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 Office1 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

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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

Drafted for consideration by the ad hoc RSCA Fall 2020 Planning Committee, May 28, 2020 (rev 6/16/2020)
• **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-coreresident 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
   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](#)
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

Drafted for consideration by the ad hoc RSCA Fall 2020 Planning Committee, May 28, 2020 (rev 6/16/2020)
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/

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<tr>
<th>Phase</th>
<th>External Conditions</th>
<th>Summary</th>
<th>Actions</th>
<th>Time Period</th>
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<tbody>
<tr>
<td>1</td>
<td>Situation unknown and changing State-wide Safer-at-Home Order is in place. 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). Testing limited, capacity to do contact tracking limited, PPE shortages, limited access to treatment (hospital beds, ventilators, etc.).</td>
<td>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. Individuals identified as “essential” to maintaining research and scholarship capability are allowed on campus. All research, scholarship and creative activities that can be conducted remotely should continue in that mode.</td>
<td>RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY CONTINUITY ONLY 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. Staffing limited to essential personnel at the minimum number possible. Authorization for one-time access to faculty offices to pick up books and materials, shut down instrumentation, etc., delegated to deans. In consultation with the Chancellor, Campus Presidents may grant exceptions based on appeals that</td>
<td>Current</td>
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### Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities

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<td></td>
<td>identify criticality, social distancing and sanitizing protocols.</td>
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<td><strong>Preparations for Next Phase:</strong></td>
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<td>Necessary core facilities are staffed and operational; rigorous cleaning and sanitization is scheduled for completion prior to repopulations.</td>
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<td>Labs are able to purchase necessary supplies.</td>
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<td>The PI has social distancing plans written and approved by Chair, Dean, campus Environmental Health &amp; 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.</td>
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<td>Travel protocols have been developed for field research; approvals have been requested as necessary.</td>
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<td>2</td>
<td>Public health authorities and Governor relax restrictions on</td>
<td>Time-sensitive (deadline or seasonal) research and scholarship projects</td>
<td><strong>RESEARCH AT APPROXIMATELY 35% OF NORMAL EFFORT</strong></td>
<td>TBA</td>
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Drafted for consideration by the *ad hoc* RSCA Fall 2020 Planning Committee, May 28, 2020 (rev 6/16/2020)
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<tr>
<td>Safer-at-Home.</td>
<td>COVID-19 incidence and prevalence declining.</td>
<td>resume</td>
<td>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:</td>
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<td>COVID-19 testing and contact tracing capacity increases.</td>
<td>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</td>
<td>- Seasonal data collection such as field and agricultural work;</td>
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<td>PPE shortages and restrictions to health care may still exist.</td>
<td>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 35% of the PI’s usual research effort</td>
<td>- Surveys conducted proximate to a particular calendar milestone;</td>
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<td>Prioritize participation by students near graduation</td>
<td>- Experiments close to completion; or</td>
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<td>Align participation to unique circumstances of the COVID-19 pandemic in the surrounding community</td>
<td>- Animal experiments where a delay would result in euthanasia or loss of a colony.</td>
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<td>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</td>
<td>Campuses may prioritize access to campus facilities for graduate students and undergraduates close to completing their degree/term of appointment.</td>
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<td>Campuses may prioritize research for completion of grants with end dates within three months (where the funding agency has not granted leniency).</td>
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<td>Core facilities should be restarted/reopened based on sufficient demand (approved projects) and only in cases where work</td>
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<td>cannot be performed remotely.</td>
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<td>For field research, approvals should depend on current public health restrictions in the counties where field research is to be conducted.</td>
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<td><em>Preparations for next phase:</em></td>
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<td><em>Core campus functions are staffed and operational support is provided to handle increased work load in consultation with EH&amp;S, Risk Management, etc.</em></td>
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<td><em>PI social distancing plans updated and approved by Chair, Dean and EHS</em></td>
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<td><em>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.</em></td>
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| 3     | Further relaxation of Safer-at-Home restrictions. Continue to follow Governor, county, and city ordinances. COVID-19 infections and fatalities continue to decrease. COVID-19 testing capacity near maximum of needed capacity. PPE widely available. | Reduced density of research and scholarship effort allowed by gradually expanding the number/hours of people on campus, while maintaining social distancing. All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc. Onsite research, scholarship and creative activity transitions to levels that equate to approximately 50% of the PI's usual research effort. Plans for sudden return to Phase 1 are in place if circumstances deteriorate. | RESEARCH AT APPROXIMATELY 50% OF NORMAL EFFORT  
PI’s plans for ensuring social distancing and other safety/health measures should be updated and approved by Chair, Dean, EHS, and Risk Management.  
Campuses must maintain social distancing and regulate maximum occupancy per building or room. Campuses will need to consider and respond to the following questions:  
- 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?  
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. | TBA |
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<td>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. 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 &amp; Safety. Campuses should allow access to single occupancy offices only, for up to 1-3 days per week for work that cannot be done elsewhere.</td>
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<td>4</td>
<td>Continue to follow Governor’s Office, county, and city expectations for increased repopulation while comporting with public health requirements. New cases of COVID-19 have begun to reduce over a period of time. COVID-19 testing and contact tracing is at maximum needed capacity. PPE availability is normal and reliable.</td>
<td>Continued expansion of research toward normal density while maintaining social distancing practices is allowed. All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc. Onsite research, scholarship and creative activity transitions to levels that equate to approximately 75% of the PI’s usual research effort. Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</td>
<td><strong>RESEARCH AT APPROXIMATELY 75% OF NORMAL EFFORT</strong>&lt;br&gt;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. 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 &amp; Safety. Resume data collection and resumption of experiments on-campus based on PI-determined priorities but limited to approximately 75% of normal. 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). Prioritize access for graduate students and senior undergraduates close to completing</td>
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<td>5</td>
<td><strong>No or minimal state restrictions.</strong>&lt;br&gt;Vaccine widely available and used in combination with widespread testing and contact tracing following new COVID-19 cases.&lt;br&gt;Timely quarantine and isolation being implemented in accordance with all public health guidelines</td>
<td>All types of research, scholarship and creative activities are allowed.</td>
<td><strong>RESEARCH RESTORED, I.E., AT 100% OF NORMAL EFFORT</strong>&lt;br&gt;Campuses may allow all lab, studio and field research operations to recommence.&lt;br&gt;In consultation with EHS and Risk Management, campus may consider reducing or eliminating all COVID 19 Standard Operating Procedures.</td>
<td><strong>TBA</strong></td>
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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

