SJSU | DIVISION OF RESEARCH AND INNOVATION

SJSU's Adapt Plan for RSCA | COVID-19

Release Date: June 24, 2021

Release 4.0

The SJSU research, scholarship, and creative activity (**RSCA**) Adapt Plan will follow a phased approach that is congruent with the State of California Pandemic Roadmap. Public health directives determine the timing for when SJSU will move up or down between phases.

This document includes research, creative activities, and community service projects conducted in all SJSU and SJSU Research Foundation (SJSURF) spaces, including both on-campus and off-campus sites. On-campus sites include laboratories, performance and art studios, the library, Hammer Theatre, Moss Landing Marine Labs, and other facilities. Off-campus spaces include Field Stations, SJSURF Facilities, and any other SJSU or SJSURF sites used for research or creative activities. SJSU field research and creative projects performed at sites not affiliated with SJSU are also included. Wherever this document references "**RSCA space**" it shall be understood to include all sites referenced in this paragraph.

RSCA projects that can be done remotely, will be done remotely. RSCA projects that are operating remotely without the need for any campus access, field work, travel, in-person collaboration among individuals or with other organizations, or in-person engagement with human subjects are not required to submit restart requests prescribed by this plan.

To avoid excess wordiness, the term "**RSCA Leader**" is used throughout this document to include all principal investigators and other faculty who lead groups involved in research or creative activities, whether supported by the university or by grants. "**Project Personnel**" refers to staff, students, and scholars engaged in academic scholarship in RSCA space.

Goals: Restart research and creative activities in a phased approach to optimize:

- Health and safety of SJSU personnel and the community
- Continuity of essential research and creative activities
- Re-initiation of other research and creative activities as quickly as feasible within the public health and safety guidelines.

This plan is based on an SJSU planning document that was adapted from a document created by UC Berkeley in partnership with VCRs/VPRs from APLU and borrowing liberally from other institutions, including SDSU, UCLA, UCSD, UCI, Univ Washington, Univ Houston, Yale, and many other universities. The phases for restarting research and creative activities are coordinated with plans developed at SJSU for other functions. The original SJSU planning document was developed in collaboration between the Office of Research and the RSCA Advisory Council and the Council of Deans. This plan is consistent with the CSU Guidance.

Guiding Principles

1. ***Follow the CSU, local, state, and national public health authority shelter-in-place, physical distancing, PPE (personal protective equipment e.g. face masks/shields, gloves, etc.), sanitization, and hygiene directives*.**

   - We strive to ensure the safety of all faculty, staff, and students involved in RSCA at RSCA spaces as well as the safety of the surrounding communities.
   - Resumption of RSCA will be gradual and phased in alignment with and subject to the State of California Pandemic Roadmap and the public health directives of the County of Santa Clara, as well as the California State University Office of the Chancellor Guidance for 2020-21 Academic Year: RSCA Considerations and the CDC guidelines for institutions of higher education.
   - Personnel who are feeling sick, coughing, running a fever, exhibiting COVID-19 symptoms, diagnosed with COVID-19, test positive for COVID-19, may not work on campus and must self-isolate for 10 days and report their condition through the case management portal.
   - Personnel who are a determined close contact (defined as being within 6ft of a COVID-19 positive individual for 15 minutes or more cumulatively in a 24hr period) will be required to self-quarantine for 10 days beginning from the date of exposure. It is recommended that quarantined personnel get a COVID-19 test on day 6 or later of quarantine. They may return to work when the 10-day period is complete and they remain asymptomatic.
   - SJSU RSCA operations and projects taking place outside the County of Santa Clara shall follow the stricter guidelines mandated by these other respective jurisdictions, if any.

