



Reopening Protocol for Research, Scholarship, & Creative Work Issued 07.02.20

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 those individuals to formally register access to campus. In completing that survey, individuals will be asked to agree to abide by the requirements and 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 has implemented a [phased approach](#) to returning employees to campus and resuming activities on campus 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 [DU COVID-19 Personnel Symptom Monitoring Protocol](#).

Arriving at Your DU Research Lab or Site

Any individual (faculty, staff or student) who has been approved to return to campus for research, scholarship, or creative work must follow all of the applicable DU COVID-19 Protocols and other applicable policies, procedures, and protocols.

- If an employee has concerns about returning to work on campus, the employee should refer to the [COVID-19 Work Accommodations website](#).
- 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, you should be present in the space only as long as necessary for your essential on-campus work. You should minimize time around other people by staggering your work schedule with other lab members.
- If conducting human subjects research with participants, you should limit the amount of time interacting with participants within your lab or workspace.
- In addition to following applicable DU COVID-19 protocols, you must use appropriate precautions, including not sharing objects (i.e. pens, books) and disinfecting shared surfaces (i.e. computer keyboards) between users.

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 a staggered schedule for all personnel in the building.
 - Follow the requirements 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 a plan to maintain social distancing from other employees at all times.

- Small, narrow laboratories/facilities on the order of 100-150 square feet can likely only accommodate one person at a time.
- Square or rectangle laboratories or work spaces larger than 200 square feet 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 of distance.

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.

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 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. During Phase I & Phase II, human subjects research on DU's campus, at other institutions of higher education, or at 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 permitted while following protocols already approved and in place with the IRB.

Scheduling Human Subjects' Access to 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 comply with social distancing and de-densification requirements at all times.

To schedule in-person visits to campus, research staff should contact participants to determine if they are interested in participating in in-person research and, if so, to share the precautions being taken due to COVID-19, including prescreening for symptoms, social distancing and wearing face coverings.

Pre-Screening Research Participants

PI or research staff inviting research participants to campus for in-person data collection must follow the [DU Visitor Protocol](#). PIs or research staff must send to all research participants coming to campus [a link to the visitor survey](#) to complete within 2 hours prior to 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.

If the visitor does not complete the survey online or cannot check their temperature before coming to campus, the PI should contact their supervisor or provost@du.edu with questions or to request support in advance of the visitor's arrival to campus. PIs will need to provide thermometers for screening participants outside the DU campus building they are visiting.

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

Promoting Safety in Work Spaces

- Prevent human subjects from different households from waiting together in a shared waiting room.
- Have participants call their DU host when they arrive and wait to be escorted into DU buildings.

- Remove or close off waiting room furniture to prevent gathering in shared spaces.

Requirements for All Research Participants Coming on DU Campus

- Successfully complete the Visitor Survey.
- Research staff and research participants (including any accompanying family members) must wear a face covering at all times while in a DU building and while on the DU campus.
- Must wash hands with soap and water for at least 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 starts showing any possible symptoms of illness, you must follow the applicable provisions of the [Visitor Protocol](#).**
- Work with your Dean/Chair, building manager and other researchers using 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).

Submitting an ADDENDUM to a Human Subjects Protocol related to COVID-19 Precautions

Investigators who incorporate in-person interactions or interventions with human subject participants during the COVID-19 pandemic must submit an addendum to their current IRB-approved protocol or any new IRB protocol submission to document the requirements of DU's COVID-19 [Visitor Protocol](#). Investigators have the option to use the [Addendum template](#) or customize the Addendum template for use in a research protocol and consent documents. This Addendum may be (1) posted as a separate document when submitting a new research project application in IRBNet, or (2) posted as a separate document within an amendment request for a currently approved project (i.e., submitted alone within an Amendment/Modification package in IRBNet).

Conducting Research at Other Institutions and Organizations

Before beginning research at other institutions or organizations, you must submit an IRB amendment through IRBNet along with the other institutions' safety protocol. Researchers must review additional requirements 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/or 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 institutions 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 you 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 appropriate face coverings 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, the PI should request appropriate personal protective equipment at orspadmin@du.edu. OSRP will determine whether adequate supplies are available to fulfill the request.

For questions about implementing this protocol, please contact your SPARC representative or jerry.mauck@du.edu.