Dear SCRC Faculty

Please note that this e-mail contains updated information in red below.

As conveyed by VCR Khargonekar, UCI will transition from Phase 1 to Phase 2 research activities, following the Framework for UCI Phased Research Activities established by the Office of Research, as of **June 8, 2020**. For this process in Gross Hall, the SCRC director is the Authorizing Official. To prioritize the safety of our campus personnel, PIs with space in Gross Hall are required to complete the process below.

Questions about these instructions can be directed to Aileen Anderson (aja@uci.edu) or Allia Fawaz (fawaza@hs.uci.edu).

Questions about the Phase 2 Research Assessment and Phase 2 Research Plan links (under SCRC Phase 2 Process below) can be directed to Joseph Wu (wuf@hs.uci.edu).

Questions about SCRC iLab access and iLab use for laboratory research scheduling (as described below) should be addressed to Allia Fawaz (fawaza@hs.uci.edu). Information on the use of iLab for research space scheduling during Phase 2 is also available here.

Questions about access to core equipment and facilities should be directed to the appropriate core director/staff.

Documentation will be accepted on a rolling basis, but should be completed by Thursday June 4th if a June 8th Phase 2 start is planned.

Thanks in advance for your cooperation - and again - stay safe.

Aileen

PHASE 2 RESEARCH PLANNING
Stem Cell Research Center PIs/Plan Owners with research space in Gross Hall

INSTRUCTIONS

Who must complete this process:
- Each SCRC PI/Plan Owner with basic science or clinical research space in Gross Hall.
- SCRC PIs/Plan Owners with home departments in BioSci or SSoE must also complete Phase 2 documentation for those schools.
- SCRC PIs/Plan Owners with home departments in SOM need only fulfill the SCRC documentation. However, you should access the **Qualtrics Research Activities Ramp-Up form**, input your contact information and answer the survey question on your research location, at which point you may end your responses.
- PIs should confirm these instructions with their home department.

SCRC Phase 2 Process:
- Completion of the following:
  1) **A Phase 2 Research Assessment AND a Phase 2 Research Plan**.

2**)** **A Pre-Start Checklist of COVID-19 Safety Considerations.** In addition to the Research Assessment and Plan, each PI and all personnel under their supervision (graduate students, post-docs, staff, etc.) must also complete this checklist. PIs must collect these forms and keep them on site at UCI to document that research personnel have read and understand this guidance.

- Approval for Phase 2 Research Plans must be received from the SCRC Director before initiating Phase 2 research in Gross Hall.
- Phase 2 Research Plans for Gross Hall PI/Plan Owners will be reviewed by a committee of SCRC faculty with advisors from building operations/core facilities, administrative staff, and SCRC clinical operations.
- By submitting these documents, PIs/Plan Owners agree to communicate their research plan to their personnel and review all related safety information and protocols with their personnel.

Review the following before beginning:

Review the locations proposed for use in Phase 2 research activities and relevant standard operating procedures and safety protocols. Additionally, go to and review the following:

- EH&S COVID-19 Learning Resources and Posters
- Aligning UCI Research Activities with California's Roadmap Stages
- General Points of Consideration – Planning the Phased Increase of UCI's On-Site Research Activities
- Guidance for Expanding Research Activities – Core Facilities
- Guidance for Expanding Human Subjects Research Activities
- Guidance for Expanding Off-Site Research Activities
- UCI Guidance on Working Alone Safely

Additional points for planning:

- All researchers are encouraged to work from home as much as possible and practical.
- All research personnel should have up-to-date EH&S safety training and have completed UCI campus training for Phase 2. As of June 1st, Interim Provost Hal Stern released the following guidelines in his e-mail on Reengaging On-campus Operations: All on-site employees are required to view a training video entitled "Returning to Campus," which explains what COVID-19 is, how it is transmitted, the steps we're taking to reduce potential exposures, and what you can do to protect yourself and others. The video will be available through the UC Learning Center and can be searched by title using the *Find a Course* function.
- The campus policy for Phase 2 is to establish a continuity plan and schedule that includes no more than 30% of pre-pandemic population of faculty, staff and students at a given time.
- Because UCI has determined that there will be no on campus instruction for summer 2020, 199s can only participate in research via remote work until such time as this campus policy is revised.
- Per UCI policy, volunteers and visitors – specifically individuals who are not either i) registered students or ii) UCI employees (paid or unpaid appointees) – may not conduct research in UCI Research Facilities at any time during Phases 1-3. Undergraduates that are paid employees, either from grants or other funding sources, may work on campus during this period.