2. ***Protect the physical, emotional, and mental health, safety, and well-being of all faculty, staff, students, and human subjects involved in SJSU RSCA*.**

   - Prior to returning, all personnel involved in research or creative activity must complete COVID-19 physical distancing and sanitization information training. Safety of RSCA spaces must be rigorously maintained, with adequate access to PPE and other safety related supplies. Checklists and acknowledgment forms will be required for all project personnel acknowledging their understanding and obligation to adhere to required safety measures.
   - The RSCA Adapt Plan guidelines below may not apply to high-risk individuals (e.g., related to age, chronic health conditions, compromised immune systems) – they should not return until the university resumes unrestricted operation. University administration is sensitive to the personal caretaker obligations of faculty researchers during the shelter-in-place period and when individuals needing care are also restricted to homes. SJSU RSCA project personnel should not be compelled to return to campus during periods of shelter-at-home directives. Employees who are concerned about returning to work may consult with University Personnel.
   - The maximal number of people allowed in a designated space at one time will be specified by social and physical distancing requirements. While physical distancing orders are in

place, all personnel on campus must follow maximum-density guidelines within rooms, as well as a distance of at least six feet between individuals in all rooms and public spaces.

- EH&S must be made aware of all research and creative activities taking place within RSCA spaces. RSCA spaces will not be authorized for access unless adequate safety supplies are identified as available by the respective college leadership.
- RSCA space will not be authorized for access unless a **RSCA Project Plan** (via Google Form only – no PDF or other formats) including a completed EH&S RSCA Risk Assessment Template and Return to Operation Plan ("**EH&S Checklist**") that describes personnel scheduling, appropriate safety measures, and space requirements is submitted by the RSCA Leader and **approved by the Dean and Vice President for Research and Innovation (VPRI)**. Review may also be required by EH&S, and university compliance committees, including institutional animal care and use committee (IACUC), Institutional Review Board for human subject research (IRB), and Institutional Biosafety Committee (IBC). For each phase of the RSCA Adapt Plan, RSCA Project Plans must identify which of their personnel will be granted access (including replacements or backups for other personnel) and any planned temporal staging of personnel to maximize physical distancing (including scheduling access in shifts or on alternate days).
- All RSCA restart planning must consider the needs of researchers and staff with current disability accommodations or those who will require new accommodations.
- All RSCA travel must follow CSU and SJSU travel guidelines and any applicable bans, restrictions, and/or special approval requirements. This includes human subject research that is conducted off-campus.
- All RSCA volunteers must acknowledge, agree to, sign, and follow the requirements and healthy behaviors outlined in the RSCA Volunteer / Human Subject Acknowledgement Form
- All RSCA projects that have successfully transitioned to being fully remote and require infrequent or no access to RSCA spaces should continue remotely until all public health recommendations have been lifted and the university resumes unrestricted operation.

3. **Protect the careers of SJSU researchers.**
   We seek to promote the professional success of all faculty, staff, and students engaged in SJSU RSCA, especially early-stage faculty, graduate students, and undergraduates with special consideration for deadlines of completion for graduation and career progression.

4. **Students are students first, researchers second.**
   - Except under exceptional situations where the student is an essential team member for research that must be performed in person at a research site, or his/her financial aid or financial compensation from a grant depends on such research that cannot be conducted remotely, all other students should stay home during public health authority shelter-in-place periods. As public health authority shelter-in-place orders are relaxed, other students will be allowed to perform research on site.
   - Faculty advisors and RSCA Leaders should develop RSCA work plans that reasonably accommodate learning objectives and outcomes to minimize impact on time to graduation.

Concerned graduate students may consult with the College of Graduate Studies at graduate-studies@sjsu.edu.

- The timing of student reengagement in on-site RSCA may not be consistent with that of the re-opening of on-campus classes. Such timing will be determined by the Division of Research and Innovation with guidance from the respective academic units.

