



**CAL STATE LA**  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Research Scholarship  
Creative Activity  
Reopening Protocols



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## 1.0. PURPOSE AND SCOPE

This document describes considerations for the restoration of Research Scholarship Creative Activity (“RSCA”), taking place in labs and studios during phases of the COVID-19 pandemic. Reopening considerations will be different for individual labs or studios. Each lab or studio must have an approved safety and reoccupation plan. Approval authority is: Risk Management, Environmental, Health & Safety (RM/EHS). A copy of all approved plans will be provided to the Vice President of Administration and Finance.

RM/EHS and Facilities Management will need a list of buildings/rooms that are designated for reopening.

## 2.0. OBJECTIVES

The objectives of this plan:

- Achieve an orderly and safe restart for RSCA facilities on campus.
- Minimize staff exposure to potential COVID-19 cases to the maximum extent possible.
- Restore all RSCA on campus as soon as reasonably (safely) possible.
- Prepare for possible Phase change back to a more restrictive Phase. Please see Attachment A: CSU Guidance for 2020-21 Academic Year Planning in the Context of COVID-19.

### 3.0. RSCA APPROVAL PROCESS

The following shall be completed for lab or studio reopening consideration:

1. Completion of the COVID-19 Safety Training on CSU Learn. All RSCA applicants, including faculty, staff and students, who will be accessing lab or studio space shall complete the training. A copy of the certificate of completion shall be provided to RM/EHS during the RSCA Safety Site Assessment. See Section 8.
2. Completion of the required annual Lab Safety or Shop Safety training on CSU Learn, (this applies only if annual renewal has not been completed). All RSCA applicants, including faculty, staff and students, who will be accessing the lab or studio shall complete the training. A copy of the certificate of completion shall be provided to RM/EHS during the RSCA Safety Site Assessment. Link to: RM/EHS website for training info.
3. Completion of the required annual Lab or Studio Hazard Assessment for the lab or studio space, (this applies only if annual renewal has not been completed). The PI or faculty for the assigned lab or studio shall complete the lab or studio hazard assessment on the RM/EHS website. Link to: [RM/EHS website](#) for Lab or Studio hazard assessment info.
4. Schedule a COVID-19: RSCA Safety Site Assessment by sending an email to [RMEHS@calstatela.edu](mailto:RMEHS@calstatela.edu) . A safety site assessment will be confirmed with RM/EHS and Facilities Services within 24-48 hours upon receipt of the email request.
5. Participate in the COVID-19: RSCA Safety Site Assessment at your lab or studio with RM/EHS and Facilities Services personnel. The safety site assessment will cover items in the COVID-19: RSCA Safety Site Assessment Checklist. Completion of all items is required for checklist approval by RM/EHS and Facilities Services.
6. Completion of the RSCA Reopening Application, Attachment C. An approved COVID-19: RSCA Safety Site Assessment Checklist must be attached to the application.

**This application should be delivered to your College RSCA Review Committee. This committees will be formed by the Deans. PI's should contact their College Dean and/or Committee Chair for information related to: Deadlines for submission, College policies, and other relevant guidelines.**



## 4.0. PHYSICAL AND TEMPORAL DISTANCING

Providing for safe physical distance (social distancing) from one another is essential in preventing the spread of COVID-19. Given the nature of the work we do, social distancing guidelines may be hard to adhere to at times, however there are tools which we can use to provide physical barriers and behavioral reminders to ensure safe distances between people.

- Develop staggered schedules (AM/PM, alternate days, alternate weeks)
- Develop plans for how social distancing will be maintained in the office, studio, and bench spaces (alternating bays/desks)
- Shared Resources - Have conversations with relevant core labs about scheduling for shared equipment and how it will be cleaned (and who will be responsible for cleaning).
- In compliance with wage and hour regulations, alternate, staggered or shift schedules should be instituted to maximize physical distancing.
- If research is conducted by a single individual in a lab or studio situation where, under normal circumstances, two or more people are present, notify at least one person outside the lab as a safety precaution prior to beginning that work and upon finishing.
- Social Distancing poses special challenges for teaching new techniques. Some options for teaching techniques that require close proximity are listed below
  - If possible, delay teaching that technique. This may not be feasible, but eliminating close contact is ideal.
  - Use technology to demonstrate the techniques. This could mean recording yourself performing the technique and narrating what you're doing or using Zoom or WebEx to show the technique and then allow the trainee to try the technique while still having live feedback.
  - If live, in person training is the only feasible method (high risk activity, high value samples or equipment) use chemical splash goggles or a face shield to protect the mucous membranes (eyes, nose, mouth) of both the trainer and the trainee in addition to other recommended PPE such as gloves and face masks.

