Non-laboratory Research Resumption Plan
Final as of July 14, 2020
Non-laboratory Research Resumption Plan

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Objective
The University of Chicago is committed to rigorous academic inquiry to foster original scholarship and groundbreaking and impactful research.

In March 2020, the University of Chicago discontinued all non-COVID-19-related research on campus in response to public health recommendations and government orders regarding the COVID-19 pandemic. Governor J.B. Pritzker announced Restore Illinois: A Public Health Approach to Safely Reopen Our State, a plan designed to reopen the state in various phases after meeting specific benchmarks. Mayor Lori Lightfoot unveiled the Reopening Chicago plan, a phased approach to reopening the city. As a result, the University is resuming research and scholarship safely, expeditiously, and under public health guidelines. Research and scholarship take place in a variety of settings. The Non-laboratory Research and Scholarship Resumption Committee was formed to address areas of research that take place outside of the basic science/experimental laboratories (referred to as non-laboratory research in this document).

Input from an interdisciplinary group of faculty and staff inform these guidelines, which serve to help divisions, institutes, schools, departments, and individual researchers as they resume research operations. Additionally, these guidelines contain information on distinguishing the use of different types of spaces; maintaining ongoing requirements related to physical distancing, health, and hygiene; proactively monitoring for symptoms of COVID-19; reporting noncompliance issues; and more. Even as we resume on-campus research, much of the work that can be done remotely will continue to be done remotely.

Guiding Principles
The following material has been developed as a practical guide. It provides policies, tools, and advice for research resumption. This guide is a living document and will be updated and thus researchers should periodically revisit the guide at the UChicago Forward website to ensure they are informed about the most up-to-date guidance.
The University’s research resumption approach is based on the guiding principles outlined below. While many policies and guidelines apply campus-wide, each unit must additionally make decisions on the practices that will allow for a safe work environment for their researchers, space(s), and type(s) of research. Leaders will receive additional information from central administration (President, Provost, or their COVID response leads) on phases of reopening. Related questions can be addressed to COVIDstaffup@uchicago.edu.

These principles guide the University’s approach to the phased resumption of research activities:

- The health and safety of individuals is paramount.
- We will resume activities in phases in accordance with city, state, and public health guidelines.
- We will resume activities in close collaboration with campus public health experts and the University of Chicago Medical Center.
- We will attend to changes in the status of the pandemic.

**Personal Safety Guidelines**

All University members are required to follow public health protocols related to self-monitoring, COVID-19 exposure, COVID-19 reporting, universal face coverings, hygiene, social distancing, travel, and training. These protocols are located here.

**Resuming Research**

The University will resume research using a phased approach. Thorough planning for safety will take place in each preceding phase. Implementation of each phase will occur, then operations will be assessed, and modifications will be made in order to inform progress to the subsequent phase. A limited number of buildings will open in each phase with gradual reopening of buildings on campus throughout Phases 2 - 4.

**Phases for Non-laboratory Research**

The University has defined six phases for the resumption of non-laboratory research on campus. In each phase, contingency plans are in place to allow for a rapid return to a previous phase, if necessary.

- **University Research Phase 0**: Shut down except for maintenance of critical on-campus resources.
- **University Research Phase 1**: Illinois stay-at-home order in place. On-campus research and scholarship are limited to less than 10%, with expectations that the majority of work remains remote.
• **University Research Phase 2:** On-campus research and scholarship are increased to approximately 25% occupancy at any time* with expectations that the majority of work remains remote. Scholars may retrieve items from library and offices. Some on-campus research involving human interaction in the medical center may resume. Some off-campus research and scholarship may resume with approved resumption plans.** Contingency plans to allow for a rapid return to Phase 1 are in place.

• **University Research Phase 3:** On-campus research and scholarship are increased to 50% occupancy at any time. Off-campus research and scholarship increases. Remote work is preferred when possible, including all meetings, seminars, and conferences.

• **University Research Phase 4:** Adaptation of normal levels of on-campus research and scholarship providing a remote-work option. On-campus research involving in-person interaction with healthy human subjects resumes under approved resumption plans.

• **University Research Phase 5:** Return to full research operations, with new awareness and hygiene practices as the norm and remote work used as needed.