5. Ensure as rapid and smooth RSCA restart as the public health conditions permit.

- The Division of Research and Innovation is committed to working with faculty, staff, and students to support the responsible restart and recovery of on-site RSCA so that it can achieve both public health and professional development goals.
- Restart research and creative activities in phases as public health restrictions are eased, with highest priority research, creative activities, and community service projects initiated first.

a) Only RSCA work considered essential is allowed while stay-at-home orders are in place. Subject to the respective guidelines for each RSCA Adapt Plan phase, essential RSCA includes work that is:

- Critical: required to protect lives, safety, or maintain critical research infrastructure / capability (e.g. maintaining cell lines, animal health, instrumentation, etc.), or where a pause, delay, or cancelation would catastrophically disrupt the project or protocol (e.g. result in euthanasia or loss of a colony of research animals)
- Deadline-Driven: where a pause, delay, or cancelation would lead to "catastrophic loss" of research results, or otherwise have significant financial impacts.

b) Criteria for the highest priority to restart projects may include:

- Work that CANNOT be done remotely due to safety, access to instrumentation, laboratory facilities, high end computing facilities, access to studio equipment and facilities, etc.
- Work that is providing essential services to the public, projects close to completion, deadline driven, or seasonal data collection where continued deferral would lead to catastrophic delay or loss of results.
- Activities for completion of grants with end dates or annual reports due within three months where the funding agency or entity has not granted extensions or when an extension would result in loss of funding.

c) The following groups are recommended for high priority:

- Work that is essential for career advancement of faculty.
- Work by graduate students and postdoctoral scholars close to completing their degree or term of appointment.
- Activities for completion of grants with end dates or annual reports due within six months where the funding agency or entity has not granted extensions or when an extension would result in loss of funding.

d) All RSCA projects that have successfully transitioned to being fully remote and require infrequent or no access to RSCA spaces should continue remotely until all public health recommendations have been lifted and the university resumes unrestricted operation.

- Physical infrastructure and campus operations must be in place before opening facilities.
  - Colleges will coordinate with EH&S and Facilities Services.
  - Gradual access to RSCA spaces.
  - Physical distancing plan for buildings, including signage, traffic flow, restrooms and elevator capacities, etc.
  - Deans must ensure availability of EH&S and FD&O support needed to operate RSCA spaces before approving plans.
- Develop plans that address public health and university safety requirements before reinitiating on-site research or creative activities.
  - Plans for personnel and space usage should:
    - Prioritize personnel and projects to ensure adequate social and physical distancing in RSCA spaces. This may include planning multiple shifts that include sufficient time between shifts to avoid overlap.
    - Describe how sharing work items will be limited and discouraged and how work surfaces and equipment will be sanitized before and after use, availability and use of appropriate PPE, and proper training of personnel. Any appropriate covering that is disposable or washable is acceptable. Other PPE and supplies will be provided by the RSCA Leader.
    - The RSCA Project Plan must first be approved by the college Dean and VPRI.
  - RSCA Leaders must develop a calendar to schedule and monitor activities within their RSCA spaces, including staggered work shifts or workdays as needed to maintain required social and physical distancing. RSCA Leaders are expected to monitor the calendar regularly to ensure efficiency and compliance.
  - Research and creative activities that use shared space or shared equipment must coordinate plans to ensure appropriate physical distancing, limit the use of shared equipment, and require sanitization procedures of all participants.
  - All vertebrate animal research must be coordinated with animal care facility staff prior to initiating work.

SJSU's Phased Approach to RSCA Adaptation and Restart

Based upon the goals and guiding principles listed above, a four-phase process for restarting and recovering RSCA is shown in the following tables. Lower-numbered phases are more restrictive, higher-numbered phases less so. The first table is a brief summary of the plans for each phase, and the second table details important implementation considerations at each phase.

During Shelter-in-place/Stay-at-home orders, only RSCA projects deemed essential by the Dean and VPRI can continue operations on campus. Additional RSCA projects will be added in Phase 2 and Phase 3 as public health conditions improve. Phase 4 is the resumption of all RSCA projects in all RSCA spaces. Moving between the phases will be based upon the ability to effectively comply with local, state, and federal public health recommendations, including social and physical distancing between personnel, availability of proper PPE, and implementation of sanitization and handwashing practices.

