

Western University of Health Sciences
Phase I Return to Research Individual Principal Investigator Plan Outline

Principal Investigator Information

Last Name:

First Name:

Email:

College:

Emergency Contact Phone:

Laboratory Space Information

Location of Main Research Laboratory:

Building Room

Additional space (List Building/Room) that may be used:

Laboratory Personnel Information

(List only those individuals you supervise directly and that might need to be on campus during Phase I)

	Name	Position
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

The "Overall Guidelines for Returning to Research for Phase I" require that you agree to the following (Initial Next to Each Box That You Understand the Guidance):

To help lessen the risk of exposure to COVID-19, you are required to wear a face covering at all times while you are on campus, including when in the lab. Additionally, you should go straight to your lab, keep safe social distance with other staff while in the lab, safely perform the work required, then leave as soon as it is safe to do so.

You should not come to campus if you or someone in your household becomes ill with COVID-19 symptoms. If you begin to feel any signs of illness while on campus, no matter how mild, contact your supervisor for further information, complete the [COVID-19 Exposure/Symptoms Reporting](#) form and go home, as the risks posed by COVID-19 can be mitigated if everyone follows the safe practices contained herein.

If county or state health officials issue limiting/restrictive guidance specific to research, efforts may need to drop back to a lower phase, as appropriate, and will again be ramped up when the guidance changes. WesternU guidelines for fully resuming research will be continually updated for all phases of the demobilization plan as necessary.

Some research projects have successfully and safely transitioned to being fully remote, requiring infrequent or no access to university spaces. While challenges exist for faculty working at home (see WesternU Equity, Diversity, and Inclusivity (EDI) policy), for the foreseeable future, priority for work on campus will be given to those projects that are dependent on campus facilities.

Our standards for safety and safe work practices must be rigorously and equitably maintained, with adequate access to personal protective equipment (PPE) specific to routine research hazards, as well as enhanced supplies required to reduce the spread of COVID-19 (e.g., N95 respirator masks, goggles, face shields), provided centrally through Environmental Health & Safety (EH&S) for everyone working on campus. If the required laboratory PPE cannot be provided at any point, not only can research not be ramped up to the next level, but it may also have to be ramped down, until these supplies are available. ***If the required PPE is not available and physical distancing cannot be maintained, the research cannot ramp up.***

Considerations and accommodations need to be made very carefully for individuals in high-risk groups who are particularly vulnerable to COVID-19. Contact HR to discuss options related to employees seeking accommodation.

Ramp-up research activities in such a way as to mitigate the risks of contracting COVID-19 for all employees in compliance with public health guidelines.

Everyone must complete the WesternU COVID-19 Symptoms Monitoring Survey each day before coming to campus.

The number of people in a workspace must be limited. To maximize the utility of workspaces, staggered work shifts will be implemented.

Plan For Following Phase I Return to Research Plan

As every faculty has a different approach to running their labs, please explain how your laboratory will follow the guidelines for the return to research.

What are the guidelines for your different laboratory spaces in terms of how many personnel should be working in that space at a time and where they can work? (e.g., one person per bay or only one person in a room at a time)

How will you schedule your laboratory personnel during Phase I. How will laboratory personnel know when to come in and when not to come in during this phase so as to avoid working near other lab personnel?

Which other PIs do you need to coordinate with to avoid overlaps in personnel working in the same space? How will this item be coordinated (e.g., central lab manager or joint schedule between two labs)? If your laboratory is self-contained and does not need to share space please note that.

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By signing below, the PI agrees to follow the above plan as well as the guidelines from Western University of Health Sciences for this Phase I Return to Research.

Principal Investigator Signature

Date

This plan must be approved by the following individuals PRIOR to resuming research activities.

Department Chair Signature

Date

Dean or Dean's Designee Signature

Date

Senior VP for Research or Designee Signature

Date

Environmental Health and Safety Signature

Date