



## Reopening Protocol for Research, Scholarship, & Creative Work Issued 5.29.20

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*The University adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The Provost's Office may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the DU COVID-19 [website](#) for news and other important information.*

### University of Denver COVID-19 Protocols for Research, Scholarship, & Creative Work

**Researchers must follow the COVID-19 guidelines outlined below for resuming work at DU for research, scholarship, and creative work spaces. Prior to returning to campus, all individuals must obtain Dean's approval. Deans will send an approved list of individuals to ORSP who will send a survey link to formally register access to campus. In completing that survey, individuals will be asked to agree to abide by the guidelines stated in this document. You must not return to campus until you have received a formal acknowledgment letter and you have been granted card access to the designated location.**

**The University will transition through phases in accordance with state and local orders, Colorado Department of Public Health (CDPHE) and Centers for Disease Control (CDC) guidance, and University policy and protocols.**

**Please refer to the [DU COVID-19 website](#) for all updates on current allowable research in the labs and workspaces.**

#### **Symptom Monitoring Self-Assessment Survey**

Before an approved employee may report to campus for work each day, the employee must complete a symptom monitoring self-assessment [survey](#) pursuant to the University of Denver COVID-19 Personnel Symptom Monitoring Protocol ([LINK](#)).

#### **Arriving at Your DU Research Lab or Site**

Any employee (faculty, staff or student) who has been approved to work on campus for research, scholarship, or creative work must follow all of the DU COVID-19 Protocols applicable for the Phase of return and other applicable policies and protocols. At this time (5.29.2020), these protocols include Social Distancing and Personal Protective Equipment ([LINK](#)), Personnel Symptom Monitoring ([LINK](#)), and Disinfection & Cleaning ([LINK](#)).

- If an employee is uncomfortable returning to work on campus, the employee should contact their supervisor or HR Partner. For Phase II, return to campus is voluntary and restricted to those who cannot do critical research, scholarship and creative work off-campus.
- All employees must follow applicable University protocols, including but not limited to symptom monitoring, face coverings and social distancing. Face coverings must not interfere with PPE, e.g. eye shields, required for safety and must be compatible with all safety requirements.
- If working in a laboratory or shared workspace, be present in the space only as long as necessary for your essential on-campus work. Minimize time around other people by staggering your work schedule with other lab members.
- If conducting human subjects research with participants, limit the amount of time interacting with participants within your lab or workspace.
- In addition to following applicable DU COVID-19 protocols, use appropriate precautions, including not sharing objects (i.e. pens, books), disinfecting shared surfaces (i.e. computer keyboards) between users.

### Guidelines for Promoting Safety in Work Spaces

Create a schedule to minimize the number of people in each laboratory room or work space at any one time and adhere to that schedule. Use a shared Microsoft Teams calendar or other online tool to communicate the schedule to other employees.

- Distribute a list of duties to be performed by critical personnel, with location and designated time of day for such duties indicated.
- Communicate with your Dean/Division Head and COVID Building Access Manager to coordinate the use of space and establish staggered schedule for all personnel in the building.
  - Follow the recommendations in the social distancing and PPE protocol and the guidance below regarding breaks and use of shared spaces
- Lab members and co-workers should leave their belongings on a coat rack or other space that will avoid placing them on countertops or other common surfaces.

Create plan to maintain social distancing from other employees at all times.

- Small, narrow laboratories/facilities on the order of 100-150 sf can likely only accommodate one person at a time.
- Square or rectangle laboratories or work spaces larger than 200 sf may be able to accommodate more people but keep the number to a minimum. Use common sense. If you cannot maintain at least 6 feet of distance between individuals, you must revise the schedule and/or reconfigure the room.
- Move equipment to create at least 6 feet between users, including in aisles and passageways.
- When possible assign work spaces and mark them with tape to guide individuals to maintain 6 feet.

Create a plan for safe practices in the lab and workplace.

- Please refer to the section “Guidelines for Enhanced Cleaning and Prevention” below.
- To avoid the use of shared equipment, consider having each person assigned their own set of any tools that are used very frequently, including pipets, frequently used reagent bottles, laboratory notebooks, and pens.

Create a plan for interactions with others outside the lab.

- Use phone or electronic means to contact other labs unless absolutely necessary.
- Arrange a contact-less transfer of items by leaving them in the hallway or other designated area rather than an in-person exchange.
- Arrange the use of shared facilities and other labs’ equipment in advance to avoid unexpected contact with other individuals. Communicate lab sign-in procedures.
- Use precautions when entering a restroom or other shared use facility. Use only one designated restroom. Call out to assess occupancy. Use a disposable towel or Kimwipe to touch door handles and faucets and wash your hands upon entering and leaving.

### Guidelines for Enhancing Cleaning and Prevention

Increase the frequency of cleaning and disinfecting, **focusing on high-touch surfaces**, such as buttons, handrails, tables, faucets, doorknobs, testing materials, shared keyboards, microscopes, touch pads, and reagent bottles. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

Cleaning and disinfection of surfaces:

- Wear disposable gloves while cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
- Clean and disinfect affected surfaces as soon as possible after a known exposure to a person with respiratory symptoms (such as coughing/sneezing).
- Use an EPA-registered disinfectant for use against COVID-19. Refer to the list of products pre-approved for use against emerging enveloped viral pathogens, or the list of disinfectants for use against SARS-CoV-2 (the virus that causes COVID-19).

- Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). Review the COVID-19 Chemical Disinfectant Safety Information guide to potential health hazards and the recommended protective measures for common active disinfectant agents used at the DU.
- Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics.
- All trash cans must be left in hallway to be emptied.

Disinfectant materials are available from Facilities. Please email [covidresearch@du.edu](mailto:covidresearch@du.edu) for information regarding how to obtain these materials. If you decide to purchase your own supplies, the disinfectant materials must be on the [EPA-registered household disinfectant](#) list.

### Conducting Human Subjects Research

**During Phase I & Phase II, researchers are restricted from conducting in-home visits. Human Subjects research on DU's campus, other institutions of higher education, or other community-based organizations (that have developed their own safety protocols) is permitted, provided that researchers and participants follow all applicable policies, procedures and protocols. Human subjects data collection that involves bodily fluids (i.e., blood draws, sputum samples) is now permitted while following protocols already approved and in place with the IRB.**

### Scheduling human subject access to DU campus

The DU employee seeking to bring a human subject participant to campus must coordinate scheduling of the visit with their COVID Building Access Manager to allow for social distancing and dedensification requirements at all times.

### Pre-Screening Research Participants

**PI or research staff must contact all research participants coming to campus within 2 hours prior to them arriving to campus to conduct symptom monitoring and to inform the visitor of the requirements of DU's protocols for coming to the DU campus, including, but not limited to, symptom monitoring, face covering, and social distancing.**

At the start of the pre-screening call, please notify the participant that the information they share, including their name and contact information, will be stored in a central university database so that they can be contacted in the event the university needs to conduct contact tracing. Their reason for visiting campus will not be included in the pre-screening survey. Then proceed with pre-screening of symptoms by having the research staff member log in and complete the [visitor survey](#) on the visitor's behalf within 2-hrs prior to the visit to campus.

If the visitor does not have a thermometer, PIs will need to provide thermometers to be used to screen participants outside the DU campus building they are visiting.

If the participant cannot or does not want to be screened or adhere to safety protocols, postpone their visit until they are willing to do so or attempt remote data collection or delay interactions.

### Guidelines for Promoting Safety in Work Spaces

- Prevent human subjects from different households from waiting together in a shared waiting room.
- Have participants call when they arrive and wait to be escorted into DU buildings.
- Remove or close off waiting room furniture to prevent gathering in shared spaces.

### All Research Participants Arriving on DU Campus

- No entry if symptoms of an acute respiratory illness and/or confirmed COVID-19 in the past 14 days *or* contact with someone with symptoms of respiratory illness and/or confirmed COVID-19 in the past 14 days.
- Research staff and participants (along with any accompanying family members) must wear mouth/nose covering at all times while in a DU building and while on the DU campus.
- Wash hands with soap and water for 20 seconds at a designated bathroom in the building upon entering and exiting the research site location.
- **If a research participant arrives for their appointment and start showing any possible symptoms of illness, the participant must leave campus, contact their primary health care provider, and notify their PI. If the participant confirms with the PI they have COVID-19, contact [reportcovid@du.edu](mailto:reportcovid@du.edu).**
- Work with your Dean/Chair, building manager and other researchers utilizing the same research site or building to create a plan to stagger research appointments (i.e., 30 minutes between each subject appointment), comply with social distancing requirements in research spaces, and to maintain a coordinated schedule for disinfecting research areas (designated rooms, waiting areas, lab equipment).

### Conducting research at other institutions and organizations

Before beginning research at other institutions or organizations, please submit an IRB amendment through IRBNet along with their safety protocol. Researchers must review additional requirements that are mandated by the affiliated research facility (i.e., CU Imaging Facility) or community-based organization. For example, you may be required to be escorted into and out of the facility by a research staff member, change into scrubs upon arrival to the facility, bring a face covering to wear at all times and stay in a designated room during the research visit. If research will be conducted at a partnering institution (i.e., higher educational institution) DU investigators must comply with that institution's safety protocols in addition to applicable DU protocols. If organizations have protocols that are less strict than DU's safety protocols, DU investigators must comply with DU's safety protocols.

**If you begin to work at partnering institutions or organizations and start showing any possible symptoms of illness, you must leave the partnering institution or organization immediately, not return to campus, and follow the DU symptom monitoring protocol.**

### Purchasing PPE

PIs are expected to purchase PPE for their labs if they have sufficient lab funds to do so. If a PI does not have sufficient lab funds to provide appropriate face coverings to research personnel, they should request appropriate personal protective equipment at [orspadmin@du.edu](mailto:orspadmin@du.edu). *OSRP will determine whether* adequate supplies are available to fulfill the request.

For questions about implementing these guidelines, please contact your SPARC representative or [jerry.mauck@du.edu](mailto:jerry.mauck@du.edu).