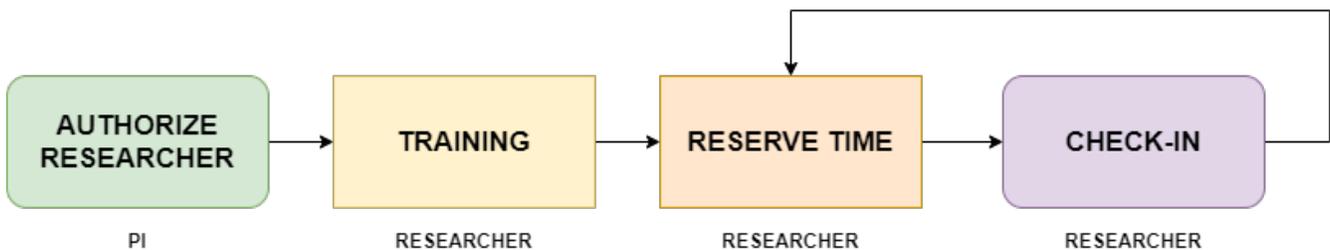


Option 3.1, Returning to Campus Research Activities

Election, Training, and Reservation Overview

Resuming research on campus will require special adherence to CDC and Campus guidelines, which includes social distancing. **A limit of 25% of PI-elected personnel are allowed on campus at one time.**

1. PIs will elect personnel for campus activity by [completing this form](#).
 - a. Capacity calculations will be rounded down with a minimum of 1 person. (10 Persons / 4 = 2.5, 2 slots). This does not include the PI, though they will also need to reserve time.
2. Elected personnel and PI will receive an email with a link to complete training and a link to submit the certification form.
3. After completing training and submitting the certification form, personnel will be notified via email that they have been authorized to reserve campus time for slots that are specific to their PI.



Training

1. Navigate to [eLearning](#) and sign-in using your NetID and password.
2. Click "Safely Resuming On-Campus Research" under "My Organizations". Then, click "Returning to Research Training" to begin the training.
3. Once you've completed training, click the second link in the email to complete the "Declaration of Commitment to Public Health Practices" form to certify that you have completed and understood the training.

Reserve Campus Time

Log-into [Lab Resources Scheduler](#) using your NetID and password. Personnel will only be able to see the availability of Resources (Campus Time) that they have been granted permission to reserve. **After completing training and certification, personnel will be notified via email that they have been authorized to reserve time on campus specific to their PI.**

Bookings

1. In the top navigation bar, click on 'Schedule', and select 'Bookings'
2. This view is akin to a gantt chart; you can see the resource schedule for both PI slots. Click on the calendar icon, or the green arrows, to adjust the date time frame.
3. Click on a time slot and fill out the reservation form. Note that you can click and drag to select a longer period of time.

Reservation Rules

- In adherence to social distancing, there is a 30-minute buffer between reservations; Lab Resources Scheduler will automate the buffer.
- When entering a building, you must check-in using the link in the daily reservation email you receive.
- A Public Safety Officer may verify a personnel's reservation.

Onsite Check-in & Check-out

When entering/exiting a building, check-in/check-out through the Lab Resources Scheduler. You will receive an email on the day of your reservation with a link to check-in and check-out. If you need to manually find the reservation:

1. To check-in, navigate to the reservation details. In the top right, an orange check-in button will become available once it's time to check-in. Click it to check-in.
2. To check-out, navigate to the reservation details. In the top right, click on the same button that now reads as 'check-out'.



For more information on how to use Lab Resources Scheduler, [click here](#).

Human Subjects Research Process

In addition to following the process to elect personnel, train, and reserve campus time, human subjects research must include the following as part of their process.

Virtual Procedures

All IRB protocols will be reviewed on an individual basis to evaluate risk to participants and to the UTD research community. First and foremost, all human subjects activities that can take place via virtual platforms (Teams, Zoom, online surveys, etc.) should be conducted virtually to avoid in-person contact. These type of procedure changes can be requested by submitting a **Request for Revision** form to the [IRB Office](#). All such modifications to a research protocol require IRB review and approval prior to them being initiated.

In-Person Research Procedures

For procedures that cannot be moved to an online format, an **Application to Resume Human Subjects Research** ("ARHSR") must be submitted to the IRB Office and approved prior to the activities commencing. IRB members will use the **COVID-19 Research Protocol Risk Reduction Checklist** to guide their review of the investigator-initiated ARR and decisions for recommendations and approval.

1. ARRs will need to demonstrate Investigators have a plan in place to reduce risk to participants, which includes the following:
2. Scheduling participants so that there is no congregating in research settings and allows for appropriate disinfecting between all participants.
3. Investigator and participant screenings including temperature checks using a noncontact thermometer (or disposable equipment) for adults and one accompanying family member (if a minor).
4. Investigators and participants should wear face coverings, such as a washable cloth mask, that covers the nose and mouth.
5. Participant screening should be conducted prior to their arrival on campus and at the testing site to assess each participant's exposure to COVID-19.
6. Follow [CDC guidelines](#) for social distancing and handwashing, cough/sneeze etiquette, surface cleansing and disinfecting after each participant encounter and use of appropriate personnel protective equipment (PPE).
7. Disinfect all equipment that will be in contact with the subject and all contact surfaces after each subject. Scheduling of participants should allow for adequate cleaning and disinfecting between all participant visits.
8. For studies that involve collection/analysis of biospecimens: If these procedures cannot be postponed, the UTD Research, Campus and Environmental Safety office must approve protocols for collecting and handling of biospecimens.

Animal Research Process

In addition to following the process to elect personnel, train, and reserve campus time, animal research must include the following as part of their process.

Restricting entrance to the animal facilities

- By entering the facility, research personnel certify that they do not exhibit any of the symptoms at the time of entering the facility: new or worsening cough, shortness of breath, sore throat, loss of taste or smell, or feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit. If they exhibit any of these symptoms or if the investigator knows that they have come in close contact with a person who is lab-confirmed to have COVID-19, they are not allowed into the animal facility.
- Investigators not abiding by the social distancing or use of a proper PPE will have their animal facility access removed.

Prepare for supply changes

- LARC currently has enough inventory of PPE and cleaning agents to cover current needs within the animal facility. The situation, however, may change rapidly. Investigators are prohibited from removing PPE and cleaning supplies from the animal facility. Failure to adhere to this policy may result in denial of future access to the animal facility during the pandemic. LARC will inform everyone if rationing of PPE supplies is required.

IACUC approval

- If any modifications to the animal protocol are being made due to the COVID-19 situation (for example, shortening procedure durations or ordering animals over the number approved by the IACUC), please ensure a [modification form](#) is submitted.



Please [visit the FAQ](#) for frequently asked questions.

Review the [Health & Safety Guidelines](#).