* Resumption is limited by whether building is open and prepared for occupancy. Building openings will be coordinated through the Research Resumption Oversight Committee. In Phase 2, a limited number of buildings will be open (predominately for basic lab science and library services). Building status can be viewed under the "Map - Status of Campus Buildings” link on the UChicago Forward website.”

**Please see Sections 7b and 7c regarding off-campus research.

**Research Discontinuation**
Discontinuation of research in whole or in part and moving back to earlier phase(s) may be necessary due to changes in the public health context as determined by disease incidence, guidance provided by the State of Illinois and the City of Chicago, and University leadership.

**Roles and Responsibilities for Researchers and Scholars in Studios, Offices, Dry Labs, and Other Non-laboratory Campus Facilities**
Resumption of research and scholarly activities will require the campus community to adopt new practices and procedures. The roles and responsibilities of researchers (principal investigators, other academic appointees, students, postdocs, and staff), department chairs, institute/center directors, and deans within the academic units as well as the Vice Provost for Research and other central offices, in planning and implementing the resumption of on-campus research activities, can be found here. This document is maintained by the Vice Provost for Research and will be modified on an ongoing basis.
Creating Implementation Plans and Research Resumption Plans

*Implementation Plans*

Deans will be asked to submit implementation plans to address various types of research (amending previously submitted plans as needed). While there is no single approach to writing this plan, each dean should think broadly about the variety of research and scholarship that takes place in the school or divisions and how to ensure that each individual (i.e., faculty, staff, students, other academic appointees, postdoctoral researchers) in each setting (e.g., private office, multiuser space, local community, outside of the US) takes into account the many issues that arise regarding COVID-related safety and wellbeing. An implementation plan template is available on the UChicago Forward website as are examples.

For on-campus research and scholarship, the implementation plans should demonstrate clearly why campus spaces are required to maintain quality or timely progress of research, which campus spaces and supporting units are required for resumption, and the unit’s plans to prioritize safety during resumption (specifics are described below). The Research Resumption Oversight Committee, which is charged with reviewing and approving divisional research implementation plans, will work directly with the deans and their designates. Each school or division should outline a framework for evaluating and approving research resumption requests for non-laboratory research, including ongoing monitoring of adherence to approved plans and the health and safety guidelines described above within their unit. For types of research or for individuals where creating a resumption plan does not make sense (e.g., private offices), deans in their implementation plan should provide a description of how safety will be addressed for these people or types of research and scholarship.

*Research Resumption Plans*

Researchers and scholars returning to campus will create a research resumption plan describing their plans for conducting scholarship while adhering to COVID-19 health and safety measures. Similarly, a research resumption plan is required for field, healthy human subjects, or community-engaged research. A research resumption plan is not needed for accessing private offices; instead the dean should address the use of private offices (e.g., density management) as part of their implementation plan. Similarly, use of research spaces located in the library or similar facilities does not require a resumption plan. Researchers not required to submit a research resumption plan are still required to follow to the specific safety guidelines outlined by each facility.
In cases where research teams work in close quarters, researchers should coordinate plans with those in adjacent spaces to avoid local population congestion. All work that can be done remotely should continue to be done remotely.

When it is necessary for individuals to be physically present on campus to perform their responsibilities, departments may consider staggering on-campus work hours, shifts, or days to accommodate physical distancing requirements. Requests to perform work on campus must be treated with consistency and should be reviewed in accordance with building safety standards and public health considerations.

Typically, a detailed research resumption plan will include:

- Why the research requires access to campus and any off-campus locations.
- Justification of why the activity should receive prioritization for campus access.
- Description of the numbers of people and types of people (e.g., faculty, OAAs, students, staff, patients, volunteer research participants) that would be included in the research activity.
- Description of detailed social distancing and other safety procedures to be employed.
- Confirmation that personnel are encouraged to report all COVID-19 related public health concerns through the University of Chicago Accident Incident Reporting (UCAIR) system.
- The research ramp-down processes to be implemented in the event it becomes necessary.

Considerations for researchers when developing and chairs/deans when reviewing research resumption plans for on-campus research include:

- Is this research activity only possible on campus?
- Is the on-campus research or scholarship time-sensitive and critical research that should be prioritized in the phased resumption?
- Is the necessary PPE available?
- Has posting of adequate signage in and around the spaces where the research activity is taking place occurred? Are the required core facilities and shared equipment able to support the planned research?
- Are funding sources available (where applicable) and is the planned work allocable to those funding sources?
Does the research resumption plan limit persons in workspaces in a manner that is consistent with the density restrictions?