More information can be found on the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov).

## 5.0. LAB OR STUDIO SPACE OCCUPANCY AND DENSITY

Limit access to essential RSCA personnel. Unapproved visitors are not permitted in campus RSCA spaces. Please complete an Infrequent Campus Visit Protocol Application for all visitors ([http://www.calstatela.edu/sites/default/files/groups/The Office of the Vice Provost for Planning %26 Budget/infrequentvisit\\_app\\_aol.docx](http://www.calstatela.edu/sites/default/files/groups/The%20Office%20of%20the%20Vice%20Provost%20for%20Planning%20Budget/infrequentvisit_app_aol.docx)). Only approved critical vendors and essential visitors will be allowed on campus and in the lab or studio space. Deliveries should be completed in designated areas and PI's/lab supervisors must keep a daily log (name, contact information) of all persons who have accessed the lab or studio, including vendors.

- Reduce the density of researchers in the lab or studio.
- For example, create sub-teams with distinct schedules (e.g., Sub-team A works M-W-F, or mornings) to reduce density in the lab or studio and limit cross-team contact.
- Ensure separation of 6 feet or more between researchers at fixed working positions in the lab or studio unless this distance is unsafe due to the nature of the work or the configuration of the space. Designate workspaces in the lab or studio that are a minimum of 6 feet apart.
- All research and activities that can be done remotely should continue to be done remotely, such as office work, data analysis, drafting papers and presentations, notebook recordings, and meetings.
- Work with the research team to determine research priorities and adjust expectations and research plans in light of reduced lab or studio time.
- Consider having teams share responsibilities, so each person can easily cover and share other teammates' responsibilities as needed.
- Continue to conduct virtual meetings for any group discussions, even if you are in the same building.
- Use visual reminders (such as tape on the floor and signage) of proper social distancing around shared equipment, fume hoods, biosafety cabinets, etc.

- Develop schedules for access to shared core instrumentation facilities and shared spaces.
- Remember that shared common spaces, such as kitchenettes, breakrooms, and conference rooms, have been closed or reconfigured to allow for 6 feet of physical distancing.
- RM/EHS will recommend room occupancy capacity based on a physical room inspection, social distancing, room density, and air-circulation.
- The appropriate number of chairs/desks/lab or studio bench work stations shall be marked as "Do Not Use" or similar in order to maintain six foot of social distancing. Consider eliminating seats closest to the door, as well as, consider front to back and side to side social distancing needs.
- Physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult to regulate spacing, shall be installed to maintain at least 6 feet apart (e.g., cash registers).
- Physical guides, such as tape on floors or sidewalks and signs on walls shall be provided to ensure that individuals remain at least 6 feet apart in lines and at other times.
- Adequate air circulation for each research lab or studio will need to be implemented. Facilities Services can assist in ensuring this.
- Ventilation systems in lab or studio must operate properly. There must be an increased circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Windows and doors must not be opened if doing so poses a safety or health risk for current or subsequent occupants, including children (e.g., allowing outdoor environmental contaminants including carbon monoxide, molds, or pollens into the building).
- Faculty conducting fieldwork should apply the same safety measures as outlined for laboratories and studios. If physical distancing, PPE application, disinfection, and reporting in the field environment cannot be accomplished, the PI or project director should postpone the project. Field work that requires interaction with the public should be delayed until Phase 4 or Phase 5 of the plan (Attachment C.)

There must be an evaluation of the building (by EHS) and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as mold growth, rodents or pests, or issues with stagnant water systems, and take appropriate remedial actions. More information can be found on the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov).

## 6.0. PROTECTIVE EQUIPMENT

LA County requires cloth [face coverings](#) in public places, both indoors and outdoors, including classrooms and workplaces. You are not required to wear a cloth face covering if doing so is unsafe because of a medical condition or disability. In such cases, you must practice social distancing to the greatest degree possible.

You must wear a cloth face covering at all times while on campus, even when physically distancing. This is particularly important in conference rooms, common areas, kitchenettes, hallways, stairwells, elevators, restrooms, control rooms, and university-owned vehicles). You are not required to wear a cloth face covering if you are **alone** in a private office with the door closed.

It is important to note that face coverings are **not a substitute** for practicing physical distancing and frequent hand-washing. Therefore, wearing a cloth face covering does not eliminate the need to physically distance yourself from others and to wash your hands frequently. Face coverings are just an additional tool that can protect others from possible exposure to respiratory droplets that may come from our mouth when we talk, sneeze or cough.