The restart and continuation of RSCA projects during each of the phases will be gradual to ensure health and safety for the entire campus community. We need to ensure adequate custodial support is available to provide necessary hygiene and maintain oversight of physical spaces during the ramp-up. Until the campus returns to unrestricted operation, all RSCA projects that can be done remotely must continue to be done remotely. In addition, approved project personnel should be on campus only for the minimum time needed to carry out the work in order to support the approved project to reduce the risk to themselves and to other members of the campus community.

Planning for use of shared library facilities will be overseen by the Library Dean and the Provost following campus protocols for health and hygiene. Hammer Theatre access protocol will follow library access model.

CLIA-certified COVID-19 testing and contact tracing may also be required depending upon university policies and access to testing.

If public health conditions demand, there may be a need to rapidly ramp down to an emergency pause or return to Phase 1 at any time.

SUMMARY: SJSU's RSCA Adapt Plan Phases

	PHASE 1 **Restricted** ***Critical RSCA by essential personnel only***	**PHASE 2** **Low Density** ***Critical & Time-Sensitive RSCA with distancing & other public health measures***	**PHASE 3** **Moderate Density** ***Continued distancing & other public health measures***	**PHASE 4** **Normal Density** ***Return to Unrestricted Operations (with exceptions)***
Trigger	County Stay-at-Home order	County Stay-at-home order relaxed	Easing of public health directives	Public health advisories lifted Public health travel advisories in effect
Continue projects remotely that can be done remotely	Required	Required	Required	Not Required
Vulnerable groups work remotely	Required	Required	Recommended	Not Required
Density / time restrictions on-site	Only Critical RSCA allowed	> 6 ft separation 1 person/200 sq. ft Max Time: 8 hours	> 6 ft separation 1 person/200 sq. ft Max Time: 8 hours	None
Physical distancing	Required	Required	Required	Not Required
PPE	Required	Required	Required	Unvaccinated personnel must wear face masks
Limiting shared equipment, sanitization, hygiene	Required	Required	Required	Required
Field Research	Approved Critical only 1 person / vehicle	Approved Critical & Time-Sensitive only 1 person / vehicle	2 people / vehicle	Unrestricted operation unless special restrictions are mandated by host institution
Human subjects face-to-face	Not allowed	Only essential > 6 ft separation 1 person/200 sq. ft. Max Time: 8 hours Max group size: 5	Only essential > 6 ft separation 1 person/200 sq. ft. Max Time: 8 hours Max group size: 10	Unrestricted operation
RSCA Leader actions required	RSCA Project Plans (including EH&S Checklist) for Critical RSCA submitted & approved	RSCA Project Plans (including EH&S Checklist) for Critical & Time-Sensitive RSCA submitted & approved	RSCA Project Plans (including EH&S Checklist) for additional RSCA submitted & approved	Current project schedules, personnel lists, and acknowledgement forms on file
Project personnel actions required	Documented COVID-19 safety information training; Responsibility check-list submitted; Acknowledgment forms completed	Documented COVID-19 safety information training; Responsibility check-list submitted; Acknowledgment forms completed	Documented COVID-19 safety information training; Responsibility check-lists submitted; Acknowledgment forms completed	Current project schedules, personnel lists, and acknowledgement forms on file
Dean / VPRI approval	Required	Required	Required	Not Required Project schedules and personnel lists must be submitted to the college

PHASE 1 – Restricted

California's Pandemic Roadmap: Stage 1 – Safety and Preparedness
California State University Guidelines: RSCA Considerations - Phase 1
Date: March 17, 2020 (as per the Order of the Health Officer of the County of Santa Clara)

PUBLIC HEALTH CONDITIONS	SUMMARY & METRICS
COVID-19 situation unknown/changing and hospitalizations on the rise. • Shelter-in-Place/Stay-Home directive in place. • Public health recommendations for physical distancing, PPE, limiting shared equipment, sanitization, hygiene • Testing limited, PPE shortages.	***Only essential functions and critical research allowed.*** • All RSCA projects that can be done remotely should be done remotely. • Researchers must be designated as essential to receive approval from the dean to be on site. • COVID-19-related research (analyses of health and social impact, etc.) encouraged. • On-site research activity transitions to an estimated 5-10% of normal.