The following specific points should be incorporated in planning for work in Gross Hall:
1) Space and density

- The allowable personnel density within Gross Hall, unless justified within the Research Plan based on exceptional/critical research activities, is **1 person per GH laboratory research bay *or* auxiliary room *at a time***.
  Auxiliary rooms include: rooms housing core equipment, tissue culture rooms, etc.
  ~250sf is the UCI campus target for working space per person at a given time: General Points of Consideration – Planning the Phased Increased of UCI's On-Site Research Activities.
- For GH PI/Plan Owner reference:
  - Research bays in GH are 10x25 = ~250sf
  - Small internal rooms in GH measure 10x10 = 100sf.
  - Large internal rooms in GH measure 10x20 = 200sf.

2) Gross Hall access
- Individuals entering/leaving Gross Hall will be expected to follow posted signs to encourage physical distancing.
- Individuals entering/leaving Gross Hall should use the outside stairwell closest to their laboratory space whenever possible.
- Occupancy of elevators should be limited to **1 person at a time**.

3) Time and scheduling to maintain physical distancing
- PIs/Plan Owners should consider scheduling to enable research while minimizing personnel presence and overlap. For example, shift and sign-up based access to laboratory rooms and research bays.
- The SCRC has a site license for iLab, to which all GH personnel and core users have access, and which can be used to schedule laboratory research space for each Gross Hall PI. Allia Fawaz (fawaza@hs.uci.edu) can establish an iLab calendar for each of the locations in your laboratory to enable physical distance scheduling. Allia has provided additional details on this option via a separate e-mail; these can also be found here. PIs/Plan Owners should implement either the iLab calendar or an alternative tool (e.g. Google calendars) to schedule laboratory work and locations in accordance with physical distancing guidelines.

4) Masking and symptom checking
- Face coverings for laboratory personnel can be obtained from UCI EH&S.
- PIs/Plan Owners should ensure that their personnel are informed as UCI rolls out policies and procedures for masking and symptom monitoring/reporting on campus. As of June 1st, Interim Provost Hal Stern released the following guidelines in his e-mail on Reengaging On-campus Operations:
  - "We will wear face coverings while in campus buildings and in outdoor campus spaces where it is not possible to ensure physical distancing, in accordance with orders from the Orange County Health Agency. Facial coverings are not required for those unable to wear them for health or other reasons, as set forth in the Orange County orders. Remember that we wear masks to protect each other."
  - "We will expect individuals to screen themselves for symptoms each day before coming to campus. Human Resources is providing easy-to-use software for your desktop or mobile device, along with a dedicated phone number, to facilitate this wellness check. As individuals return to campus, they will receive a health check-in email or a mobile app notification. This process is already working well at our medical center, and we ask that you use the screening software before reporting to your workplace."

5) Gross Hall deliveries for packages and mail
- To limit traffic throughout the building, deliveries will be to the Gross Hall lobby space only, as currently carried out; please continue to retrieve your items near reception.

6) Common areas and core facilities

- Use of common areas as workspaces (e.g. lobby chairs) is discouraged.
- Conference rooms 2005, 2034, and 3034 will be available for signup through iLab and use by **1 person at a time**.
- Signs regarding use and physical distancing will be posted on (or in) the restrooms on each floor, according to the size of these facilities.
- In addition to the enhanced cleaning in the building (doorknob/surface), disinfectant will be supplied in the break rooms, conference rooms, and shared core rooms. For your own safety, please wipe down areas before and after use.
- Core facilities are also subject to specific research ramp-up guidance. As has been the case to date, researchers will need to work through the core directors and staff to request and schedule access.