail protocols for maintaining physical distancing, as well as decontamination procedures during the trip (e.g., wiping surfaces when changing drivers or upon leaving and re-entering the vehicle). Additionally, all travelers must follow either the guidelines of the state/county/local health office or the guidelines for SLO County, whichever is stricter. Depending on location and nature of work, travelers may be required to self-quarantine after returning to San Luis Obispo county.

Re-emergence. Re-emergence of Covid-19 (additional peaks) may necessitate moving back to Phase 1 with little notice upon the recommendation of the Office of the President of Cal Poly in response to system-wide, County of San Luis Obispo Health Department, or State of California guidelines. Researchers should maintain the ability to quickly move back to Phase 1 when required by local and campus conditions.

Research Phases. The research phases above map onto the phases of the state of California's [Resilience Roadmap](#), subject to any local amendments approved by the Public Health Department of the County of San Luis Obispo, as well as the California State University System and the Office of the President of Cal Poly

Actions if individual shows symptoms. If someone feels ill or is showing signs of COVID19, the individual should stay home and contact a medical provider. If someone is on campus and feels ill, the individual should immediately return home and contact a medical provider. Once tested, the individual should again be quarantined until results are known. If the individual's test is negative for COVID19, the individual can return to lab/research team as soon as they feel able. If the individual's test is positive, results are immediately reported to County of San Luis Department of Public Health who will inform the individual and those with whom the individual has been in contact regarding next steps, including contact tracing, quarantining, and all other associated actions.

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Directions:

1. Develop detailed research expansion plan using department/college research checklist. Complete attached cover sheet and checklist.
 - i. Researchers/PIs propose research activities, including proposed social distancing/sanitation practices to be implemented and PPE to be requested by the department to support using space and/or fieldwork.
 - ii. If you are sharing space, we encourage collaborative development and discussion of shared space usage.

2. Review and approval research expansion plans/coversheet.
 - i. Submit for review and approval by Department Head/Chair and College Dean/Designee.
 - i. If indicated in research expansion planning document, Research & Economic Development approval may be required. Please review carefully.
 - ii. Submit to Research & Economic Development for campus coordination: elowham@calpoly.edu. RE&D will update Research Space Spreadsheet.
 - iii. RE&D will forward proposals utilizing campus space to EOC Facilities Mitigation Task Force (jdumars@calpoly.edu) to develop operational requirements for non-assignable space including ingress and egress, circulation patterns, elevator use, signage, floor markings, etc.

Primary contact person regarding this protocol:

Name: Dr. Jenn Yost	Title: Associate Professor
Email: jyost@calpoly.edu	Phone: 530-306-1909
Department: Biology	College: COSAM
Center/Institution (if applicable):	
External Funding (source/project #, if applicable): National Science Foundation 51267	

Please complete (can be copied from checklist):

All Requested Building/Spaces for Use or Access	33-352 and 33-359
# People Anticipated in Space for Proposed Project	One at a time, 5 total
#/type of PPE Requested	1 Ethanol spray bottle, masks if someone forgets theirs
Is this lab/space shared with another research team?	No

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Department/College Research Checklist

For each item/area below, please discuss your plans to address/supply.

	Topic	Faculty/PI Plan
Safety	<p>How will your lab provide and maintain personal safety equipment for research team? What will be your rules for use?</p> <p>(e.g., face coverings, face shields if physical distance cannot be maintained, gloves, disinfectant)</p> <p>If you need face coverings, please contact Chris Mase at camase@calpoly.edu, Kelly Coppo at kcoppo@calpoly.edu, or call 805-756-5238, to pick up your supply. Please include how many you will need.</p>	<p>Only one person will be in the room at a time, so physically distancing will be maintained. 30 minutes of time will elapse between people using the room.</p> <p>Face coverings will be required upon entering the building.</p> <p>Gloves will be provided but will be optional due to the need to treat specimens with extreme delicacy, which is sometimes difficult while wearing gloves.</p> <p>Hand sanitizer will be provided at all entryways, and workers will be required to sanitize hands or wash hands with soap and water for 20 seconds upon entry. Alcohol disinfectant (70% ethanol) will be provided at workstations. Workers will be required to disinfect workstation surfaces (including desk and chair), computer accessories, tools, and door handles prior to and following their work shift.</p>
	What will be the daily protocols and	Workers will be required