Does the research plan take into account the need to accommodate vulnerable populations and other individuals with disabilities?

Does the configuration of the workspace follow social distancing guidelines?

How will safety be monitored on an ongoing basis?

Additional considerations are required for off-campus and healthy human subjects research (here forward, “healthy human subject” refers to research participants who visit campus solely to participate in a research study, to distinguish from research participants who are on campus primarily to receive healthcare services whose participation in research does not pose an additional safety risk). Please see those sections of the report for details.

Until guidance changes, remote work should continue being the norm for all work that does not require access to campus, and meetings and conferences should be conducted virtually. Guidance regarding research planning can be found on the UChicago Forward website.

Individual researchers and scholars should undertake the following processes to access campus and/or resume research:

- Review division or school’s implementation plan [here](#) (a valid CNet ID is required for access).
- Develop a research resumption plan and submit for review via the [online form](#).
- Complete the COVID-19 safety training and attestation.
- Make certain to have any necessary PPE. Orders can be placed through [BuySite](#) to ensure adequate supplies are available for the unit.

The research resumption plan online submission form can be found [here](#). Upon completion and submission, it will be routed to the chair and dean for review and approval. All data and documents provided will also be sent to the chair and dean for review. In addition, this information may be used by the University to assist with compliance requirements and operational needs related to research support. Eligibility for research resumption is determined locally.
Research Resumption Guidelines

Research and Scholarship Requiring On-campus Resources, but Not Involving Human Subjects

Many types of scholarship are primarily conducted in campus spaces such as private offices, studios, multiuser spaces, and libraries. Information on access to the library is provided later in this document.

Safety Training and Reporting

Anyone returning to campus (faculty, other academic appointees, staff, postdocs, and students) is required to complete a short training program in advance. Individuals are required to sign an electronic attestation form agreeing to comply with safety precautions, including reporting positive cases, and that they will self-monitor for symptoms related to COVID-19. In addition, they must follow procedures described here. Individuals are also encouraged to report COVID-19 safety concerns using the University of Chicago Accident Incident Reporting (UCAIR) tool. Note that if individuals report any safety concerns to their dean, they still must submit the same report to UCAIR.

Retrieving Items from Private Offices

Beginning in University Research Phase 2, scholars may request temporary access to return to their offices to retrieve items they need for remote work. Pick-ups should be coordinated within each school and division. Researchers retrieving items from a building that has not reopened must refrain from drinking from building water fountains and must also make sure someone knows when and where they will be in the building in case they need emergency assistance.

Working in Single-user Spaces

Work in single-user spaces must be coordinated by the dean/chair to ensure that the density of people in the building is limited at any time. Initially that limit will be 25% of normal occupancy (University Phase 2), and it will increase to up to 50% until the end of University Research Phase 3. Particular attention should be paid to common spaces, shared equipment, and food and beverages.

Deans and chairs, in determining access to offices and other unit workspaces, will prioritize approvals for scholars who meet one of the three circumstances below.

- **Work Can Only Take Place on Campus**: Those who require regular access to their office or studio in order to conduct scholarship can submit a research resumption plan to their dean.
• **Working on Campus is Necessary Because Remote Work is Not Possible:** These activities can only be conducted from individuals' offices or another designated space.

• **Teaching Requirements:** Individuals requiring access to campus for teaching purposes can be provided a designated space.

*Working in Multiuser Collaborative Spaces*

Work by teams and individuals in multiuser spaces must be coordinated by the dean/chair to ensure that the density of people in the building is limited at any time and physical distancing is possible. Initially that limit will be 25% of occupancy (University Research Phase 2), and it will increase to up to 50% until the end of University Research Phase 3. In University Research Phase 2, individuals whose work can take place off-campus should remain off-campus. All meetings and conferences should continue being conducted remotely until University Research Phase 4. All individuals returning to campus should have the information and resources needed to conduct their work while adhering to health and safety guidelines. University guidance can be found [here](#). Particular attention should be paid to shared rooms and equipment, food and beverages, face coverings, and social distancing.

