# Essential Project Planning Guidelines
## COVID-19 Pandemic

### Continuity Planning and Protocol

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| Identify tasks that can be completed from home or while working alone on campus to reduce time in common areas and/or in-person interactions |
| Develop a schedule to allow for reduced number of personnel, with maintenance of a minimum 6 foot distancing between all individuals |
| Identify a Point of Contact Supervisor (POC) for any shared or core facilities for coordination of use scheduling and disinfection monitoring.<br>• POCs will be responsible for documentation of room use |
| Organize utilization of common core areas with each POC to meet density requirements and disinfection protocols between users<br>• When equipment or facilities must be shared, develop a plan for immediate disinfecting of shared equipment or facilities before and after use. |

### Required Training & Safety Brief

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| Team members should be provided dedicated PPE, provisions, and supplies by the PI/PL to minimize sharing.  Coordinate PPE supply with university resources. |
| Team members have the right to refuse participation without fear of penalty if they feel the conditions are unsafe. |
| Each team member should be asymptomatic for at least 2 weeks prior to research activities and will not participate should they feel ill or have reasonable cause to believe they have been exposed to COVID-19. |
| Train all personnel in General Safe Practices |
| Train all personnel in daily pre-activity health check by every team member<br>• Body temperature below 100.4°F (38°C).<br>• No other signs or symptoms of COVID-19 (see references below)<br>• If any symptoms, stay home, report symptoms to PI/PL and self-isolate |
| Follow CDC guidance to Prevent Getting Sick |
| Remain aware of campus, local, or state policies regarding COVID-19 |
| Maintain flexibility to alter plans at any time, self-isolate, or return home. |
| Follow the campus reporting protocol, if you, a colleague, or an immediate family member test positive for COVID-19 |

### General Safe Practices

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| Maintain social distancing of at least 6 feet. |
| Keep from touching face (specifically eyes, mouth and nose); follow CDC guidance to Prevent Getting Sick. |
| Wear a face cover to prevent spread of the virus; if cough develops return home |
| Wash hands with soap and water frequently for at least 20 seconds |
| Use hand sanitizer when soap and water are not available |
| Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands |
| Clean and disinfect frequently touched surfaces |

## Supplies, Cleaning & Disinfection

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| PI/PL is responsible for organizing cleaning and disinfection of on-campus project spaces (see Continuity and Planning Protocol above for shared or core spaces/facilities)<br>● Shared surfaces, equipment and gear should be cleaned, disinfected and dried before and after use.<br>● Campus custodial services will not be expected to clean individual project work spaces during the COVID-19 activities. |
| PI/PL is responsible for having sufficient Personal Protective equipment & disinfecting supplies in coordination with university resources. |
| ● Hand soap and water for handwashing |
| ● Hand sanitizer (>60% alcohol) |
| ● Single use paper towels |
| ● Disposable gloves |
| ● Disinfectant: Any disinfecting product used should be on the EPA List-N (e.g. Clorox disinfecting wipes, Lysol multi-surface cleaner, Envirocleanse-A, Peroxide Multi-surface Cleaner & Disinfectant) |
| ● Face coverings (masks) |
| ● Thermometer for temperature checks |

## Documentation of Space Use and Contact

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| **Documentation of space use must be maintained** for contact tracing purposes |
| PIs and PLs should organize and maintain a schedule for use of all rooms/facilities to maintain appropriate density and disinfection protocols |
| Review log documentation procedures with all members of group |
| **Room Use logs** must be maintained on the door to each room used for project activities<br>● Anyone entering must complete the log upon entering and leaving<br>● Disinfection of areas and equipment used must be completed when leaving the room prior to use by another individual. |
| **Personal logs** must be used by each individual participating in on-campus project activities<br>● Pre-activity health and temp check<br>● Date, Time in, and Time out<br>● Rooms/facilities used<br>● Individuals encountered |

## Space Preparation

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| Disinfection and preparation of work spaces must be completed prior to initiation of research activities in accordance with approved **On-Campus Research, Scholarship & Creative Activities Readiness Evaluation** document**.** |

## Research with Human Subjects

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| | For projects involving human subjects on campus, consult the IRB committee for approval of modifications appropriate for COVID-19 adaptations described above. |

**Reference: Signs and Symptoms of COVID-19**

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19 and should stay home, monitor symptoms, and call their medical provider:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**Seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Review the CDC list of COVID-19 Symptoms, which includes guidance on when to seek emergency medical attention.

**Campus Resources**

**Emergency Medical Response:** 911
**SSU Campus Police 24-hour Non-emergency Number:** 707-664-4444
**SSU COVID-19 updates:** http://covid19.sonoma.edu/