**BSD Principal Investigator Research Resumption Plan (Phase 2)**

**Please use this form to complete your Research Resumption Plan (RRP).**

1. All current laboratory members should be listed in one of the two tables below. Lists should include graduate students, postdoctoral fellows, research and staff scientists, technical staff, lab managers and other professional staff. Undergraduate students, volunteers and visitors will not be allowed in Phase 2.

**List all personnel who you propose to be in your research laboratory in Phase 2 and require building access:**

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Email** | **Phone** | **Building & floor** | **UChicago ID** |
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**List of personnel who will be returning in subsequent phases of ramp-up:**

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Email** | **Phone** | **Building & floor** | **UChicago ID** |
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**We will use the following density metrics to ensure a safe working environment for all Phase 2 researchers:**

* **A minimum distance of 6 feet must separate any two researchers working at their designated research area.**
* **The number of researchers working together in the lab at any given time may not exceed 25% of maximum lab occupancy.**

Lab occupancy refers to the number of researchers a given lab can reasonably support under normal conditions and is usually equivalent to the number of workstations the lab space and configuration can accommodate.

1. Using the criteria above, describe the Lab Bench/Lab Desk location and Designated Research Areas (DRAs) for the researchers you propose to work together in a given shift in Phase 2. Refer to the BSD Implementation Guidelines for further discussion of lab density and safety considerations. Assign each lab member sufficient space to conduct their bench experimentation while also minimizing their potential exposure to COVID-19 by providing an area of physical separation from other researchers. Use lab floor plans to describe the physical parameters of the DRA, and clearly demarcate each designated area. Mark the bench/desk space that will be used for research and mark any unused bench space that will serve as a natural physical barrier. If you are working with an open-space configuration, describe how you will demarcate the boundaries of the DRAs and indicate the physical space separating the DRAs. If necessary, provide a plan to guide the individual self-monitoring and physical distancing to ensure that lab coworkers respect one another’s DRA boundaries. See examples below:

***Example of a Proposal for the Maximum Number of Researchers working simultaneously:***

*PI’s Rationale: I’ve listed 9 researchers in the two tables above. Evaluation of my lab space shows that the lab can accommodate up to 12 full time researchers under normal conditions; that is, there is sufficient space for 12 work stations (the equivalent of a DRA in normal conditions) and there is sufficient support infrastructure and shared space to accommodate 12 researchers. I can justify designated research areas for 3 lab coworkers (each with a clearly demarcated research area, and each physically separated from the others by a minimum of 6 feet). [Chairs Response: Researcher X presents an acceptable plan that provides for the safety and physical distancing of the 3 workers in the shared lab space. Therefore, X would qualify for a Phase 2 maximum occupancy of 3 researchers (25% density), even though this represents 33% of the current lab team.]*

***Example of Justification of Designated Research Areas:***

***Researcher A:*** *As depicted in the accompanying floor plans, Researcher A will occupy the South-most bench located in the Southeast corner of Room ##. As she faces west, her lab bench is flanked by a wall to the left and a vacant bench to the right. With this configuration she can move within the natural aisle created by her work bench and two natural barriers (the wall and an unoccupied bench) to perform her work. She will be the sole user of Sink A located at the west corner of her lab bench. Researcher A will require frequent use of the tissue culture support room which* ***Researcher B*** *does not use.*

***Researcher B*** *is located on the opposite side of the adjacent bay located to the north of Researcher A. As he faces west, his lab bench is flanked by empty benches on both sides. There are two empty benches and an unused aisle separating the adjacent bays that provide more than 6 feet of physical separation between the two DRAs. Researcher B is the sole user of the sink located at the west corner of his lab bench. With this configuration he can move within the natural aisle created by his work bench and two natural barriers (the unoccupied benches) to perform his work.*

*These proposals comply with the proposed density metric of 6 feet of physical distance between any two researchers. Both DRAs use the lab layout to provide protected space for the researchers.*