Those exempted from wearing a cloth face covering include: those instructed not to use one by a medical provider; those with breathing difficulties; those who are incapacitated or unconscious; those who cannot wear or remove a cloth face covering without assistance.

Everyone on campus will be provided with a cloth face covering or mask for normal, day-to-day activity. The campus will provide masks and other PPE (gloves, goggles, face shields) in specified settings as required by health and safety officials and regulatory agencies.

- [Cloth face masks](#) **must be worn at all times.**

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face,
- Be secured with ties or ear loops,
- Include multiple layers of fabric,
- Allow for breathing without restriction, and
- Be able to be laundered and machine dried without damage



- Avoid touching your face, eyes, nose, or mouth when removing your cloth face covering, and wash your hands immediately before and after removal.
- Avoid handshakes with others
- When not in use, store your cloth face covering in a sealed bag or Ziploc-style plastic bag, never store in your pocket, purse, or briefcase.
- Change and launder your cloth face covering daily or obtain a new face cover daily
- Use disposable [gloves](#) when cleaning and disinfecting lab or studio surfaces that may be frequently touched in the lab or studio. Use disposable gloves when touching or having contact with individuals, lab or studio surfaces, lab or studio equipment, chemicals and biohazards. After using disposable gloves, discard them in a biohazard container, lined receptacle, or a hazardous waste container. Do not disinfect or reuse gloves. Ensure that hands are washed after gloves are removed.

## **7.0. SHARED SPACE, WORK SURFACES AND EQUIPMENT**

Shared spaces are defined as RSCA spaces where members of a group routinely interact with each other in the same space, such as science and engineering labs, core facilities, studios or shared spaces in institutes or centers. It is the responsibility of the RSCA space occupants to clean equipment, surfaces, containers, etc. Facilities Services staff will clean common areas in the campus buildings. These following guidelines apply to shared space:

- **Spacing:** Limit occupancy to a single individual if at all possible. Only populate spaces with multiple individuals if it is absolutely essential. The PI is responsible for ensuring that this population rule is followed at all times. Space out desks, chairs, and/or work stations: desks/chairs in common areas must be arranged so that individuals occupying desks at the same time are at least 6 ft. apart (consider temporary walls between workstations if this spacing cannot be achieved). If a space is designed for single occupancy, the space should not be occupied by more than one individual on the same day. Within elevators, the capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders. All riders are required to wear cloth face coverings at all times.

- **Protective Equipment:** Masks, gloves, face shields, and other required PPE must be available in shared research spaces. Obtaining these items is the responsibility of the PI, who will work with campus procurement to obtain the PPE. Gloves must be worn and [removed properly](#) when individuals interact in close proximity or share devices or equipment. Masks and gloves must be made available to visitors prior to entering lab or studio spaces. Visitors must wear masks and gloves at all times. If other protective equipment is needed, the PI will work with campus procurement to obtain these specialty items.
- **Visitors:** Visitors are allowed in shared research spaces only for the purpose of delivery, maintenance, repairs, or research collaboration that cannot be conducted remotely (see Infrequent Campus Visitor Protocol). Deliveries should be left outside the lab or studio, if possible. Visitors must adhere to the same rules as lab or studio members if they enter the lab or studio space.
- **Meetings:** Routine lab or studio/research group meetings should not be conducted face-to-face. If a face-to-face meeting is necessary, limit the number of participants and hold the meeting in a large, open and well-ventilated space continuing to maintain a distance of 6 feet apart and wear a face mask at all times.
- **Safety:** If RSCA is conducted by a single individual in a lab or studio setting where under normal circumstances, two or more individuals are present, notify at least one other person outside the lab or studio as a safety precaution prior to entering the lab or studio and upon leaving.
- **Disinfecting Labs or studios:** Disinfect shared areas and frequently touched surfaces (lab or studio benches, doorknobs, sink handles, freezer doors, fume hood sashes, keyboards, microscopes, etc.) at the end of each shift prior to the next shift arriving. Designate one or more individuals responsible for cleaning and disinfecting and have them initial the daily work schedule that they completed the cleaning. Employees should be provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- **Disinfecting Equipment:** Minimize the sharing of equipment and devices. If they need to be shared, thoroughly disinfect the device between uses.