IMPLEMENTATION

Research facilities and field stations are closed for normal operation, except where social-distanced personnel are required for Critical Research or compliance needs.

1. All RSCA done remotely or stopped except for **approved Critical Research**. RSCA agenda refocused on remote activities, if applicable.
2. Minimum staffing – **Dean's authorization** for one-time access to faculty offices to pick up books and materials, shut down instrumentation, check security of hazardous chemicals and wastes, or secure facilities (e.g. shut down glass-blowing hot shop, help students retrieve material or instruments for remote learning).
3. Limited on-site RSCA access of social-distanced essential personnel only with **Dean approval** for **Critical Research**:
   - to protect lives – Animal Care facilities remain open with minimal staffing.
   - to maintain critical research infrastructure/capability (e.g. maintaining cell lines, animal health, instrumentation),
   - to avoid a pause, delay, or cancelation that would catastrophically disrupt the project or protocol (e.g. result in euthanasia or loss of a colony of research animals), and
   - for COVID-19-related rapid response activities (e.g. ventilator or mask fabrication and evaluations, etc.).
4. RSCA projects that generate large volumes of chemical, biological, radiation or other hazardous materials (i.e. requiring pickup or otherwise special handling) shall not be approved to restart during this phase. Labs that are approved to resume RSCA activities shall submit Biological Use Authorization (BUA documents) and Standard Operating Procedures (SOPs) in accordance with the Institutional Biosafety Committee (IBC) guidance and deadlines.
5. No "new" projects can be initiated on campus. Request project extension from sponsor.
6. Safety officers/coordinators on site to address safety concerns.
7. RSCA spaces shut down unless specific exceptions are granted by the Deans.
8. No in-person group meetings or gatherings permitted.

REQUIRED CONDITIONS

1. Wear a **face mask at all times** while in shared labs/facilities.
2. Keep a **minimum 6 feet (1.8m)** distance between you and ANY colleague unless doing so creates a personal safety hazard, **and** keep a **maximum of one (1) person per lab** unless doing so creates a personal safety hazard**.**
3. **DO NOT come to campus with a 100.4°F (38°C) or above temperature** (without medication in past 24 hours) – Report any 100.4F (38°C) or above measurement. Personnel who are feeling sick, coughing, running a fever, exhibiting COVID-19 symptoms, diagnosed with COVID-19, test positive for COVID-19, may not work on campus and must self-isolate for 10 days and report their condition through the case management portal.
4. **Sanitize workspace and equipment** including all work benches, door handles & lock keypads, keyboards/mice/desks for shared equipment, computers, telephones, printer, cameras, microscopes, control panels, etc. Discourage and limit the use of shared equipment.
5. **Prohibit all external personnel** (public) from entering the facility.

FIELD RESEARCH

- No domestic or international travel.
- Critical Research only – Seasonal data collection or experiments close to completion only if pause or deferral would lead to "catastrophic loss" of research results with prior **Dean approval**.
- One person per vehicle at all times. No marine operations.
- Permission from government funding agencies may be required to do the field work.

HUMAN SUBJECTS RESEARCH

- In-person human subject research is suspended. Researchers **must** switch to remote data collection or postpone their studies, regardless of their prior IRB approvals. IRB approval required before any work modification. Researchers will use and submit a modification request form, along with any protocol documents that need to be revised, to irb@sjsu.edu for review and approval. No in-person interactions will be approved during this phase.
- Students must be advised to cease any in-person contact with study participants.

