

Plan for Resuming Limited Research, Scholarship, and Creative Activities (RSCA) Impacted by COVID-19 Restrictions On-Campus and at Field Sites

The University will utilize a gradual, step-wise approach to resuming limited RSCA impacted by COVID-19 restrictions when it is deemed safe to do so by the [California Department of Public Health](#) (CDPH) and the [Stanislaus Health Services Agency](#) (SHSA). Resumption of on-campus and field-site activities will occur in accordance with guidance from the [State of California](#) and the [Chancellor's Office](#)¹ and draw on best practices established across academic research institutions.

This approach centers² on the critical need to adhere to public health guidance, prioritize the health and safety of RSCA practitioners and participants, and implement fair and transparent processes for decision-making. Public health restrictions will likely entail a significant reduction of RSCA capacity while State of California Stay at Home orders and directives from public health officers remain in effect. Budget constraints are likely to further limit the extent to which RSCA can be ramped up for faculty, staff, graduate students, and undergraduate students, although sponsored programs may be exempt from some impacts of projected state-wide budget cuts. RSCA is integral to degree and career goals for students, faculty, and other RSCA practitioners. Given that reality, a critical lens was applied to systems, policies, and procedures to identify and remove barriers that may hinder progress toward these goals during a public health crisis.

This document provides a plan for prioritizing and implementing the resumption and/or intensification of limited non-curricular/non-instructional RSCA activities impacted by COVID-19 restrictions; it does **not** apply to the substantial amount of RSCA that has continued in full compliance with Stay at Home orders. Please see the [RSCA Resumption Request decision matrix](#) to see if you need to submit a request. Separate documents³ apply to the use of individual faculty offices and resumption of in-person classes and related curricular activities. Impacted RSCA activities include, but are not limited to, laboratory research in the physical, life, and behavioral sciences, studio work and performances in the arts (including music and theatre), and field-based activities involving travel or direct human contact, such as health, social, behavioral, or educational research.

Definitions:

- **On-Campus:** located within physical boundaries of the Turlock or Stockton campus
- **Field sites:** locations off-campus where RSCA activities that include at least one person other than/in addition to the RSCA practitioner take place

¹ [CSU Guidance for 2020-21 Academic Year Planning in the Context of COVID-19, Supplemental Guidance Provided by Academic and Student Affairs: Research, Scholarship, and Creative Activities Considerations](#) is the primary Chancellor's Office guidance referenced in this document.

² To facilitate compliance with the guidance referenced above, this document describes the requirements by which Stanislaus State employees and students who wish to resume or intensify on-campus or field-site RSCA may request authorization to do so.

³ *Stanislaus State Plan for Working in Individual Faculty Offices, Stanislaus State Plan for Resuming Face-to-Face Lecture Classes, Stanislaus State Plan for Resuming Face-to-Face Lab and Studio Classes*

- **RSCA practitioner:** any member of the University (faculty, staff, administrator, student—including graduate and undergraduate students) who conducts research, scholarly, or creative activities⁴
- **Non-curricular/non-instructional RSCA:** RSCA conducted by an individual graduate or undergraduate student that is exempt from inclusion in the campus request to the Chancellor’s Office to hold face-to-face classes in the Fall 2020 semester (e.g. Individual Study, thesis units, etc.)

The procedure for requesting to resume or intensify on-campus or field-site RSCA is detailed below.

- A flow-chart of the process is available [here](#).
- Requests will be submitted using the [Request for Resuming RSCA](#) form in InfoReady

Procedure to Request to Resume or Intensify On-Campus or Field-Site RSCA

1. For each RSCA activity under consideration, the RSCA practitioner, in consultation with the Department Chair (or direct supervisor), shall prepare the following documents and submit them via [InfoReady](#) for review, comment, and prioritization by the college Dean (or equivalent administrator):
 - a. A summary of the need to resume/intensify RSCA at the requested level that addresses the criteria included in the *Model for a Phased Approach to Restoration of RSCA* (Appendix A) outlined in the [CSU Chancellor’s Office guidance for RSCA considerations](#), which prioritizes essential continuity needs and criticality.
 - b. A detailed COVID-19 prevention plan that includes (at minimum):
 - i. a risk assessment of the location(s) in which the RSCA will be performed
 - ii. a plan for mitigating risk (including, but not limited to, daily health self-monitoring, cleaning, sanitation, physical distancing, use of Personal Protective Equipment (PPE), and logging close contacts—currently defined as remaining within 6 feet of a non-coresident individual for 10 minutes or more)
 - iii. a plan for training RSCA practitioners and participants in appropriate safety procedures (on-line training is available through [CSU Learn](#))
 - iv. a plan for re-evaluating needs and risks on an on-going basis