*Off-Campus Research (Not Including Human Subjects)*

To foster safety, research at locations other than a University facility, including field research and work in communities, in the natural environment, and at other institutions or facilities, should continue to be done without in-person human contact if possible. Off-campus research that cannot be done virtually, including both ongoing research projects and new projects, may resume if all of the following criteria are satisfied:

• Any necessary travel is permitted by the University (see section on travel below).

• The researcher submits a resumption plan to their dean or chair demonstrating due consideration of the applicable factors from the Off-Campus Research Resumption Checklist (see *Tools and Resources* section).

• The resumption plan has been approved by the department chair and dean.

• Any additional approvals that might be required for the off-campus research (e.g., an approved exception to University travel policy) have been obtained.

In addition to researcher health and safety, off-campus research resumption plans must consider:
• The health and safety of research support staff in the field, students, human subjects, and other people with whom the researchers and staff may come into contact during the research, including members of the community in which the research occurs.
• Rules, requirements, and guidance of the research location.
• The University’s current phase of research resumption.

Even after resuming off-campus research, the researcher should consider ways to conduct as much of the work as possible without in-person human contact. Students and research staff should also discuss plans with their faculty sponsors.

**Off-Campus Research Involving Human Interaction**

Off-campus research involving interactions with humans, whether or not the research meets the technical definition of human subjects research (“human research”), should follow the same research resumption planning and approval requirements as other off-campus research (see *Off-Campus Research (Not Including Human Subjects)* section, above). In addition to the Off-Campus Research Resumption Checklist (see *Tools and Resources* section), researchers’ resumption plans should demonstrate special consideration of the applicable factors from the Human Subject Research Resumption Checklist. Planning should at a minimum follow all University and public health requirements and guidelines to reduce the risk of COVID-19 transmission (e.g., face coverings, social distancing, density limitations).

Additional considerations related to IRB review and approval may factor into planning for resumption of research involving human interactions. At the same time, the risks of COVID-19 infection due to ordinary human interactions may in some instances appropriately be viewed as the sort of risks people experience in their everyday lives, rather than risks of the research. Additional guidance from the Office for Human Research Protections is available [here](#). Researchers should contact the relevant IRB staff if they have questions about whether amendments to existing IRB protocols are needed before research resumption. For research under the purview of the Biological Sciences Division IRB, researchers can send questions to [covid19-irb@bsd.uchicago.edu](mailto:covid19-irb@bsd.uchicago.edu).

**Travel for Off-Campus Research**

Travel for off-campus research is subject to the University’s travel policies and any other travel orders and restrictions in effect at the time, which may require self-quarantine upon return. A link to the travel policy and process for requesting an exception is provided later in this document (see *Travel Policy and Procedures*).
On-campus Research Involving Human Interaction (Including Both Healthy Individuals and Patients in the Medical Center)

To foster safety, all research involving on-campus interaction with humans, whether or not the research meets the technical definition of human subjects research, should be done remotely if possible.

Human research intended to be done on campus that involves interaction with humans (whether healthy individuals or patients in the Medical Center) should follow the same research resumption planning and approval requirements as mandated for other on-campus research. Researchers’ resumption plans should demonstrate special consideration of the applicable factors from the Human Subject Research Resumption Checklist (see Tools and Resources section). Planning must at a minimum follow all University and public health requirements and guidelines to reduce the risk of COVID-19 transmission (e.g., face coverings, social distancing, density limitations).

For as long as COVID-19-related density limitations are in effect for University facilities and activities (other than the Medical Center), priority will be given to access by University researchers and other personnel over accommodating research subjects in those spaces.

Additional considerations related to IRB review and approval may factor into planning for resumption of on-campus research involving human interaction. Additional guidance from the Office for Human Research Protections is available here. At the same time, the risks of COVID-19 infection due to ordinary human interactions may in some instances appropriately be viewed as the sort of risks people experience in their everyday lives, rather than risks of the research. For this reason, the IRBs are developing additional guidance regarding when IRB review will be required for resumption of human subjects research involving healthy human subjects. Researchers should refer to the website of the relevant IRB or contact IRB staff for guidance.