## 8.0. COVID-19 SAFETY TRAINING

All laboratory personnel must complete the COVID-19 safety training to ensure that they are apprised of the hazards associated with COVID-19 in their work area. They will be provided with information to protect themselves and those around them. The specific trainings are available on [CSU Learn](#) for employees and on [CSU Bridge](#) for students. The links are below:

### **Covid-19 training for employees-**

1. Log in to the [MyCalStateLA Portal](#). In the portal, select **CSU Learn** from the Quick Launch area. (Use Chrome or Firefox and allow pop-ups on the site).
2. Once CSU Learn opens, visit [Covid-19 Social Distancing Guidelines Course](#).
3. Once the course details display, click **Start** to launch the course modules. The training should last approximately 20 minutes.
4. 4. If there are problems accessing the site, lab or studio personnel may contact [RMEHS@calstatela.edu](mailto:RMEHS@calstatela.edu).

**NOTE:** If the provided link does not redirect to the course details, click the Search icon on the top navigation bar and search for "Covid-19 Social Distancing Guidelines Course".

**NOTE:** Lab or studio PIs will be required to provide their training certificate to EHS personnel during site assessment.

### **Covid-19 training for students-**

- Students must log in to [CSU Bridge](#). (Use Chrome or Firefox and allow pop-ups on the site).
- After logging in, visit Compliance Short: Coronaviruses and COVID-19 (Update Available). (User must be logged in prior to clicking direct link).
- Once the course details display, click Launch to begin the course. The training should last approximately 20 minutes with a test at the end.
- When students complete the course, they may access their certificate by navigating to their My Profile menu, selecting Learning History, and using the Actions button to View Certificate.

**NOTE:** If there are problems accessing the site, lab personnel may contact [RMEHS@calstatela.edu](mailto:RMEHS@calstatela.edu). Once training is completed, a certificate of training must be provided to EHS via email at [RMEHS@calstatela.edu](mailto:RMEHS@calstatela.edu).

## **9.0. DAILY HEALTH SELF-SCREENING AND NOTIFICATION OF SYMPTOMS**

Every employee must contribute to a safe and healthy work environment. In consideration of fellow employees, and to be respectful of others' needs to protect themselves and their families, employees are responsible for conducting symptom monitoring every day before coming to work. Employees **must be free of any symptoms potentially related to COVID-19**. Cal State LA encourages all individuals returning to campus to receive the influenza vaccination.

Temperature checks for personnel that enter campus buildings should be conducted when feasible.

Employees experiencing any of these symptoms should immediately contact their medical provider, inform their supervisor, and notify the Student Health Center at (323) 343-3302. Do not report to work.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle Pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms such as nausea, vomiting or diarrhea
- New loss of taste or smell
- Pink eye

Employees experiencing any of the warning signs below should contact a medical provider or report to the nearest emergency department immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## Personnel experiencing Covid-19 symptoms should do the following:

- Do not to come to work if sick, or if there was an exposure to a person with COVID-19.
- If you feel healthy but recently had close contact with a person with COVID-19 stay home for 14 days after your last exposure.
- Employees experiencing Covid-19 symptoms should contact their supervisor and the Student Health Center at (323) 343-3302 immediately and should not report to work. Employees with symptoms of COVID-19 should contact their medical provider for care and advice.
- Do not participate in on-site activity if you become ill with COVID-19 symptoms or learn of having had close contact with someone with COVID-19.
- Students with symptoms of COVID-19 should contact their healthcare provider/Student Health Center at (323) 343-3302 for care and advice.
- Individuals with positive COVID-19 test are asked to notify the Student Health Center (323) 343-3302.
- Individuals with or exposed to COVID-19 must be treated courteously, and **their privacy protected**.
- Individuals who are sick with symptoms of COVID-19 should follow home-isolation instructions.
- Individuals who have been in contact with people with COVID-19 should follow home-quarantine instructions.

## **10.0. COVID-19 LAB OR STUDIO SIGNAGE**

All lab or studios shall have COVID-19 information signs that will be conspicuously placed on outside doors and in common areas for all to see. **See Attachments D & E.**

## **11.0. COVID-19 TESTING AND RSCA SAFETY SITE ASSESSMENT**

Free COVID-19 testing site is available through the Los Angeles County Department of Health Services. The site is open to the public by appointment only. To schedule an appointment, visit the [Los Angeles County COVID-19 testing website](https://covid19.lacounty.gov/testing/) (<https://covid19.lacounty.gov/testing/>). Those who do not have access to the Internet may call 2-1-1 and speak with an operator about testing.