Links to resources, templates, and guidance for different types of RSCA, on-campus locations, and field sites are attached to support those who may be unfamiliar with needs and risk assessment processes. The [Stan State COVID-19 Plan](#) is the primary resource. The COVID-19 prevention plan is in addition to (and in no way replaces) extant location safety and use plans. All policies and procedures governing RSCA activities (e.g. IRB, IACUC, Risk Management protocols) remain in effect and serve as guidance.
 - c. A list of the individuals involved in the RSCA activity. Note that the *Model for a Phased Approach* emphasizes conducting all RSCA that can be completed remotely in that mode and limiting personnel to the minimum number possible in all but Phase 5 (Research

⁴ More information on COVID-19 personal protection measures for RSCA practitioners working alone off-campus are available from the [CDPH](#) and [CDC](#)

Restored to 100%) to protect all participants and, in particular, those in vulnerable populations.

- d. A plan for rapid ramp-down of the RSCA activity, should it become necessary.
 - e. An estimate of the additional costs associated with resuming/intensifying the RSCA activity and how they will be defrayed (e.g. intra/extramural grants or contracts, department budgets, College funds, CARES act funds, etc.).
2. After working with the RSCA practitioner to address any questions or concerns, the college Dean (or equivalent administrator) will forward requests along with their recommendation and prioritization to the college Environmental Health and Safety Committee, the Infectious Disease Control Committee and/or the University Office of Safety and Risk Management (as appropriate) who will review the COVID-19 Prevention Plan.
 3. The college Environmental Health and Safety Committee, the Infectious Disease Control Committee and/or the University Office of Safety and Risk Management will review the COVID-19 Prevention Plan and work with the RSCA practitioner to make necessary changes before forwarding the request with their recommendations to the Provost/Vice-President for Academic Affairs.
 4. With satisfactory review by the pertinent safety committee, the Provost/Vice-President for Academic Affairs will assess its alignment with campus occupancy plans and forward the request with recommendation and prioritization to the President (or designee) for review.
 5. The President (or designee) will approve or reject the request.

Timeline

Most requests will be reviewed by the college Dean (or equivalent administrator) within 7 working days. Should this not be practicable, upon receipt of the request, the college Dean (or equivalent administrator) will provide a tentative timeline for the initial review and communicate any timeline changes/adjustments to the RSCA practitioner as they become available.

COVID-19 Prevention Plan Implementation and Maintenance

The RSCA practitioner shall be responsible for implementing the approved COVID-19 prevention plan and shall regularly evaluate the RSCA location(s) for compliance with the plan and CDPH guidelines. They shall document deficiencies and changes in the plan and work with the college Dean (or equivalent administrator) to address them.

Location(s) and Participants

Only locations and individuals identified in the approved request may form part of the RSCA activities pursued. Changes warranted by evolving conditions and circumstances should be made in consultation with the college Dean (or equivalent administrator).

Self-Monitoring

RSCA practitioners agree to self-monitor their health status on a daily basis for [COVID-19 symptoms](#) (including a fever of 100.4 F or 38 C), not come to campus or a field site if they suspect they are ill, and

work with personal physicians and local health officers to ensure they receive proper care and prevent infection of others.

- A self-monitoring log template for personal use is available [here](#)
- A close-contact log template for personal use is available [here](#)

If you have reservations about reporting symptoms or confirmed illness due to concerns about health privacy or potential bias and inequitable treatment, please consult with the appropriate groups/people: Faculty: [California Faculty Association](#); Staff: [CSEU Stanislaus Chapter](#); Students: [Dean of Students](#)

If you suspect you are ill, do not come to campus; stay home and seek medical advice.

Duration

COVID-19 illness among RSCA practitioners and/or participants or new directives from county and/or state health officers may result in complete or partial ramp-down of the RSCA activity (as outlined in the approved ramp-down plan document).

This document applies to Summer 2020 and Academic Year 2020-2021. Updates or revisions will be made as necessary.

