



## Kennesaw State University Guidelines for Resuming Research – June 2020

*Before returning to campus to work, please read the “Guide to Returning to the Workplace” provided by the Office of Human Resources to understand the expectations for all staff. The guide and other information can be found [here](#).*

### Research Spaces Included:

- University research spaces include wet labs, KSU field station, and studios.
- In-person human subject research labs that include student or non-KSU participants are included **only** with specific permission from the Associate Dean for Research (or similar) in the faculty’s College.

### Research Activities:

- This is intended to be a time to start/restart all research activities **except** for face-to-face interactions with human research participants that include students or non-KSU participants.
- In-person research with human subjects may occur **only** with specific permission from the Associate Dean for Research (or similar) in the faculty’s College and using extraordinary precautions of disposable face masks and gloves, changed per client or as recommended by CDC.

### Research Personnel Included:

- Research faculty and staff may return to campus as permitted by the Workplace and Health Safety guidelines set forth by the USG, and following hygiene and distancing procedures detailed below.
- Graduate students may resume on-campus academic/research activities as permitted by the Workplace and Health Safety guidelines set forth by the USG, and following hygiene and distancing procedures detailed below, **and** with permission and supervision from their faculty advisor.
- Undergraduate students may **not** resume research activities during the period of remote learning. Appeals may be made for this exception directly to the Associate Dean for Research (or similar) and Vice President for Research.

### Required Social Distancing Conditions for all Research Spaces:

- All efforts must be taken to adhere to best practices for preventing spread of COVID-19, as set forth by the CDC, the GA Department of Public Health, and the Workplace and Health Safety guidelines set forth by the USG for the initial return of faculty and staff to campuses.
- Wear a face mask **at all times** while in ALL shared research space (labs/studios/facilities), if possible.
- Other standard lab attire and PPE should be worn in research labs as required by lab safety protocols already in place. No sharing of PPE (such as goggles and lab coats) allowed.
- Keep a **minimum 6-feet (2 meters)** distance between you and ANY colleague.
- Keep **a maximum of two (2)** people per wet lab bench, or studio surface, in situations where minimum safe distancing can still be applied.

- Although not required, encourage research personnel to take personal responsibility for monitoring personal temperature every morning per CDC guidelines, **and DO NOT come to campus with a 100.4°F (38°C)** or above temperature or the following conditions:
  - Have symptoms such as cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - Have a household member who has been diagnosed with COVID-19 or has demonstrated COVID-19 symptoms within the last 14 days.
  - Have had close contact (within 6 feet for 10+ minutes) with anyone outside your home who has a confirmed COVID-19 diagnosis/symptoms within the last 14 days.
- Implement and maintain enhanced standard laboratory safety measures to assure safe operations in a reduced staff environment.
- Ensure that proper cleaning/disinfection safeguards are conducted for shared research/studio equipment.
- Wash hands with soap and water for 20 seconds, rinse, and dry hands with paper towels after using shared equipment and before leaving the lab.
- To maintain appropriate physical distance, develop a schedule for shared facilities/equipment/studios, such as fume hoods and biosafety cabinets, procedure rooms, and instruments.
- Implement a staff rotation that maintains a restricted use of the research space to a limited number of individuals at any given time. Rotation should be done to allow for graduate students to have an equal and fair access to research space/studio/equipment.
- Limit the number of personnel in the research space at any given time. Research personnel whose work does not require them to be in the research space (lab/studio) should not come to the lab.
- Prohibit all non-KSU persons (public) from entering the facility, except for deliveries or in those case where human subjects research has been explicitly approved by the Associate Dean for Research (or similar) in the faculty's college.

#### **General Lab Reopening Procedures:**

- Prior to ramping-up of research operations, perform pre-startup check to:
  - Ensure key lab safety equipment such as fume hoods, biosafety cabinets, and others are operating normally.
  - Confirm adequate personal protective equipment is available for near-term research needs.
  - Confirm adequate supply of cleaning and disinfecting supplies.
  - Check for integrity of chemical containers. Contact Environmental Health & Safety to request pick-up of expired chemicals or damaged containers.
  - Check for leaks or unusual physical conditions in the lab that need to be addressed. Contact Facilities if an issue is identified.
- Run water from sinks and discard old ice in ice makers so that it is fresh from chlorine residue.
- Computers should be rebooted and updates applied as provided by UITs. No interruptions should occur during time of updating/rebooting. UITs should be contacted if stalls in rebooting/updating occur.
- Ensure appropriate contact information, including emergency contact information, is available.

#### **General Field-based Research Procedures:**

- Travel should occur in independent vehicles.
- Social distancing practices must be maintained, or minimum occupancy (e.g., for boats).
- All site-level guidelines, if available, must be followed.