Phased Ramp-up of Library Services

The resumption of library services is a fundamental step for the resumption of research at the University of Chicago, even if such services may be limited in the early phases. In University Research Phase 2, there will be access to collections through paging, door-side delivery, and scan and deliver services. In University Research Phase 3, there will be limited access to collections and library stacks. In University Research Phase 4, there will be increased access to library services including more hours and more people allowed to use the facilities. Guidance regarding the library can be found here.
New Protocols for Access to Physical Resources

In order to advance to University Research Phase 2 level research, each building first requires a significant amount of work including flushing potable water systems, preventive maintenance, and restarting critical building systems. Additionally, each building has a unique set of spaces and supporting systems that must be evaluated not only for initial use but for expected changes to environmental conditions over time. Adhering to best practices, these factors will be considered by Facilities Services when determining space use and density:

- **Potable Water Flushing**: All buildings not currently occupied will require an initial flushing of the potable water systems to ensure that disinfectants in the water supply are refreshed. Depending on building density through each stage of re-occupancy, periodic flushing may be required.
- **Cleaning and Disinfecting**: All buildings have received a deep cleaning and disinfection of common touch surfaces over the period of the stay-at-home order. Depending on building density and time between use, a cleaning and periodic disinfection of common touch surfaces schedule has been developed by Facilities Services.

Deans and other unit leaders should assess their work environments and consider measures to increase distance between people and reduce the risk of high-touch surfaces, such as:

- **Post signage to facilitate social distancing**. For example, place one-way directional signage on walls for large open workspaces with multiple through-ways. More information on University signage is available [here](#).
- **Remove shared resources** (e.g., community pen holder/pens, magazines in sitting areas, etc.).
- **Develop “clean desk” requirements/recommendations** to ensure easy cleaning (e.g., all desk surfaces should be empty at the end of the day).
- **Provide information to researchers on cleaning schedules and protocols**.

**Resources for Building Usage**

Buildings will remain locked and access-controlled until later phases of reopening. More guidance will be provided at that time. Additional specifics are below:

- **UChicago IDs** should be used wherever available for tap access into buildings and internal spaces, such as office suites, both for access control and for potential contact tracing.
• Staggered arrival and departure times should be coordinated across all units/departments in the building.
• Consider developing entrance and exit plans for your building(s).
• Designate doors as either an entrance or an exit with entrances monitored throughout the day to help decrease congestion. Points of egress must not be blocked from use due to life safety requirements. Contact Environmental Health and Safety (safety@uchicago.edu) with questions about building egress requirements.
• Researchers who leave the building during the day must go through the same entrance protocols upon return.
• Consider how to make use of both stairs and elevators to decrease concentrated use of one.
• Post University signage to encourage social distancing at building entrances and in areas where research activity is taking place.
• Develop contingencies for circumstances including late arrivals and arrival without a face covering.
• Encourage researchers to wash their hands upon arrival.

**One-time Building Access**
Researchers and scholars requesting one-time access to campus to retrieve materials from offices or pick up library materials must complete the required online safety training program and attestation available on the UChicago Forward website. They should then email their dean’s office with their requested date and time to return to campus. Confirmation from the dean’s office must be received before individuals may return to campus. When doing so, they must adhere to current campus PPE and social distancing requirements and follow all public health guidelines. Note that permission to return to campus for one-time access is largely dependent on whether the University has reopened the building to which individuals wish to return. Requests to enter buildings that have not reopened will need to be routed through a central approval process.

**Supporting Individuals Working Remotely**
Until University Research Phase 4, all researchers and scholars whose work does not require access to campus should continue conducting their research remotely. Similarly, all individuals who prefer to work from home due to health concerns should confer with their supervisor to assess whether remote work is feasible and/or to initiate the reasonable accommodation process. Nonetheless, working remotely may pose many challenges, including but not limited to poorly equipped home office space, balancing work with childcare and eldercare responsibilities, technology and connectivity limitations, and difficulty maintaining a connection to other members of the campus community. Some ideas for supporting faculty working remotely:
• Allowing for limited work on campus for single individuals in private spaces.
• Encouraging people to develop their own remote work plans to help leadership identify challenges and resources.
• Scheduling important virtual meetings well in advance and polling people before scheduling to ensure that a majority of people can attend.
• Developing processes to keep people up to date if everyone cannot attend certain virtual meetings.
• Exploring using team productivity tools such as Slack and Microsoft Teams to improve virtual communication.
• Creating best practices for remote work and sharing these resources with department members.
• Directing individuals to the Staff and Faculty Assistance Program provided by Perspectives, Ltd. as needed.
• Working with the Office of Dual Careers and Faculty Relocation to identify childcare or tutoring services. For more information, contact Liv Leader at lleader@uchicago.edu. For information on K-12 programs and resources, contact Duane Davis at dbdavis@uchicago.edu.