Additional Resources

General COVID-19 Guidance

- [CDC COVID-19 Guidance for Institutes of Higher Education](#)
- [CDC guidelines on disinfection for community spaces](#)
- [CDC list of people at higher risk for severe illness](#)
- [California Department of Public Health COVID-19 Updates:](#)
- [California roadmap / Four stages for returning to work](#)
- [Definition of Essential Employees](#)
- [Nature 4/3/20: Safely conducting essential research in the face of COVID-19](#)
- [Science 5/28/2020: Moving academic research forward during COVID-19](#)

CSU Chancellor's Office Guidance

- [*CSU Policy, Procedure, and Considerations for 2020-2021 Academic Year Planning in the Context of COVID-19*](#)
- [*CSU Guidance for 2020-21 Academic Year Planning in the Context of COVID-19, Supplemental Guidance Provided by Academic and Student Affairs: Research, Scholarship, and Creative Activities Considerations*](#)

University Research Resumption Plans

- [UC Berkeley Planning](#)
- [Univ Washington Planning](#)

- [Yale University Planning](#)
- [UCI list of research priorities](#)
- [UCD guidelines for research ramp-up](#)
- [UCSD](#)

Guidance for Workplaces in the Context of COVID-19

- [State of California Statewide Industry Guidance to Reduce Risk](#)
- [COVID-19 Industry Guidance—Life Sciences Checklist for Life Sciences Employers](#)
- [COVID-19 Industry Guidance—Office Workspaces Checklist for Office Workspaces](#)

COVID-19 Prevention Plan Templates, Examples, and Additional Resources

Laboratory Settings

- [University of Pittsburgh EH&S Laboratory Start-Up Checklist](#)
- [University of Pittsburgh STEM Individual Lab Research Restart Plan](#)
- [University of Pittsburgh Shared Lab Space Mitigation Plan](#)

Field Site Settings

- [University of Pittsburgh Field Research Mitigation Plan](#)

Art Studios, Galleries, and Related Settings

- [Americans for the Arts Coronavirus \(COVID-19\) Resource and Response Center](#)

Music, Theatre, Dance, and other Performing Arts Rehearsal Settings

- [National Federation of State High School Associations Music Committee Guidance for a Return to High School Marching Band](#)
- [Chorus America COVID Rehearsal Guide:](#)

Music, Theatre, Dance, and other Performing Arts Performance Settings

- [Event Safety Alliance Reopening Guide](#)
- [Arts Education Partnership COVID-19 Resources](#)

Appendix A

This model for a phased approach to the restoration of research, scholarship and creative activities is included in the document *CSU Guidance for 2020-21 Academic Year Planning in the Context of COVID-19, Supplemental Guidance Provided by Academic and Student Affairs: Research, Scholarship, and Creative Activities Considerations*, published by the CSU Chancellor’s Office on 5/25/2020, PolicyStat ID: 8101021.

<https://calstate.policystat.com/policy/8101021/latest/>

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
1	<p>Situation unknown and changing State-wide Safer-at-Home Order is in place.</p> <p>Evidence indicates incidence and prevalence of new COVID 19 infections are on the rise (e.g., number of diagnoses, number of deaths, number of hospitalizations, other criteria yet-to-be-determined).</p> <p>Testing limited, capacity to do contact tracking limited, PPE shortages, limited access to treatment (hospital beds, ventilators, etc.).</p>	<p>Only activities to support research and scholarship continuity are allowed. In consultation with the Chancellor, exceptions can be made at the campus level by the President.</p> <p>Individuals identified as “essential” to maintaining research and scholarship capability are allowed on campus.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that mode.</p>	<p>RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY CONTINUITY ONLY</p> <p>Research facilities are in an “emergency pause” mode and field stations are closed, except where personnel are required to protect life safety and critical research infrastructure/capability (maintaining cell lines, animal health, instrumentation, etc.). Studios and other facilities for scholarship and creative activity are similarly closed.</p> <p>Staffing limited to essential personnel at the minimum number possible.</p> <p>Authorization for one-time access to faculty offices to pick up books and materials, shut down instrumentation, etc., delegated to deans.</p> <p>In consultation with the Chancellor, Campus Presidents may grant exceptions based on appeals that</p>	Current

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
			<p>identify criticality, social distancing and sanitizing protocols.</p> <p><u>Preparations for Next Phase:</u></p> <p><i>Necessary core facilities are staffed and operational; rigorous cleaning and sanitization is scheduled for completion prior to repopulations.</i></p> <p><i>Labs are able to purchase necessary supplies.</i></p> <p><i>The PI has social distancing plans written and approved by Chair, Dean, campus Environmental Health & Safety (EHS), and Risk Management; facial coverings and gloves available for all on-campus personnel; cleaning measures and schedule understood and supplies in place to comply with county public health/safety orders; COVID-19 lab risk mitigation training completed.</i></p> <p><i>Travel protocols have been developed for field research; approvals have been requested as necessary.</i></p>	
2	Public health authorities and Governor relax restrictions on	Time-sensitive (deadline or seasonal) research and scholarship projects	RESEARCH AT APPROXIMATELY 35% OF NORMAL EFFORT	TBA