For RSCA safety site assessment, it is essential that labs are assessed by RM/EHS and Facilities Services to ensure safe habitation of lab staff. The lab or studio safety site assessments will address: adequate air circulation, mitigation of hazardous conditions, social distancing determination based on lab or studio size and structural factors. For more information on site inspections, please refer to the **COVID-19 RSCA Safety Site Assessment (see Attachment B).**

## **12.0. ADDITIONAL INFORMATION / RESOURCES**

California State University Los Angeles. [Chemical Hygiene Plan](#)

[California State University Policy, Procedure, and Considerations for 2020-2021 Academic Year Planning in the Context of COVID-19](#)

[California State Auditor \(April 2018\). Report 2017-119](#)

California State University. [The Changing Face of Lab Safety at CSU – Leading Positive Change for Academic Success](#)

[California Code of Regulations, Title 8, Section 5191](#), Occupational Exposure to Hazardous Chemicals in Laboratories.

[LA County Public Health](#). General Information on Coronavirus

[LA County Public Health](#). [Guidance on Social Distancing](#)

[LA County Public Health. Face Coverings](#)

[LA County Public Health. Cleaning and Disinfection](#)

[LA County Public Health. Handwashing](#)

[LA County Public Health. Cleaning Matrix](#)

[LA County Public Health. Coronavirus Symptoms and What to do if Sick](#)

[LA County Public Health. Home Isolation Protocols](#)

[LA County Public Health. Home Quarantine Protocols](#)

[OSHA. Occupational Safety & Health Administration Laboratory Safety Guidance](#)

[CDC. Guidance on Social Distancing](#)

[CDC. Guidance on Quarantine and Isolation](#)

[CDC. Guidance on COVID-19 Employer Information for Office Buildings](#)

[CDC. Guidance on How to Protect yourself & Others](#)

[CDC. Guidance on Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

[CDC. Guidance on When to wear gloves](#)

[CDC. Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission](#)

[CDC. Guidance on Cleaning and Disinfecting Your Facility](#)

[CDC. Considerations for Institutes of Higher Education](#)

[CDC. Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses and Schools](#)

[CDC Symptoms of COVID-19](#)

[CDC. Case Management Recommendations for Community Exposure](#)

[CDC. Guidance on Quarantine and Isolation](#)

[CDC. Guidance on Cloth Face Coverings](#)

[CDC. Cloth Face Coverings Do's and Don'ts Poster](#)

[CDC. Guidance on sequences for donning and doffing of PPE](#)

[CDC. Guidance on Reopening Buildings after Prolonged Shutdown or Reduced Operation](#)

[CDC. Guidance on Social Distancing](#)

[CDC. Guidance related to People who are at Higher Risk for Severe Illness](#)

[CDC. What You Should Know Poster](#)

[CDC. Interim Guidance on Mass Gatherings and Large Events](#)

[CDC. Cleaning and Disinfecting Your Facility](#)

[CDC. Interim Guidelines for Administrators of US Institutions of Higher Education](#)

[EPA. List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

National Research Council of The National Academies. [Prudent Practices in the Laboratory](#)

American Chemical Society. [Guidelines for Chemical Laboratory Safety in Academic Institutions](#)



## CSU GUIDANCE FOR 2020-21 ACADEMIC YEAR PLANNING IN THE CONTEXT OF COVID-19

<b>Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities</b>				
Phase	External Conditions	Summary	Actions	Time Period
1	<p><b>Situation unknown and changing State-wide Safer-at- Home Order is in place.</b></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><b>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.</b></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><b>RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY CONTINUITY ONLY</b></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 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 &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.</i></p> <p><i>Travel protocols have been developed for field research; approvals have been requested as necessary.</i></p>	TBA

## CSU GUIDANCE FOR 2020-21 ACADEMIC YEAR PLANNING IN THE CONTEXT OF COVID-19

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
<b>2</b>	<p><b>Public health authorities and Governor relax restrictions on Safer-at-Home.</b></p> <p>COVID 19 incidence and prevalence declining.                      COVID-19 testing and contact tracing capacity increases.                      PPE shortages and restrictions to health care may still exist.</p>	<p>Time-sensitive (deadline or seasonal) research and scholarship projects 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><b>RESEARCH AT APPROXIMATELY 35% OF NORMAL EFFORT</b></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"> <li>• Seasonal data collection such as field and agricultural work;</li> <li>• Surveys conducted proximate to a particular calendar milestone;</li> <li>• Experiments close to completion; or</li> <li>• Animal experiments where a delay would result in euthanasia or loss of a colony.</li> </ul> <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 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&amp;S, Risk Management, etc.</i></p> <p><i>PI social distancing plans updated and approved by Chair, Dean and EHS. 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>	<b>Current</b>