1. Describe how you will monitor, evaluate and address individual safety, self-monitoring and cleaning, and physical distancing among the lab personnel as they move about in shared lab space and make use of common support rooms (tissue culture, microscopy, etc.), resources (sinks, freezers, lab stocks, etc.) and other common areas (kitchen, conference rooms, etc.). Clearly describe your role as PI and the roles of any appointed lab members, laboratory safety contact, or others. Please refer to the guiding principles in the BSD Implementation Guidelines and address all bullet points that are relevant to your plan.
2. Based on the plans proposed in (2) and (3) and the metrics set forth above, state the maximum number of researchers you propose to accommodate (at any given time) for Phase 2. This will be 2, 3, or 4 researchers for most lab configurations. \_\_\_\_\_\_\_\_\_
3. Describe any proposed lab rotation shifts you will instigate (if applicable) in Phase 2 and the lab members who would be present during that shift.   Example shown below in Blue. If Researchers A-D below do not plan to work 7 days per week, you may propose additional researchers to rotate within the given shifts. Provide a brief justification for the addition of any rotating shift workers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shift** | **Time In** | **Time Out** | **Days** | **Researchers** |
| # 1 | 7 am | 2 pm | Monday - Sunday | A & B |
|  |  |  |  |  |
| # 2 | 3 pm | 10 pm | Monday - Sunday | C & D |
|  |  |  |  |  |
|  |  |  |  |  |

1. Provide a plan to ensure clear and effective communication and safe transitions between researchers during the changing of shifts. Articulate a communication plan in anticipation of time overruns or other exigencies and plan for consultations when unforeseen problems develop. Provide a lab clean-up plan to be followed by both the outgoing and incoming researcher. Please refer to the BSD Implementation Guidelines to assist your planning.
2. Describe how you will work with your Laboratory Safety Contact, Departmental Safety Officer(s), and your department chair to remedy problems that develop and evolve better safety and physical distancing practices as a prerequisite for further lab expansion.
3. List any research cores and animals required for the research by the personnel proposed to return in Phase 2. Describe the type and frequency of access, service or equipment required, and any other relevant information.

**Principal Investigator’s Statement of Responsibilities and Check-list (please check boxes to acknowledge that you have completed):**

* I have discussed the protocols for biosafety, social distancing, and regular disinfecting of high touch areas included in the BSD Implementation Guidelines with all Phase 2 researchers and have posted copies of these protocols in the laboratories. I have discussed and answered any questions regarding the University-wide policies (also in the BSD Implementation Guidelines) which state that individual lab members are responsible for self-monitoring and staying home in the event they develop symptoms. I have explained to all Phase 2 researchers that I will send home any researcher who comes to work with symptoms.
* I have explained to all Phase 2 researchers that this phase of return-to-work is voluntary, that they are under no obligation to return at this initial stage if they do not feel safe, and that there will be no adverse consequences if this is their decision. I have explained to them who they can contact if they are have concerns about feeling pressured to return to work.
* I have explained to all Phase 2 researchers that this is a learning phase; we are all developing best practices for remaining safe. Consequently, I have encouraged all personnel to share their concerns about any perceived unsafe practices openly with one another and with me. I have also made clear they can report concerns either through UCAIR (including anonymously), or by reporting to me as their principal investigator, department chair, the Laboratory Safety Contact (LSC), or Departmental Safety Officer (DSO).
* I confirm that each Phase 2 personnel has appropriate PPE and access to disinfectants and I have discussed the social distancing protocols with all lab members.
* I confirm that each Phase 2 personnel has completed the required laboratory COVID-19 safety training module.
* I have discussed with our LSC and my Department Chair our plans to oversee and monitor the safe behaviors and practices of our lab personnel, to routinely disinfect high touch point areas, as well as our plans to remedy any breaches of protocol.
* I will work with my department chair, LSC, DSO and the Office of Research Safety to monitor the overall safety of my laboratory and lab members. In addition to keeping our laboratory calendar, we will institute a daily sign-in sheet to help us collect and share the information required to maximize safety monitoring and our ability for contacting lab members or members of any neighboring laboratory in the event of SARS CoV2 exposure. I will retain copies of these daily logs for use in contact tracing if necessary.
* I will complete the University’s web-based research intake form and will upload my completed RRP at that time.

PI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator: [Name]

RECOMMENDATION FOR APPROVAL:

Department Chair/Section Chief approval for maximum occupancy and overall plan in Phase 2 with the following contingencies:

*Example*

1. *Remove equipment X from DRA # 1 and place in common area room # \_\_\_.*
2. *Describe how researchers entering Room 222 via the north doorway to access the shared centrifuge will avoid stepping over the boundaries that demarcate DRA # 2.*
3. *Explain how Researcher “D” can effectively complete the work required to revise her submitted manuscript as a rotating member of Lab Shift # 1 with her only access to the lab on Tuesdays and Sunday.*

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This RRP has been recommended for approval by the undersigned Department Chair/Section Chief, thereby authorizing PI submission through the University’s web-based research intake form for final approval by the Dean.

Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Section Chief: [Name]