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
	<p>Safer-at-Home.</p> <p>COVID 19 incidence and prevalence declining.</p> <p>COVID-19 testing and contact tracing capacity increases.</p> <p>PPE shortages and restrictions to health care may still exist.</p>	<p>resume</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 35% of the PI's usual research effort</p> <p>Prioritize participation by students near graduation</p> <p>Align participation to unique circumstances of the COVID-19 pandemic in the surrounding community</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<p>Priority will be given to deadline-driven research and scholarship activities: activities that are deadline-driven whose pause or deferral would lead to catastrophic delay or loss of research results. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Seasonal data collection such as field and agricultural work; • Surveys conducted proximate to a particular calendar milestone; • Experiments close to completion; or • Animal experiments where a delay would result in euthanasia or loss of a colony. <p>Campuses may prioritize access to campus facilities for graduate students and undergraduates close to completing their degree/term of appointment.</p> <p>Campuses may prioritize research for completion of grants with end dates within three months (where the funding agency has not granted leniency).</p> <p>Core facilities should be restarted/reopened based on sufficient demand (approved projects) and only in cases where work</p>	

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
			<p>cannot be performed remotely.</p> <p>For field research, approvals should depend on current public health restrictions in the counties where field research is to be conducted.</p> <p><i>Preparations for next phase:</i></p> <p><i>Core campus functions are staffed and operational support is provided to handle increased work load in consultation with EH&S, Risk Management, etc.</i></p> <p><i>PI social distancing plans updated and approved by Chair, Dean and EHS</i></p> <p><i>Social distancing continues to be practiced, adequate supply of face masks and gloves are available, and cleaning measures are understood and in place for expansion of research efforts.</i></p>	

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
3	<p>Further relaxation of Safer-at-Home restrictions. Continue to follow Governor, county, and city ordinances.</p> <p>COVID-19 infections and fatalities continue to decrease.</p> <p>COVID-19 testing capacity near maximum of needed capacity.</p> <p>PPE widely available.</p>	<p>Reduced density of research and scholarship effort allowed by gradually expanding the number/hours of people on campus, while maintaining social distancing.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 50% of the PI's usual research effort</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<p>RESEARCH AT APPROXIMATELY 50% OF NORMAL EFFORT</p> <p>PI's plans for ensuring social distancing and other safety/health measures should be updated and approved by Chair, Dean, EHS, and Risk Management.</p> <p>Campuses must maintain social distancing and regulate maximum occupancy per building or room. Campuses will need to consider and respond to the following questions:</p> <ul style="list-style-type: none"> • What criteria should be used to determine the order of return to campus? • How does the department control the number of people in any given building or facility? <p>Campuses may resume data collection and reinitiate experiments on campus based on PI-determined priorities, but such endeavors should be limited to approximately 50% of normal research and/or scholarship activity-levels for the PI research lab or other relevant facility.</p>	TBA

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
			<p>Campuses may resume data collection and reinitiate field-based research consistent with local public health restrictions. The PI's risk mitigation plan, must be reviewed on case-by-case basis. Travel should comport with prevailing CSU guidelines regarding COVID-19-related restrictions.</p> <p>As relevant, campuses should also assess the condition of the relevant facility and ensure there is appropriate, adequate ventilation/air flow? This should be conducted in partnership with Environmental Health & Safety.</p> <p>Campuses should allow access to single occupancy offices only, for up to 1-3 days per week for work that cannot be done elsewhere.</p>	

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
4	<p>Continue to follow Governor’s Office, county, and city expectations for increased repopulation while comporting with public health requirements.</p> <p>New cases of COVID-19 have begun to reduce over a period of time.</p> <p>COVID-19 testing and contact tracing is at maximum needed capacity.</p> <p>PPE availability is normal and reliable.</p>	<p>Continued expansion of research toward normal density while maintaining social distancing practices is allowed.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 75% of the PI’s usual research effort</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<p>RESEARCH AT APPROXIMATELY 75% OF NORMAL EFFORT</p> <p>The PI(s) should ensure that plans for increasing density research effort and maintaining social distancing have been updated and approved by the Chair, Dean, and EHS.</p> <p>Maintain social distancing and regulate max occupancy per building. Again, as relevant, campuses should also assess the condition of the relevant facility and ensure there is appropriate, adequate ventilation/air flow? This should be conducted in partnership with Environmental Health & Safety.</p> <p>Resume data collection and resumption of experiments on-campus based on PI-determined priorities but limited to approximately 75% of normal.</p> <p>Field Research - further expand on case by case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely and ability to social distance at field sites).</p> <p>Prioritize access for graduate students and senior undergraduates close to completing</p>	TBA