	<p>responsibilities for researchers to disinfecting High-Touch Spaces/Equipment? Is all of your equipment easily cleanable? if not, how will this be addressed? Please see CDC guidance for disinfecting your facility as a starting point.</p> <p>(e.g., daily cleaning of Benchtops; Chair backs/arm rests; Equipment handles/controls/touchpads; Drawer/bin lids/handles; Hand tools; Faucets; pens/whiteboard markers, etc.)</p>	<p>to disinfect workstation surfaces (including desk and chair), computer accessories, and door handles prior to and following their work shift. Each person will clean all tools that were used at the beginning and end of the shift.</p>
	<p>How will you communicate, update and ensure compliance with enhanced safety measures to assure safe operations with all participants listed below?</p>	<p>All workers will be in regular text communication with Dr. Yost. Workers will be notified of safety procedures via email, and a supervisor will demonstrate the safety procedures via a virtual meeting that all workers will be required to attend or watch. Updates to safety procedures will be communicated via email or other group messaging option. Each worker will text when they arrive and when they leave and will confirm that the cleaning steps have been completed.</p>
<p>Scheduling</p>	<p>What type of schedule and/or lab protocols will your lab implement so that Physical Distancing is maintained at all times in the lab space? Physical Distancing guidelines require a minimum of 6ft distance between</p>	<p>Workers will be scheduled such that only one worker will be in the lab at one time. A maximum of three workers can work at one</p>

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	colleagues unless doing so creates a personal safety hazard.	time, given that the two workers not working with the imaging station will remain in the herbarium and maintain physical distancing of at least 6 ft, but this is unlikely to happen.
Space	What spaces will you be primarily using? (If spaces are shared between summer-active research groups, please indicate.)	We will use the herbarium workroom (33-352) and the herbarium (33-359). These spaces are not shared.
	Do you require access to any spaces that are not under your direct control, such as shared instrumentation spaces? Have you coordinated with the owner of that space? What kind of access/scheduling will be put in place to ensure proper disinfection of spaces not in your control to ensure physical distancing?	Not applicable
	Who will be in the space through August 31, 2020? Be specific with personnel names, roles, positions and how often they will be in the space. (through this time frame research personnel should be limited to those who are within the local area, exceptions may be made for students returning to the area with a quarantine and self-monitoring period of 2-weeks prior to returning to campus as described in research expansion phases)	Jenn Yost, associate professor, supervisor, 1-4 times per week Katie Pearson, project manager, supervisor, 1-5 times per week (as needed) Annie Ayers, student curator, 1 - 5 times per week (as needed)
	Designate a traffic flow for your lab to minimize inadvertent contact inside lab, if applicable (e.g., designate and label	Workers will enter through the north end of the building to avoid walking

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	one door and entry and one as exit). Coordinate scheduling and traffic flow inside lab spaces with those sharing space, if applicable.	through the entire hall. Workers will proceed directly to the herbarium workroom, which is near the building entrance.
Virtual Activities	What work will be done on campus vs virtual? Any work that can be done virtually (for instance team meetings) should be done virtually and in person work should be kept to the minimum required.	The majority of work will be done virtually through our online data portal. In-person work will be limited to herbarium curation tasks such as pest control, re-filing of specimens, and correcting errors (e.g., specimens that need to be re-imaged). All team meetings will be conducted via videoconferencing.
Plans for Rapid Return to Phase 1	What will need to be done for your team to return to Phase 1 the situation changes rapidly?	Only one person will be allowed in the herbarium at a time for essential pest control and loss prevention measures.

In addition to those sources linked above, please see the following references for additional information and support:

- Center for Disease Control and Prevention’s Symptom Self-Checker.
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html#> (can be used by team members daily, should only be reported to medical provider if indicated in order to maintain privacy)
- Center for Disease Control and Prevention’s Guide to Develop a Sanitation/Cleaning Plan
 - https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf (full)
 - https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf (executive summary)
- Center for Disease Control and Prevention’s
 - [“Use of Cloth Face Coverings to Help Slow the Spread of COVID-19”](#)
- California Department of Public Health’s

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- ["Higher Education Guidance on Novel Coronavirus for COVID-19"](#)
- ["Face Coverings Guidance"](#)
- American College Health Association's
 - ["Considerations for Reopening Institutions of Higher Education in the COVID-19 Era"](#)
- CDC COVID-19 Guidance for Institutes of Higher Education
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
- California Department of Public Health COVID-19 Updates
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
- Nature 4/3/20: Safely conducting essential research in the face of COVID-19
 - <https://go.nature.com/34IHmUd>

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