**Students and Postdocs**

Undergraduate students will have limited access to research on campus until phase 4. Departments should work closely with students to help them identify alternate resources to support them in their research. Additionally, departments should create comprehensive plans to ensure that undergraduate students continue to engage in robust learning remotely (e.g., team meetings, virtual conferences, online learning, regular check-ins, etc.).

Graduate students and postdoctoral researchers should receive priority student access to campus. Access to non-laboratory settings will be based on total occupancy limits. Priority should be given to those students and postdocs whose non-laboratory research and scholarship can only be conducted on campus, whose research does not require in-person human subjects, and whose immediate project is time-sensitive. Researchers and/or departments are encouraged to survey graduate students and postdoctoral researchers to gain a better understanding of their research and campus access needs as part of their research resumption. The research resumption plan may be the appropriate mechanism for graduate students, professional students, and postdoctoral researchers to document their research plans. In cases where submitting a research resumption plan does not make sense (e.g., the student will work in a private setting), the dean should include these individuals in the overall implementation plan.
Graduate students and postdoctoral researchers must follow all the protocols outlined in this document related to individual scholars including training on and adherence to social distancing/health/hygiene guidelines, not coming to campus if they display COVID-19 symptoms, reporting any confirmed COVID-19 cases, and reporting any concerns related to PPE use or social distancing/health/hygiene protocols via UCAIR.

**Staffing**
Principal investigators and researchers who include staff in their research groups should address issues related to staff in their research resumption plan. Additional guidance for staff can be found here.

**Procedures for Suspected or Confirmed COVID-19 Exposures**
Guidance for use in the event of a suspected or confirmed COVID-19 infection can be found here.

**Travel Policy and Procedures**
Travel for University research purposes is generally not permitted at this time and must be approved on a case-by-case basis. Once restrictions ease, researchers and scholars will be required to submit resumption plans for any research project requiring access to the community or field research. Travelers returning to Chicago from states experiencing a surge in new COVID-19 cases are required to quarantine for a 14-day period from the time of last contact within the identified state. Details are located here. Travelers returning from international locations are required to quarantine for 14 days per current Centers for Disease Control and Prevention guidance. More information can be found here. Exceptions to the University travel policy will be rare and should be requested in only the most compelling circumstances. Individuals must receive approval from their department chair and dean, and then the dean will provide a form to complete and email to risk@uchicago.edu for the Pandemic Travel Exception Committee for review.

**Reporting Safety Concerns**
Use the University Accident Incident Reporting (UCAIR) system to report any concerns about COVID-19 related public health violations (including anonymously, if preferred), such as:

- Concerns about PPE use
- Concerns about social distancing and density
- Concerns about cleaning and disinfection
- Concerns about individuals at work who should not be (please describe)
- Any other COVID-19 related public health concern
Note that UCAIR should NOT be used to report any potential COVID-19 exposures or confirmed cases. For these types of reports, please email C19HealthReport@uchicago.edu.

Researchers are also encouraged to share any questions or concerns with supervisors or departmental leadership. These individuals can then input the concerns into UCAIR to enable ongoing tracking.
Tools and Resources

Off-campus Research Resumption Checklist

Researchers submitting plans for resumption of research taking place somewhere other than a University of Chicago facility (including field research) should use this checklist to guide their resumption planning and should address in their resumption plan all items from this checklist that are applicable to their research.

Tools and resources for planning travel can be found here and in the resource list at the end of the document. For questions about upcoming travel preparations, individuals can contact global@uchicago.edu. Researchers should also refer to other University or divisional guidance and implementation plans on research resumption.

1. **General:** Has resumption of off-campus research in general been permitted by the University? YES / NO
   
   Please refer to the applicable research resumption plans and latest announcements at the UChicago Forward website.