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
			<p>their degree/term of appointment.</p> <p>Allow access to single occupancy offices 3-7 days/week.</p> <p>Campuses will need to consider at what point undergraduate student research is allowed to fully resume.</p>	
5	<p>No or minimal state restrictions.</p> <p>Vaccine widely available and used in combination with widespread testing and contact tracing following new COVID-19 cases.</p> <p>Timely quarantine and isolation being implemented in accordance with all public health guidelines</p>	All types of research, scholarship and creative activities are allowed.	<p>RESEARCH RESTORED, I.E., AT 100% OF NORMAL EFFORT</p> <p>Campuses may allow all lab, studio and field research operations to recommence.</p> <p>In consultation with EHS and Risk Management, campus may consider reducing or eliminating all COVID 19 Standard Operating Procedures.</p>	TBA

Template for Requesting Resumption of Research and Creative Activities on Campus and at Field Sites

Request form should be completed online via [InfoReady](#)

I understand that the university does not require that I resume my RSCA in on-campus facilities or at field sites while stay at home orders are in effect, and that I am applying to do so at my own request:

1. LOCATION(S) where RSCA activities will occur

This is a COVID-19 Prevention Plan for the following location(s): _____

2. RSCA PRACTITIONER(S)

RSCA Practitioner _____

No other individuals will be participating in this RSCA activity or be using the specified location(s).

The following people will also be participating in the RSCA activity or using the specified location(s) : _____

3. SUMMARY and JUSTIFICATION

This RSCA is is not directly relevant to the current pandemic (e.g. working toward therapeutics or vaccines, assessing impact on vulnerable populations, etc.)

This activity cannot be conducted remotely because: _____

This RSCA is time sensitive (e.g. it cannot be delayed until stay at home orders have been lifted) because _____

The anticipated schedule for the location(s) specified above related to this work is (e.g., Mondays and Tuesdays 9:00 AM to 1:00 PM):

A summary of the proposed RSCA activity: _____

4. RISK ASSESSMENT PLAN

(The plan should include planned work arrangements, details for minimizing the number of people and maintaining physical distancing, plans to clean and disinfect the locations used, etc.)

5. RETURN TO REMOTE ACTIVITY PLAN

(These are the steps required to stop in-person RSCA should public health officials require it.)

6. PERSONAL PROTECTIVE EQUIPMENT

Adequate PPE is available (provided by my department or college, purchased with grant funds, obtained from the Office of Risk Management, etc.) to safely conduct this activity during the pandemic. The PPE needed is: _____

7. FACE COVERINGS AND PHYSICAL DISTANCING

I will comply with current guidance from the California Department of Public Health for wearing face coverings and maintaining physical distance from others.

8. LOG OF CLOSE CONTACT

I will keep a [log](#) of all of the individuals not included on this request form with whom I have any close contact (i.e., within six feet for ten minutes or more) while conducting the approved RSCA activities.

9. RISK MONITORING AND MITIGATION

I (and any others listed above) will be responsible for monitoring the health risk associated with this activity, my own [health status](#), and compliance with CDPH guidance. I will report to the college dean (or equivalent administrator) any variations in this plan.

10. ACCESS TO OTHER ROOMS, FACILITIES, OR COMMON AREAS

- a. While working in the location(s) specified above, I (and any others listed above) may need to access the restroom located at _____
_____. If so, I will avoid using the restroom when it is occupied by other people and will minimize touching doors and other surfaces when entering, exiting or

using the restroom. I will wash my hands thoroughly after entering or using the restroom.

- b. While working in the location(s) specified above I (and any others listed above) may need to access room _____ for the following purpose: _____
- _____
- _____ If so, I will avoid using the room while it is occupied by other people and will minimize contact with doors or other surfaces when entering, exiting or using the room. I will wash or sanitize my hands thoroughly after entering or using the room.