**Step 1**
RSCA Practitioner consults with Department Chair/direct supervisor to formulate and submit request

**Step 2**
College Dean (or equivalent administrator) receives request, specifies review timeline, reviews request, consults with RSCA practitioner to address any questions or concerns, forwards request with recommendation and prioritization to appropriate committee(s)

**Step 3**
- Infectious Disease Committee reviews COVID-19 Prevention Plan, suggests changes as necessary, forwards revised plan to Provost/VPAA with recommendation
- College Health & Safety Committee reviews COVID-19 Prevention Plan, suggests changes as necessary, forwards revised plan to Provost/VPAA with recommendation
- Risk Management staff review COVID-19 Prevention Plan, suggest changes as necessary, forward revised plan to Provost/VPAA with recommendation

**Step 4**
Provost/VPAA reviews request, assesses request’s alignment with campus occupancy plans, forwards request with recommendation and prioritization to the President (or designee)

**Step 5**
President (or designee) reviews request and approves or denies it
Can RSCA be conducted in a fully virtual or online modality?  

Yes  
No  

Is office, lab, studio or other on-campus space required?  

Yes  
No  

Is an individual faculty office the only space required?  

Yes  
No  

Does the RSCA occur in the community or at a field site (any location off campus where RSCA activities include more than one person)?  

Yes  
No  

No Action Needed  
Continue to conduct RSCA in accordance with local health ordinances  

No Action Needed  
Continue to conduct RSCA virtually or online  

Submit RSCA Resumption Request (add link)  

See Individual Faculty Office Use Procedure (add link)
Resuming Research Activities Personnel Log

Location: ____________________________  Location/Activity Supervisor: ____________________________

If you are experiencing any of the following COVID-19 symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- Fever (body temp >100.4 F/38 C)
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

You should:

- Not report to work
- Contact your personal physician or contact Student Health Center at (209) 667-3396 or https://www.csustan.edu/health-center for further guidance
- Let your manager or supervisor know that you won’t be working that day

I ACKNOWLEDGE THAT I AM SELF-MONITORING AND NOT EXPERIENCING COVID-19 SYMPTOMS

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Date</th>
<th>Time-In</th>
<th>Time-Out</th>
<th>No COVID-19 Symptoms</th>
<th>Signature</th>
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Close Contacts Log for On-Campus / Field Site RSCA

Name: ___________________________    RSCA project/lab: ___________________________

For COVID-19, the CDC\(^1\) currently defines close contact as:

- being within approximately 6 feet (2m)
- or less of an individual for 10 minutes or more.

If you are in close contact with someone not included in the approved Resumption of RSCA Request COVID-19 Prevention Plan, please complete the form below and keep it for your records in case you become ill and need to refer to it while working with Stanislaus Health Services Agency contact tracers.

Information on contact tracing in the State of California is available on-line.

### Close Contact Log for Personal Use

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Contact Name</th>
<th>Contact Info (if known)</th>
<th>Notes</th>
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\(^1\) Public Health Guidance for Community-Related Exposure to Corona Virus Disease 2019 (COVID-19)