Request Form for On-site HSR Research – Fall 2020

Dear Research Community,

In an effort to sustain research activities that require the use of BSU facilities and to do so in a manner that promotes safety in the midst of the pandemic, access to BSU research facilities may be granted on a case-by-case basis for fall semester. This application process also is being maintained through the fall to assist with contact tracing.

- The faculty advisor is to submit this application, not the student even if student is the PI
- Complete the attached application (second tab) and the schedule template (first tab) (details are at the bottom of Page 2 of this announcement on how to complete each tab within the attached document)
- Plan on continuing to use BSU facilities only for work that cannot be done remotely (plan on holding lab meetings remotely)
- To assist with contact tracing, create a method to record “attendance”
  - This can be done by ensuring each researcher adheres specifically to the schedule you submit. You also may want to implement a sign-in/out system that can be provided in case of a COVID-positive case.
- For work that necessitates use of BSU facilities, use the following guide:
  - Have a single researcher/room
    - The following are examples of how this might be achieved:
      - Staggered schedules (including weekends and evenings)
      - Use of a real-time scheduling system for the research group
      - Maintaining alternate week/month schedules
  - When this cannot be achieved, each researcher must continuously wear a mask and 6 ft physical distancing must be maintained the majority of the time
    - Ensure duration of time in a shared space is minimized
- Considerations regarding Thanksgiving Break:
  - If researchers do not travel at Thanksgiving (student or faculty), return to the facilities after the Thanksgiving break may be allowable
    - Indicate in the schedule that a return-to-campus is planned (see attached schedule template in green)
  - If researchers do travel at Thanksgiving, return may be allowable by certifying activity in accordance with BSU procedure for employees who have traveled (whatever that procedure is in November)
    - Indicate in the schedule that a return-to-campus is planned AND that travel will be undertaken (see attached schedule template in green)
- Please note access to research facilities may be restricted at any time by the university in response to changes brought about by the pandemic

Prior to accessing research facilities for research activities, approval through the following process is required.

- You will be notified if approval has been granted.
- The application to request access and the schedule template are attached (two separate tabs in one document).
- Send schedule template and application (or indication of no substantive change using categories above)
  - To: Vice Provost for Research, Dr. Susan McDowell, samcdowell@bsu.edu
  - and Copy: The Executive Coordinator to the Vice Provost for Research, Mrs. Sharon Hahn, shahn@bsu.edu
  - Your chair
To Complete the Application tab:

- The faculty advisor is to submit this application, not the student even if student is the PI
- Add your name and the name of researchers who will be in the lab on separate lines
- **Do not include participants on this application**
- Insert Faculty/Staff/UG/Grad status
- Insert contact number for each individual
- Rationale for request to use research facilities
  - Include specific resource and/or equipment that necessitates use of BSU facilities
- Detailed procedure for ensuring social distancing and alignment with CDC recommendations and with BSU requirements including those at COVID-19 site. Include details on sanitizing and on how cloth facial mask-wearing will be accommodated per the specific requirements of research procedures in your area. Be exhaustive in your level of detail. The application will be declined if this information is insufficient.

To complete the Schedule Template tab:

a. The faculty advisor is to submit this application, not the student even if student is the PI
b. Do a save-as of the document and use your last name as the first word of the title
c. Add your name and the name of researchers (not participants) who will be in the lab to the day of the week, one person per line
d. Stagger schedules if more than one person is working in an area when feasible
e. Insert the building name in the building name column (place room numbers in the bar – see example)
f. Insert a contact # for the individual
g. Insert a contact #, first and last name, of an emergency contact for the individual
h. If 2 or more are scheduled to be in the same room at the same time, make the color of that block yellow. Otherwise, all blocks should be black (see example) – commit to a time and a length of time, do not darken the entire day unless you are working 8 h
i. In the far-right column, indicate list or range of dates
j. Complete sections regarding the return after Thanksgiving break
k. Send to samcdowell@bsu.edu copying shahn@bsu.edu and copying your Chair