2. **Consider Remote Work:** Can all or a portion of the research continue to be done remotely? YES / NO

3. **Project-Specific:** It is important for researchers to understand the extent of the COVID-19 pandemic in their research location, and the response and requirements of governments, public health officials, and key institutions in the location. For any particular research project involving off-campus research:

   a. **Travel and Research Team Health and Safety:** Does it involve travel by any member of the research team (faculty, OAAs, postdocs, staff, students, collaborators) to another country, state, or municipality? YES / NO
      
      i. Is travel permitted to the research location? YES / NO
         
         1. By the University’s travel policies and guidance? YES / NO
         2. By the rules and public health guidance of the research location? YES / NO

      ii. Is there an obligation to self-quarantine upon arrival or return? YES / NO
         
         1. By applicable immigration or public health requirements? YES / NO
         2. Under the University’s policies and guidance? YES / NO

      iii. Will travel include OAAs, postdocs, research staff, or students? YES / NO
1. Do any of the proposed travelers have heightened levels of COVID-19 risk? 
   YES / NO
   Travelers with reservations about travel due to COVID-19 must not be pressurized to travel.

   iv. Are there plans to address local healthcare/treatment in case of COVID-19 infection of researchers (including OAA's, staff, students, postdocs, and external collaborators)? YES / NO
      1. Are there adequate medical facilities and personnel in the research location to treat infections? YES / NO
      2. Is there a plan to evacuate should a sudden need arise? YES / NO

b. Local Rules and Guidance
   i. Are the activities involved in the research permitted to occur under the rules and public health guidance of the location? YES / NO
   ii. Are there additional rules of other organizations connected to the research (e.g., schools, clinics, businesses, or prisons) that must be followed? YES / NO
   iii. Does the nature of the research require any restrictions imposed by the University, local rules, or public health guidance, partner organizations, or research sites to mitigate COVID-19 risk (e.g., face coverings, screening for symptoms, COVID-19 testing, social distancing, density limitations)? YES / NO
      1. For researchers, research staff, contractors? YES / NO
      2. For human subjects? YES / NO
      3. For others with whom the researchers will interact (e.g., community members who are not technically human subjects)? YES / NO
   iv. While some locations may have less stringent rules than those at UChicago, the plan should include protections for research participants and personnel such as:
      1. The use of personal protective equipment (PPE).
      2. The implementation of physical distancing measures.
      3. Proper cleaning/sterilization of common use equipment/devices after and before each use.
      4. Phasing of research procedures to protect those who may be at higher risk of severe illness from COVID-19 and extra protections that will be provided for these individuals.
      5. The plan for ramp-down, should procedures need to stop due to increased risk of COVID-19.
c. **Human Subject Research:** Does the off-campus project involve human subjects research, or research involving interactions with humans that does not meet the technical definition of human subjects research? *YES / NO*

   If so, researchers should also review and address the items included in the separate Human Subject Research Resumption Checklist (included below).

d. **External Sponsors:** For off-campus work funded by external sponsors (all to be coordinated with University Research Administration):
   
   i. Does the sponsor need to be notified of research resumption? *YES / NO*
   
   ii. Do any modifications need to be made to the project budget that require sponsor notification or approval? *YES / NO*

e. **Supplies:** Does the lead researcher or principal investigator have means of bringing or purchasing locally adequate supplies of PPE required or recommended for research activities? *YES / NO*
**Human Subjects Research Resumption Checklist**

Researchers submitting plans for resumption of research involving human subjects, or research involving interactions with humans that does not meet the technical definition of human subjects research (e.g., ethnographies, evaluations), should use this checklist to guide their resumption planning, and should address in their resumption plan all items from this checklist that are applicable to their research. Researchers should also refer to other University or divisional guidance on research resumption.

1. **General:** Has resumption of human subjects research been permitted by the University?  
   **YES / NO**  
   Please refer to the applicable research resumption plans and latest announcements on the [UChicago Forward website](https://goforward.uchicago.edu).

2. **Consider Remote Work:** Can all or a portion of the research be done remotely (without in-person interaction with humans)? **YES / NO**

3. **What measures will the researcher take to mitigate COVID-19 risk for research subjects?** Examples include training and PPE for study personnel, PPE for research subjects, social distancing measures, venue for data collection, shortening of face-to-face interactions, etc.