LIBRARY SERVICES

- **Spaces** – Library building closed. Physical exhibits & use of meeting rooms suspended. Digital exhibition offered.
- **Staff** – One-on-one consultations available via remote modality.
- **Sources** – Print collections unavailable. HathiTrust ETAS activated. eBooks acquired as requested.
- **Services** – ***Available:*** Data management plans consultation. Research impact. Institutional repository services, including faculty profiles and pre-/post-print deposit. ORCiD registration assistance. ***Unavailable:*** 3D printing. Virtual Reality (VR) Lab. CSU+/ILL of *physical* materials; ILL still processes article and book chapter requests.

TRAVEL

CSU Travel Ban and SJSU travel restrictions in effect. No domestic or international travel permitted.

PREPARATIONS FOR PHASE 2

- General physical distancing and health safety procedures developed.
- Physical distancing, PPE, limiting the use of shared equipment, sanitization, and other recommended measures must be communicated, understood, and followed by all personnel.
- RSCA Project Plan - if you have questions, consult with EH&S before submitting your plan:
  - RSCA Leaders are required to complete the EH&S Checklist prior to developing project plans. If you have questions, consult with EH&S before submitting your plan.
  - RSCA Leader must submit a RSCA Project Plan (via Google Forms) for personnel who will begin working on-site. The completed EH&S Checklist must be uploaded to the RSCA Project Plan form.
  - RSCA Leader creates a calendar indicating when each of their personnel will be on-site, to ensure required physical distancing in all spaces, including public spaces and shared spaces. RSCA Leader will monitor their group calendar to ensure compliance by all of their personnel.
  - Plans and calendars of RSCA Leaders must be approved by the college Dean and VPRI.
  - For spaces not assigned to a single RSCA Leader, a shared personnel plan and calendar will be prepared by the person responsible for maintaining the space. The plan must be approved by the college Dean and VPRI.
- Acknowledgment forms will be required for project personnel to confirm their understanding of the RSCA Project Plan and obligation to adhere to required health safety measures.
- Standard IRB, IACUC, IBC, and other compliance approvals will be required for approved Project Plans, as applicable.
- EH&S and Facilities Services must be prepared for on-site RSCA projects.
- Begin developing and implementing facilities-utilization plans (department by department) for phases 2 and 3, including phase-specific staggered work schedules.
- Colleges, with support from the Office of Research, to develop a method of identifying time-sensitive RSCA activities or lines of support—including potential sources of external funding — for possible prioritization in Phases 2 and 3.
- Appropriate PPE and sanitization supplies must be available (ordered centrally) and provided to the RSCA Leader for project personnel. Start ordering PPE now through the designated SJSU central PPE purchasing process, if necessary, to have on hand for restart if current stock on hand is insufficient.
- Labs are able to purchase necessary supplies (other than PPE and sanitization supplies).
- Necessary core facilities including building safety coordinators/officers, central shops, and shared experimental facilities are staffed and operational.
- Clarify expectations regarding staff activities that support RSCA projects.

PHASE 2 – Low Density

California's Pandemic Roadmap: Stage 2 – Lower Risk Workplaces
California State University Guidelines: RSCA Considerations - Phase 2 and Phase 3
Date: May 22, 2020 (as per the Order of the Health Officer of the County of Santa Clara)

