Precautionary Measures in SJSU Research Activities due to Novel Coronavirus (COVID-19)

Dear Faculty,

This message is guidance about conducting research, scholarship, and creative activities (RSCA) at SJSU during this evolving period. These instructions are to apply principles of social distancing as related to RSCA projects.

Research
If your RSCA activity or contract requires you to deliver instruction to members of the community or programming involving SJSU students and/or members of the community, you need to consider alternate options. If your activity is such that you or your team can work remotely, do so if you determine that the off-site location(s) provides additional social distancing than would be possible on campus. Otherwise, consider engaging virtually with your team. For those who decide to work off campus or connect virtually, IT provides a number of technology tools that may be useful - see SJSU IT Work Anywhere. Note that those with active Human Subjects IRB protocols need to submit modifications to irb@sjsu.edu if alterations are considered.
Faculty must obtain permission from the dean, or designee, to continue RSCA projects with on-site student engagement. In each case of approval, the dean may ask for clarification about how the RSCA plans or schedule can be modified to reduce transmission risk, such as limiting or staggering the hours of students’ involvement to control the number of people present.

When possible, consider alternative activities which enable you to move your agenda forward such as working on a publication, a grant proposal, or reviewing relevant literature. In terms of working with your team, consider Zoom group meetings to keep them engaged with you and the project. As the PI, make sure that you provide your project team with clear remote work instructions and schedules, as applicable.

In any case, additional precautions must be taken, including temporarily suspending practices in your current research activities that deal with the use of human fluids such as saliva or urine. Those who need to continue these types of activities should follow the CDC guidelines, which include the use of Biosafety Level-2 containment.

To consider ideas of how to proceed with RSCA projects, please contact your Dean, Associate Dean, Associate Dean of Research, or AVP Research, Pam Stacks, at pamela.stacks@sjsu.edu with any questions or concerns.

**Student Researchers**

Particular attention should be paid to students involved in your RSCA projects to provide them options. Students may contact the Accessible Education Center (AEC) for temporary disability accommodations as determined by AEC. You should contact your student researchers to provide them guidance regarding their assignments and schedules. Students should not feel as if they are at risk by coming to campus. Nor will
students be penalized in any way if they request accommodations because they or those with whom they are in regular contact are at greater risk. Students may be involved in RSCA via course enrollments and/or employment via a grant. Students enrolled in research courses can request accommodations for COVID-19 related issues through the AEC.

**Changes or Delays in Internally-Funded Grant Activity**
For those currently receiving internal funding (such as the Central RSCA Grants), we will work with you if you need to change your approved budget. Please check in with AVP Research, Pam Stacks.

**Significant Changes or Delays in Externally-Funded Grant/Contract Activity**
Please contact your SJSU Research Foundation OSP manager or Tower Foundation post-award manager if you believe that switching from in-person to virtual activities, delays, or otherwise adverse conditions may affect your ability to attain the objective(s) of the project or to meet the time schedule in the original proposal. Your award manager will partner with you to inform the funder of the impact to your grant/contract and obtain the required approvals.

**Guidance for Faculty, Staff, or paid Student Assistants regarding attendance**
As the campus remains open, faculty and staff should continue to report to SJSU campus for work and carry out their normal responsibilities. If you believe that you or one of your team members may have conditions that put you at higher risk of exposure to COVID-19, you can choose to self-quarantine for 14 days. During that period, you can work remotely - see details above.

Faculty, staff, or student assistants who have fevers or respiratory infections should stay home. For Research
Foundation employees, sick time will be applied so that you will not lose pay or applicable benefits. If you are not scheduled to work from home: non-benefitted, hourly employees, including paid student assistants, are eligible for sick leave hours up to 24 hours per calendar year. Benefitted employees are eligible to receive sick leave pay up to your present accruals. Please review your last SJSU Research Foundation pay stub or access your Employee Online (https://sjs-online.aspgov.com) to determine your sick leave balance.

Please contact the following offices immediately if you or your project team members need accommodations, sick/medical or other leave, or wish to discuss other options or concerns:

- SJSU Research Foundation Human Resources:
  Lupe Lechuga: x4-1410
- Employment Accommodations Resource Center:
  Cindy Marota: x4-6003
- University Personnel, Leaves Manager:
  Josh Etherington: x4-2155
- University Personnel, Employee Relations:
  Stacey Elsibai: x4-2142, Julie Paisant: x4-2255, Joanne Wright: x4-2458

Research & Innovation Events
The health and safety of the SJSU campus community and campus visitors are our top priorities. Out of an abundance of caution, we are choosing to limit large gatherings for the foreseeable future. For this reason, the Research and Innovation Division is canceling the following two events:

- **Celebration of Research**, March 26, CANCELED
  See you at next year’s Celebration of Research in Spring 2021

- **It Takes a Village**, March 25, CANCELED
  A future date will be announced.
Questions?
Please contact either SJSU AVP Research at pamela.stacks@sjsu.edu, or SJSU Research Foundation Executive Director, Raj Prasad at rajnesh.prasad@sjsu.edu, if you have questions about your current research activities.

Please see the Health Advisories website for information, advisories, FAQs and other resources regarding COVID-19.