



On-Campus Research, Scholarship & Creative Activities

Readiness Evaluation

This document supports the phased approach to the implementation of Research, Scholarship and Creative Activities at Sonoma State University during the COVID-19 pandemic. This evaluation will provide guidance and directions for completing risk assessments for research and/or creative activities.

Please submit a form **for each room you will utilize** for your project along with the **COVID-19 Essential Project Request for Research, Scholarship and Creative Activities** form to your Department Chair for review and routing.

Activity/Space Information Related to Instructional/Research Space

Responsible Person for Class/Project:		Position:			
Department:		Course Number:		Section(s):	
Location (Bldg/Room#)					
Project/Course Title:					
Detailed description of activities for this space:					

It is important that all personnel are trained in General Safe Practices, the Institutional Responsibilities and Employee Responsibilities described in the **Sonoma State University Return to Campus Guidelines and Expectations**.

When completing the readiness evaluation consider and account for the following:

- 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 (POC) Supervisor for any shared or core facilities for coordination of use scheduling and disinfection monitoring. Assign a person the area to ensure it is being sanitized regularly and after use.
 - When equipment of facilities must be shared, develop a detailed plan for immediate disinfecting of shared equipment or facilities before and after use.
- Team members should be provided dedicated PPE, provisions, and supplies by the Principal Investigator (PI)/Project Lead (PL) to minimize sharing.
- Team members have the right to refuse participation, without fear of reprisal, if they feel the conditions are unsafe.
- Each team member should be asymptomatic for a 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.
- Employees must conduct a pre-screening wellness check prior to arriving on campus.
- Employees must wear face coverings and remain aware of campus policies regarding COVID-19.
- Maintain flexibility to alter plans at any time, self-isolate, or return home.
- Personal logs must be used by each individual participating in on-campus project activities.
- Research with human subjects on campus will require consultation with the IRB committee for approval of modifications appropriate for COVID-19 adaptations described herein.
- Room use logs must be maintained on the door to each room used for project activities.
 - Anyone entering must complete the log upon entering and leaving.
 - Disinfection of areas and equipment must be completed when leaving the room prior to use by another individual.

The following are the space risk categories that must be addressed and mitigated in this readiness evaluation:

- Frequently touched surfaces within the Research, Scholarship & Creative Activities space
- Shared machinery, equipment, tools and supplies
- Items that cannot be disinfected
- Shared Personal Protective Equipment (PPE)
- Lab Benchtops
- Computer workstations
- Areas or activities where physical distancing is not possible
- Vendor deliveries
- Other areas previously not listed

Frequently Touch Surfaces within the Research, Scholarship and Creative Activities Space

Does your space have frequently touched surfaces?

Yes

No

Examples: Doorknobs, light switches, drawer handles, chair arms, stools, benchtops, equipment controls, etc.

If Yes, establish an enhanced disinfecting plan and schedule for frequently touched surfaces.

- Require students, faculty and staff disinfect frequently touched items after use.
- The PI/PL is responsible for organizing cleaning and disinfecting of the spaces.
 - Shared surfaces, equipment and gear should be cleaned, disinfected and dried before and after each use.
 - PI/PL is responsible for having sufficient PPE and disinfecting supplies in coordination with University resources.
 - **NOTE:** Campus custodial services will not be expected to clean individual project work spaces during COVID-19 activities.
- Utilize the Return to Campus Guidelines and Expectations to assist with establishing the disinfecting plan.

Identify the surfaces and describe in detail the disinfecting plan.

Shared Machinery, Equipment, Tools and Supplies

Does your space have machinery, equipment, lab supplies and/or tools that are shared between users?