PUBLIC HEALTH CONDITIONS	SUMMARY & METRICS
Local COVID-19 hospitalizations flatten then drop and continue to decrease. Public health authorities relax shelter-in-place / stay-home restrictions on 'essential workers.'	***On-site access limited to gradual restart of critical and time-sensitive research.***
• COVID-19 testing capacity increases. • PPE becoming more available. • Local schools still closed/ teaching remotely for rest of academic year. • Modified school programs and childcare options starting to become available for parents.	• All RSCA projects that can be done remotely should continue to be done remotely. • All on-site and field RSCA must be approved by the **Dean and VPRI**. • Critical and time-sensitive research allowed to resume gradually with the following maximal density in rooms during this phase is: - Maintain 6 ft separation from others - 1 person/200 sq. ft. in rooms - 1 person in rooms <200 sq.ft. - Maximum Time on Site: 8 hours • No "new" projects initiated on campus – except for time-sensitive work for new grant submissions. • Vulnerable populations continue to work remotely. • Gradually expand the number of people on campus while maintaining physical distancing, PPE, limited sharing of equipment, and sanitization. • On site research activity transitions to an estimated 30-50% of normal, subject to overall building/campus capacity limitations. • Plans for sudden return to Phase 1 in place.

IMPLEMENTATION

On-site access limited to gradual restart of critical and time-sensitive research.

1. All RSCA done remotely or stopped except for **approved Critical** (see Phase 1 implementation) **and Time-Sensitive Research**. RSCA agenda refocused on remote activities, if applicable.
2. General COVID-19 physical distancing and sanitization information training completed by project personnel.
3. **Deans** may grant faculty members access to offices 1-3 days/week if physical distancing, PPE, sanitization, limited sharing of equipment, and maximum occupancy per building and per floor can be maintained. For office access authorization, follow and use department/college procedures; not RSCA Project Plans.
4. Limited on-site RSCA access of social-distanced essential personnel only with **Dean and VPRI approval** for **Time-Sensitive Research**, including:
   - Seasonal data collection, experiments close to completion, or time-sensitive work, whose pause or deferral would lead to catastrophic delay or loss of research results.
   - Animal experiments where a delay would result in euthanasia or loss of a colony.
   - Prioritize researchers with deadlines:
     - Access for faculty and students close to completing their degree/project/grant/term of appointment.
     - Research needed for completion of grants with end dates or annual reports within three months where funding agency or entity has not granted extensions or when an extension would lead to loss of funding.
     - Research/preliminary data work needed for new grant proposal submissions within three months.
     - No "new" projects initiated on campus. Request project extension from sponsor.
   - In-person undergraduate RSCA projects not permitted except with a special approval.

5. RSCA projects that generate large volumes of chemical, biological, radiation or other hazardous materials (i.e. requiring pickup or otherwise special handling) shall not be approved to restart during this phase. Labs that are approved to resume RSCA activities shall submit Biological Use Authorization (BUA documents) and Standard Operating Procedures (SOPs) in accordance with the guidance and deadlines set forth by the Institutional Biosafety Committee (IBC).
6. Approved RSCA projects should be limited to SJSU, SJSURF, or SJSU Tower Foundation employees and registered students – volunteers will not be allowed to participate in on-site or in-person projects until Phase 3 is reached, except with special approval.
7. No in-person research group meetings or gatherings allowed.
8. RSCA Project Plan:
   - RSCA Leaders are required to complete the EH&S Checklist prior to developing project plans. If you have questions, consult with EH&S before submitting your plan.
   - RSCA Leader must submit a RSCA Project Plan (via Google Forms) for personnel who will begin working on-site. The completed EH&S Checklist must be uploaded to the RSCA Project Plan form.
   - RSCA Leader creates a calendar indicating when each of their personnel will be on-site, to ensure required physical distancing in all spaces, including public spaces and shared spaces. RSCA Leader will monitor their group calendar to ensure compliance by all of their personnel.
   - Plans and calendars of RSCA Leaders must be approved by the college Dean and VPRI.
   - For spaces not assigned to a single RSCA Leader, a shared personnel plan and calendar will be prepared by the person responsible for maintaining the space. The plan must be approved by the college Dean and VPRI.
   - NOTE: RSCA projects that are operating remotely without the need for any campus access, field work, travel, in-person collaboration among individuals or with other organizations, or in-person engagement with human subjects are not required to submit RSCA Project Plans.
9. Acknowledgment forms completed by project personnel to confirm their understanding and obligation to adhere to required health safety measures.
10. Standard IRB, IACUC, IBC, and other compliance approvals shall be obtained for approved Project Plans.
11. Safety officers/coordinators on site to address safety concerns.
12. Develop and implement facilities-utilization plans to restart core facilities based on sufficient demand from approved projects where work cannot be done remotely, while providing for physical distancing measures.
13. Coordinate and register with EH&S and Facilities Services for access to buildings, including public spaces (e.g. bathrooms, stairways, elevators, etc.) enabling enhanced sanitization practices.
14. All projects should be prepared to rapidly ramp down if conditions demand an emergency pause or return to Phase 1.