## CSU GUIDANCE FOR 2020-21 ACADEMIC YEAR PLANNING IN THE CONTEXT OF COVID-19

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
<b>3</b>	<p><b>Further relaxation of Safer-at-Home restrictions. Continue to follow Governor, county, and city ordinances.</b></p> <p>COVID-19 infections and fatalities continue to decrease.                      COVID-19 testing capacity near maximum of needed capacity.                      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><b>RESEARCH AT APPROXIMATELY 50% OF NORMAL EFFORT</b></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. 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"> <li>• What criteria should be used to determine the order of return to campus?</li> <li>• How does the department control the number of people in any given building or facility?</li> </ul> <p>Campuses may resume data collection and reinstate 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> <p>Campuses may resume data collection and reinstate 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 &amp; 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>	<b>TBA</b>



## CSU GUIDANCE FOR 2020-21 ACADEMIC YEAR PLANNING IN THE CONTEXT OF COVID-19

### 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. 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.</p> <p>PPE availability is normal and reliable.</p>	<p>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.</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><b>RESEARCH AT APPROXIMATELY 75% OF NORMAL EFFORT</b></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 &amp; 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 their degree/term of appointment.</p> <p>Allow access to single occupancy offices 3-7 days/week. Campuses will need to consider at what point undergraduate student research is allowed to fully resume.</p>	TBA



## CSU GUIDANCE FOR 2020-21 ACADEMIC YEAR PLANNING IN THE CONTEXT OF COVID-19

Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities				
Phase	External Conditions	Summary	Actions	Time Period
<b>5</b>	<p><b>No or minimal state restrictions.</b>                      Vaccine widely available and used in combination with widespread testing and contact tracing following new COVID-19 cases.                      Timely quarantine and isolation being implemented in accordance with all public health</p>	<p>All types of research, scholarship and creative activities are allowed.</p>	<p><b>RESEARCH RESTORED, I.E., AT 100% OF NORMAL EFFORT</b>                      Campuses may allow all lab, studio and field research operations to recommence.                      In consultation with EHS and Risk Management, campus may consider reducing or eliminating all COVID 19 Standard Operating Procedures.</p>	<b>TBA</b>



## COVID-19: RSCA Safety Site Assessment Checklist

*This checklist is intended for implementation at the lab/studio/research-group level. Principal Investigators, Facilities Services staff, and RM/EHS staff will conduct a walk-through survey of RSCA spaces prior to re-opening. If you discover a hazardous condition that poses a threat to you or to others, call EHS immediately at (323) 343-3531 or 911. If you have and COVID-19 symptoms or if you are feeling sick, please contact your healthcare provider.*

<b>BUILDING:</b>	<b>ROOM NO.:</b>
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YES	SAFETY SITE ASSESSMENT	
<input type="checkbox"/>	Determine how physical distancing standards will be applied – include sketches of lab OR studio space with estimated square footage. Proved assurances of that the space can be arranged with <a href="#">adequate distancing</a> . Section 4, RSCA.	
<input type="checkbox"/>	Has <a href="#">capacity</a> been determined? _____ Section 5, RSCA.	
<input type="checkbox"/>	<a href="#">Have public or common area</a> (e.g. restrooms, elevators) cleaning protocols been reviewed? _____ Sections 6 & 7, RSCA.	
<input type="checkbox"/>	Upon entering any laboratory or studio space, personnel <a href="#">must wash hands immediately</a> and in accordance of CDC recommendations, before touching any surfaces. Section 6, RSCA.	
<input type="checkbox"/>	Sterilize working surfaces with <a href="#">approved disinfectants</a> . Use EPA-registered hospital disinfectants with label claims to be effective against <a href="#">SARS-CoV-2</a> . Follow manufacturer's recommendations for use, such as dilution, contact time, and safe handling. Section 7, RSCA.	
<input type="checkbox"/>	Assign minimal staff to make media, set up cultures, etc. before beginning full research. This is done to <a href="#">limit the number of people</a> within a lab. Section 4, RSCA.	
<input type="checkbox"/>	Develop communication strategy for team members (email, notifications, etc.) in the event of a COVID-19 case within the lab. Section 9, RSCA.	
<input type="checkbox"/>	If applicable, identify <a href="#">equipment that will need to be recalibrated/certified and serviced</a> . Schedule such service before having anyone arrive on campus. <a href="#">Distancing</a> needs to be maintained with service technicians in addition to regular lab members. Section 7, RSCA.	
<input type="checkbox"/>	<a href="#">Cloth face masks</a> are <a href="#">required</a> to be worn at all times when inside lab even while practicing social distancing. Section 6, RSCA.	
<input type="checkbox"/>	Exterior door and interior room placement of COVID-19 site safety signage.	
<input type="checkbox"/>	Completion of Lab Safety Training by each lab personnel. Section 3, RSCA.	
<input type="checkbox"/>	Completion of COVID-19 Safety Training by each lab personnel. Section 8, RSCA.	
<input type="checkbox"/>	Completion of Lab Hazard Assessment by Principal Investigator. Section 3, RSCA.	
Name of PI:	Signature: _____	Date: _____
RM/EHS Representative:	Signature: _____	Date: _____
Facilities Representative:	Signature: _____	Date: _____