4. **Are any amendments to IRB-approved protocols needed to resume field research?** **YES / NO**  
   a. Are study methods being changed to address COVID-19 risks? **YES / NO**  
   b. Are study personnel being changed to address COVID-19 risks? **YES / NO**  
   c. Do changes in study timeline require amendment to IRB protocol? **YES / NO**  
   d. While unlikely, has a prior amendment suspending field research submitted to the IRB that now needs to be amended? **YES / NO**  
   e. Have risks to subjects increased, even in a small way, in the context of the research as a result of COVID-19? **YES / NO**  
      i. Is that risk greater than the increase that subjects might already be experiencing in their day-to-day activities? **YES / NO**
Building and On-Campus Resources

The Research Resumption Committee is working closely with Facilities Services to coordinate the process of preparing University buildings to reopen, which will happen slowly using a phased approach. Get the latest information about building status [here](https://goforward.uchicago.edu/).

Additional Resources

- UChicago Forward website: [http://goforward.uchicago.edu/](http://goforward.uchicago.edu/)
- UChicago Forward research resumption website: [https://goforward.uchicago.edu/research-planning/](https://goforward.uchicago.edu/research-planning/)
- UChicago Office of Research Safety website: [https://researchsafety.uchicago.edu/covid-19/](https://researchsafety.uchicago.edu/covid-19/)
- UChicago Coronavirus website: [https://coronavirusupdates.uchicago.edu/](https://coronavirusupdates.uchicago.edu/)
- UChicago Spring Quarter 2020 website: [https://spring2020.uchicago.edu/](https://spring2020.uchicago.edu/)
- UChicago Research Continuity website: [https://researchcontinuity.uchicago.edu/](https://researchcontinuity.uchicago.edu/)
- UChicago staff coronavirus Q&A website: [https://sites.google.com/uchicago.edu/coronavirus-staff-faqs](https://sites.google.com/uchicago.edu/coronavirus-staff-faqs)
- UChicago Biological Sciences Division core facilities COVID-19 updates website: [https://biologicalsciences.uchicago.edu/resources/osrf-core-facilities](https://biologicalsciences.uchicago.edu/resources/osrf-core-facilities)
- UChicago Biological Sciences Division COVID-19 research safety website: [https://htrl.uchicago.edu/covid-19/](https://htrl.uchicago.edu/covid-19/)
- UChicago Environmental Health and Safety training website: [https://ehsa.uchicago.edu/trainingregistration](https://ehsa.uchicago.edu/trainingregistration)
- UChicago Biological Sciences Division coronavirus website: [https://biologicalsciences.uchicago.edu/coronavirus](https://biologicalsciences.uchicago.edu/coronavirus)
- UChicago Biological Sciences COVID-19 funding opportunities website: [https://voices.uchicago.edu/bsdfacultyaffairs/covid-19-related-funding/](https://voices.uchicago.edu/bsdfacultyaffairs/covid-19-related-funding/)
- UChicago Travel Toolkit website: [https://traveltoolkit.uchicago.edu](https://traveltoolkit.uchicago.edu)
Committee Membership

- Joshua Beck, Associate Dean, Academic Affairs and Capital Planning, Social Sciences Division
- Ethan Bueno de Mesquita, Sydney Stein Professor and Deputy Dean, Harris School of Public Policy
- John D'Angelo, Assistant Vice President, Facilities Services Operations
- Sascha Ebeling, Department Chair, Associate Professor in South Asian Languages and Civilizations, Comparative Literature, and the College
- Michael Foote, Louis Block Distinguished Service Professor, Geophysical Sciences
- Giulia Galli, Professor of Chemistry
- Sydney Hans, Frank P. Hixon Distinguished Service Professor and Deputy Dean for Research and Faculty Development, School of Social Service Administration
- Brenda Johnson, Library Director and University Librarian
- Emilio Kouri, Department Chair and Professor of History
- Diane Lauderdale, Department Chair and Louis Block Professor, Department of Public Health Sciences
- Shan Lu, Professor of Computer Science
- Joe Masco, Department Chair and Professor of Anthropology and of the Social Sciences in the College
- Jennifer Ponting, Executive Director of Sponsored Programs, University Research Administration
- Richard Rosengarten, Associate Professor of Religion and Literature in the Divinity School and the College
- Robert Shimer, Department Chair and Alvin H. Baum Professor in Economics and the College
- Pietro Veronesi, Deputy Dean for Faculty and Chicago Board of Trade Professor of Finance, Booth School of Business
- Christopher Woods, Director and John A. Wilson Professor, Oriental Institute