*Examples: Hand and power tools, process machinery, welding equipment, compressed gas cylinders, glassware, (beakers, vials, etc.), art supplies, chemicals, hand trucks, portable carts, etc. *Computer workstations are covered in another section.*

Yes **No**

If yes, listed are recommended prevention protocols:

- Avoid sharing objects when possible.
- If machinery, equipment, tools or lab and art supplies must be shared, at a minimum disinfect at the end of each use/day.
- If possible, allow shared items to sit for 7-days before next use (no disinfecting necessary if items sit for 7-days after last use).
- Eliminate machinery, equipment, tools, etc. if disinfection between classes cannot be achieved.
- Complete the Room Use log to document who utilized the space and when it was disinfected.

Identify the shared machinery, equipment, tools and lab supplies and describe the prevention protocol.

Items That Cannot be Disinfected

Do you have items that are utilized and cannot be disinfected for any reason? Yes No

Examples: Unwashable fabrics, sensitive equipment, etc.?

If yes, the recommended protocol would be to discontinue use.

Please identify the items and describe the prevention protocol or how items will be secured to prevent use.

Shared Personal Protective Equipment (PPE)

Does your instructional/research space have shared Personal Protective Equipment (PPE)?

Yes No

Examples: Safety glasses, face shields, lab coats, welding helmets, welding or other non-disposable gloves.

If yes, listed are the recommended prevention protocols:

- Issue PPE to each student or faculty, not to be shared.
- Disinfect PPE after use, store used PPE in container labeled “dirty” and move to container “clean” to avoid cross contamination.
- Wear disposable gloves inside leather gloves to prevent contamination. Ensure students and faculty wash hands directly after taking gloves off.

Please identify the shared PPE and describe the prevention protocols that will be utilized.

Lab Benchtops

Does your instructional/research space have laboratory-style benchtops/desks where students or faculty conduct experiments/perform activities and use as their desk? Note: Computer workstations are covered in another section. **Yes** **No**

If yes, listed are the recommended prevention protocols:

- Place students/faculty at intervals at least 6-feet apart. Mark unoccupied benchtopy areas and chairs/stools as “do not use”.
- If physical distancing cannot be achieved or maintained in any direction, place physical barrier between users.
- Arrange for use of space for single user occupancy.
- Disinfect benchtops and chairs/stools after use.

Please identify the shared benchtops and describe the prevention protocols to be utilized.

Computer Workstations

Does your instructional/research space have computer workstations? Yes No

If yes, listed are the recommended prevention protocols:

- Work with Facility Management to evaluate the possibility of re-arranging workstations to allow for 6-feet of physical distance between users.
- Mark computers as “do not use” to allow for physical distancing.
- Provide physical barriers between computer workstations if 6-feet of physical distancing cannot be achieved or maintained.
- Disinfect desktops, keyboards, mice and chairs after use of the area.

Please identify the computer workstations in your area and describe the prevention protocols to be utilized.

Areas or Activities Where Physical Distancing is not Possible

Does your instructional/research space have areas or activities where 6-feet of physical distancing between people is not possible? **Yes** **No**

If yes, listed are the recommended prevention protocols:

- Provide physical barriers between people.
- Require the use of face coverings for all parties involved.
- If physical barriers are not possible or face coverings pose a hazard, eliminate the activity/do not utilize the areas.

Please identify the areas where physical distancing is not possible and describe the prevention protocol to be utilized.

Vendor Deliveries

Does your instructional/research space have vendors deliver goods or services? Yes No

Examples: Compressed gas deliveries, equipment service or repair personnel, etc.

If yes, listed are the recommended prevention protocols:

- Implement contactless deliveries/visitations if possible.
- Remind vendors of the University's requirements on physical distancing and use of face coverings while on campus.

Please identify the vendors you expect and describe the prevention protocols to be utilized.

Other Areas Previously Not Listed

Do you have any other areas or activities not identified in other sections of this evaluation that will need prevention protocols for COVID-19? Yes No

If yes, listed are the recommended prevention protocols:

- Enhanced cleaning and/or disinfection between users.
- Applicable signage, physical barriers and floor markings to ensure physical distancing.

Please identify the other areas and describe the prevention protocol to be utilized.