## RSCA REOPENING APPLICATION

A copy of a completed COVID-19: RSCA Safety Site Assessment Checklist must be attached to this application.

PRINCIPAL INVESTIGATOR (PI) NAME:	EMAIL:
DEPARTMENT:	LAB/STUDIO/RESEARCH GROUP NAME:

**Research Personnel:** List all personnel who should be considered eligible to occupy the space. Include: name and status (faculty, staff, student). *(The State and CSU recommend members of vulnerable populations avoid campus) Students returning to campus from outside of the United States have quarantined for 14 days as recommended by the Centers for Disease Control and Prevention.*

NAME (Last, First)	Status/Role

*Insert additional rows as needed*

**Research Spaces and Scope of Work:** List all rooms where research activities will be conducted for any amount of time, including common-use instruments and equipment such as autoclaves, microscopes, centrifuges, analytical balances, etc., and including Animal Quarters if appropriate.

Space (building, room#)	Activities to be Performed	Weekly/ Daily Hours

*Insert additional rows as needed*

**Scheduling:** Please keep in mind that lab permission is contingent upon maintaining low density in the building. Please describe a schedule or plan that ensures low density occupation. Include in your plan, your need for common-use instruments and equipment. Please strive for the minimum activity and occupancy that will lead to meaningful progress in your RSCA for the appropriate Phase. Keep in mind that we anticipate incremental increases in maximum occupancy in accordance with guidance from county and CSU officials. However we cannot yet predict when the safety-based Phases will advance or retreat. Faculty with labs/studios on the same floor are encouraged to collaborate on their RSCA scheduling. Please work with your College Review Committees and Deans to develop schedules that combine to maximize the number of research programs that resume while minimizing risk. Accordingly, in this section, please describe any plans you have undertaken collaboratively with others who are proximal to your RSCA space.

**Rationale for Return to Campus:** Considering the CSU Guidance for 2020-21 Academic Year Planning in the Context of COVID-19, Attachment A, explain why your RSCA work should be prioritized for research recovery during the appropriate phase. Applications should include only essential faculty and staff for the designated RSCA activities. Student involvement in on-campus or field research during this period will only be permitted in exceptional circumstances, such as a requirement for the imminent completion of the student's academic degree.

Phase	Phase Priority	Rationale (to be completed by PI)
1	<ul style="list-style-type: none"> <li>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.</li> <li>Individuals identified as "essential" to maintaining research and scholarship capability are allowed on campus.</li> <li>All research, scholarship and creative activities that can be conducted remotely should continue in that mode.</li> </ul>	No rationale from PI is required for Phase 1
2	<ul style="list-style-type: none"> <li>Time sensitive RSCA may resume. This category of RSCA is limited to projects that have hard deadlines imposed by data or sample expiration, or similar non-administrative constraints.</li> <li>All RSCA that can be conducted remotely should continue in that modality.</li> <li>On campus RSCE activity is limited to levels that equate to approximately 35% of College space and personnel resources (determine this level in consultation with College Review Committees)</li> <li>Limited participation for graduate and undergraduate students. Only those students nearing graduation whose degree completion is contingent upon their own on-campus RSCA should be considered(students cannot be compelled to return to campus and students cannot work unattended)</li> <li>Plan for sudden return to Phase 1 in the case that circumstances deteriorate.</li> </ul>	PI's / Project Directors should provide rationale for resumption of RSCA activity in a specified space on campus. Please address: Personnel/space limitations (35%), Priority criteria (hard-deadlines, degrading samples, etc.), and Safety plan. *Consult with College RSCA Committee.





