



Our overall goal for Kennesaw State University (KSU) research is for all faculty, staff, students, and non-KSU human participants to be safe and healthy, while continuing to increase our research activity and productivity as outlined by the KSU R2 Roadmap. This guidance focuses on managing access to research spaces on both the Kennesaw and Marietta campuses. These spaces include science (wet) and engineering (dry) research laboratories, shared facilities for scientific equipment, and computational facilities. **Separate guidance is available for labs associated with human subjects research (i.e., in-person) and field-based research, on the Office of Research website (<https://research.kennesaw.edu/coronavirus/>).**

Please also read the [*“Guide to Returning to the Workplace.”*](#)

Research Personnel Included:

- Beginning in August 2020, research faculty and staff may return to all research activities on campus as permitted by the Workplace and Health Safety guidelines set forth by the USG, and by following hygiene and distancing procedures detailed below.
- [Health and Safety Standard Operating Procedures \(SOPs\)](#) and [Professional Ethics](#) forms must be submitted to the Associate/Assistant Dean for Research (ADR) before research on campus may resume.
- Graduate and undergraduate 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.

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).
- Other standard lab attire and Personal Protective Equipment (PPE) should be worn in research labs as required by lab safety protocols already in place.
- No sharing of PPE 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. In situations where physical space prevents safe distancing, alternative measures must be considered such as staggered work shifts, staggered work rotations or extended hours of operation to accommodate staff.
- 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:

- Symptoms such as cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
- A household member who has been diagnosed with COVID-19 or has demonstrated COVID-19 symptoms within the last 14 days.
- Close contact (within 6 feet for 10 or more minutes) with anyone outside your home who has a confirmed COVID-19 diagnosis or COVID-19 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 equal and fair access to research space/studio/equipment.
- Undergraduates may be added to the rotation schedule, but a phased approach is recommended, with graduate students being brought into research first. If this is successful, then undergraduate researchers can be phased in gradually. Priority should be given to undergraduate students as follows:
 - Undergraduates cannot be forced to work in laboratories and should not be academically penalized if they do not have the same ability to access the lab due to COVID-19 circumstances (e.g., they are essential workers; they are under quarantine). Undergraduates should be added to the research group schedule when space and time are available after research staff, postdocs, and graduate students.
 - Priority should go to students who have research as part of their academic plan for their degree and are actively earning credit for their work.
 - Next, priority access should be given to those students who work for pay, due to the impact on personal financial situations.
 - Volunteer students may be allowed in the laboratories only if there is enough space and time for them in the research group's schedule.
 - As required for all work in lab spaces, undergraduate students need to undergo lab safety training before undertaking lab work. If new undergraduates are accepted into a lab, as for all other activities, mentors will need to install mechanisms to maintain social distances during lab safety training.
- 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 should not come to the lab.
- Establish a buddy system for lab personnel, to make sure that no one is working alone in the lab without the knowledge of someone else. Virtual buddies can monitor the safety of other lab members via electronic means while not physically present in the lab.

- Limit non-KSU persons (public), including local high school students, from entering the facility, to ensure minimal occupancy of research spaces.

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 PPE is available for near-term research needs.
 - Confirm adequate supply of cleaning and disinfecting supplies.
 - Check for integrity of chemical containers. Contact EHS 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.