11. TRAINING

I have received training on prevention and spread of COVID-19. (List training and date completed): _____

12. OTHER CONSIDERATIONS

Other considerations for the office COVID-19 prevention plan include the following: _____

Submitted by:

Approved by Department Chair (or equivalent):

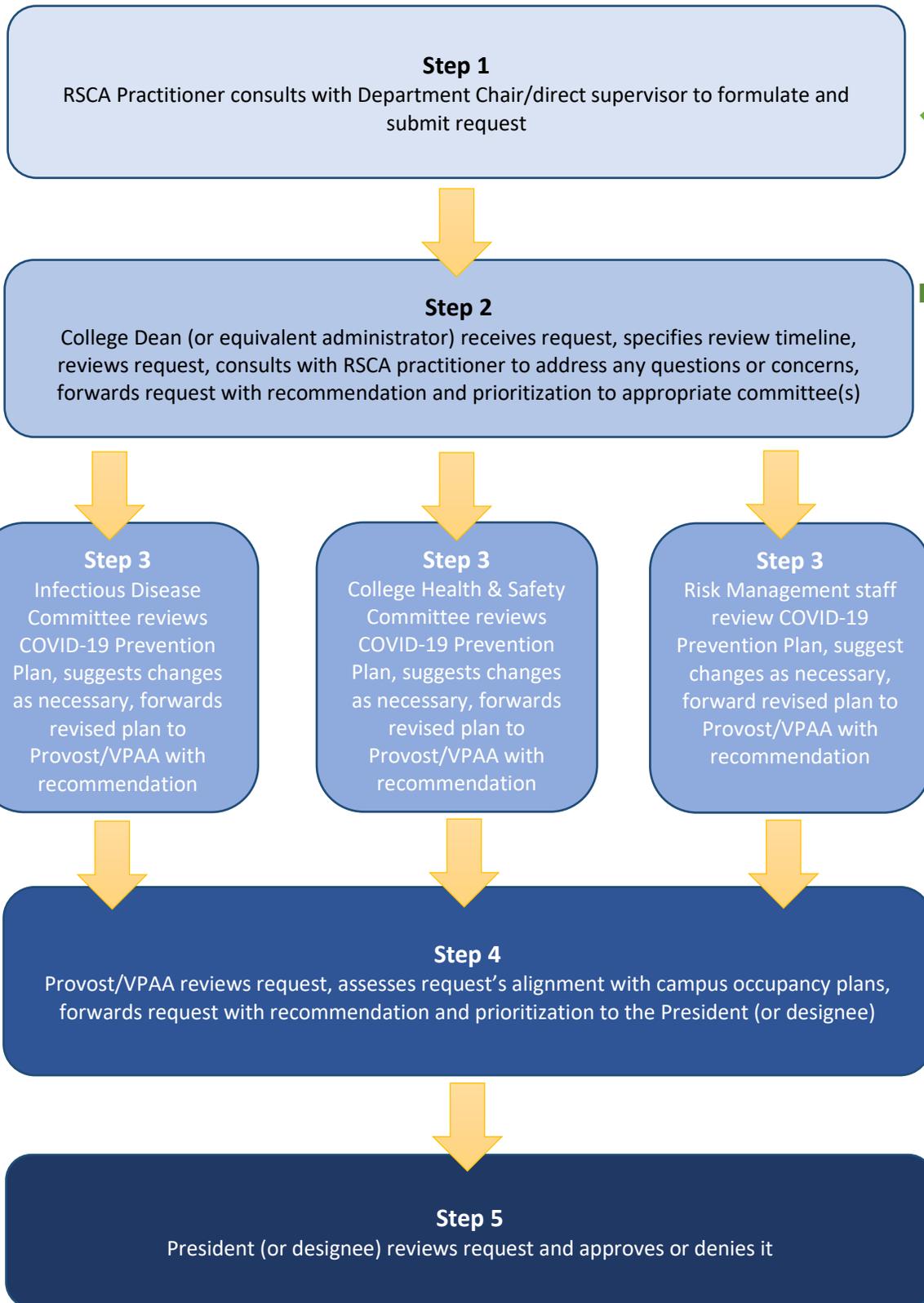
Approved by College Dean (or equivalent administrator):

Infectious Disease Response Team, or
College Health and Safety Committee, or
Department of Risk Management:

Approved by Provost:

Approved by President:

Flow-Chart Summary of Process for Requesting Resumption/Intensification of Limited Non-Curricular RSCA Activities



Decision Matrix for Requesting Resumption or Intensification of Limited Non-Curricular RSCA Activities