3	<ul style="list-style-type: none"> <li>•RSCA activity with deadlines and benchmarks that are sensitive to funding agency directives may resume with reduced density and effort.</li> <li>•On campus RSCE activity is limited to levels that equate to approximately 50% of College space and personnel resources (determine this level in consultation with College Review Committees)</li> <li>•Limited participation for graduate and undergraduate students. Only those students nearing graduation whose degree completion is contingent upon their own on-campus RSCA should be considered(students cannot be compelled to return to campus and students cannot work unattended)</li> <li>•Fieldwork that does not require interaction with the public can be proposed for small groups if the activity is consistent with local health restrictions. Travel plans must be consistent with CSU COVID19 guidelines.</li> <li>•Plan for sudden return to Phase 2 or1 if required.</li> </ul>	<p>PI's / Project Directors should provide rationale for resumption of RSCA activity in a specified space on campus. Please address: Personnel/ space limitations (50%), Priority criteria (hard-deadlines, funding contingencies, etc.), and safety plan. *Consult with College RSCA Committee.</p>
4	<ul style="list-style-type: none"> <li>• Expansion of research toward normal density while maintaining social distancing practices is allowed.</li> <li>• On campus RSCA transitions to levels that equate to approximately 75% of College space and personnel resources (determine this level in consultation with College Review Committees)</li> <li>• Fieldwork that interacts with the public can be proposed for small groups if the activity is consistent with local health restrictions. Travel plans must be consistent with CSU COVID19 guidelines.</li> <li>• Limited participation for graduate and undergraduate students. Only those students nearing graduation whose degree completion is contingent upon their own on-campus RSCA should be considered. students cannot be compelled to return to campus and students cannot work unattended)</li> </ul>	<p>PI's / Project Directors should provide rationale for resumption of RSCA activity in a specified space on campus. Please address: Personnel/space limitations (75%), Priority criteria (value of RSCA to university community), and Safety plan. *Consult with College RSCA Committee.</p>
5	<ul style="list-style-type: none"> <li>• Plan for sudden return to Phase 3, 2,or 1 if required</li> </ul> <p>Return to normal RSCA activity on campus and in the field</p>	

**Physical Distancing:** Describe your plan to ensure physical distancing with at least 6 feet separating all individuals in your RSCA space. This plan must list and address physical distancing in **all spaces/areas/rooms** that may be entered by RSCA personnel.

**Cleaning of RSCA Area and Support Areas (if used):** Review the guidance for keeping the space clean to reduce risk of transmission. Specify who is responsible for cleaning and the frequency of cleaning. Ensure that you have worked with campus procurement and your College to acquired disinfectant, spray bottles, and PPE.

**Other:** What other plans will you put in place to reduce chance of transmission?

**Ramp-down Plan:** If required to ramp down to a previous Phase (i.e. Phase 2 to Phase 1, Phase 3 to Phase 2) please describe the rapid and decisvie steps that will be taken to restrict activities?



- I certify that I have read and understand this document and the protocols outlined in it.
- I understand, and will take all necessary steps within my control to make sure that only the authorized individuals are present in my RSCA space.
- I acknowledge it is my duty to implement the above infection control practices and make limiting COVID-19 transmission a top priority.
- I understand that my RSCA space may be subject to random safety inspections by RM/EHS.
- I understand that non-compliance with any of the described infection control practices may result in a recommendation of lab/studio closure to University administration.

1. _____ Signature of Principal Investigator	_____ DATE
2. _____ Signature of College Review Committee Chair	_____ DATE
3. _____ Signature of Director of Risk Management & EHS	_____ DATE
4. _____ Initial of Director of Student Health Center	_____ DATE
5. _____ Signature of Dean	_____ DATE
6. _____ Signature or Initial of Vice Provost	_____ DATE
7. _____ Signature of Provost	_____ DATE
8. _____ Signature of President	_____ DATE

To more easily facilitate comments, an **MS Word document** will be routed via email to the College Review Committee and the Dean. This Word document will be the document of record until the PI completes the application. Once all comments have been addressed, a "clean" (no comments) PDF will be routed for signatures via **DocuSign**.

**cc: Vice President and CFO, Administration and Finance**



# AUTHORIZED PERSONNEL ONLY

**This door signage must be displayed to indicate that this space is authorized to be used during COVID-19 Phase II.**

Department:	Building:	Room:
Lab / Studio / Research Group Name:		Approval Date:

PERSONNEL	WEEKLY / DAILY HOURS
1	
2	
3	
4	
5	
6	
7	
8	
9	

# COVID-19 Site Safety

- Stay home if you are symptomatic
- Wear face covering
- Maintain 6-foot distancing
- Wash your hands regularly
- Cough or sneeze into your elbow
- Do not shake hands or engage in any unnecessary physical contact
- Avoid touching you face