REQUIRED CONDITIONS

1. DO NOT restart research that requires PPE without **first ensuring/acquiring an adequate supply of PPE**. Start ordering PPE now through the designated SJSU central PPE purchasing process, if necessary, to have on hand for restart if current stock on hand is insufficient
2. General COVID-19 physical distancing and sanitization information training completed by project personnel.
3. Wear a **face mask at all times** while in shared labs/facilities.
4. Keep a **minimum 6 feet (1.8m)** distance between you and ANY colleague unless doing so creates a personal safety hazard **and** keep a **maximum of one (1) person/200 sq.ft. in rooms, and one (1) person in rooms <200 sq.ft.** Limit time on site to **eight (8) hours**.
5. All research personnel must agree to test personal temperature every morning and **DO NOT come to campus with a 100.4°F (38°C) or above temperature** (no meds in past 24 hours) – Report any 100.4F (38°C) or above. Personnel who are feeling sick, coughing, running a fever, exhibiting COVID-19 symptoms, diagnosed with COVID-19, test positive for COVID-19, may not work on campus and must self-isolate for 10 days and report their condition through the case management portal.
6. **Sanitize workspace and equipment** including all work benches, door handles & lock keypads, keyboards/mice/desks for shared equipment, computers, telephones, printer, cameras, microscopes, control panels, etc. Discourage and limit the use of shared equipment.
7. Implement and maintain enhanced **standard laboratory safety measures** to assure safe operations in a reduced staff environment. Principal Investigators must discuss weekly enhanced safety with research staff.
8. **Implement a plan** that restricts the use of the facility to a limited number of individuals at any given time.

9. **Prohibit all external personnel** (public) from entering the facility.

FIELD RESEARCH

- Depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely and ability to social distance at field sites, field research may be approved on a case-by-case basis for Critical and Time-Sensitive Research only with **Dean and VPRI approval** of a Field Research Operation Plan.
- All activities must abide by ongoing CSU and SJSU travel restrictions – no domestic or international travel permitted. While the CSU Travel Ban may be lifted by the Chancellor's Office, SJSU travel restrictions will continue.
- Field Research Operation Plan must include:
  - List of all personnel, their contact information and an emergency contact.
  - Justification as to why delaying the research will have a detrimental impact on the research project or the student's progression towards a degree.
  - Description of the research activities and the health safety precautions that will be undertaken.
  - Contingency plan for carrying on research if one or more personnel becomes unavailable.
  - Maximum vehicle occupancy allowance: automobile – one (1) person; 21-foot outboard vessels or smaller – two (2) people; vessels larger than 21 feet – varies depending on the number of participants required for operational safety in accordance with local, state, and federal regulations, while maintaining a minimum separation of six (6) feet at all times.
- During field tasks, masks must be worn when conducting tasks that require interactions and the use of shared equipment must be limited. Sanitization protocol for equipment and tools should be followed.
- Research being conducted at non-SJSU sites must have written permission for the field work to proceed from those that control access to the field site.
- Permission from government funding agencies may be required to do the field work.

HUMAN SUBJECTS RESEARCH

- Researchers **must** switch to / continue with remote data collection or postpone their studies, regardless of their prior IRB approvals. IRB approval required before any work modification.
- In-person human subject research is suspended except for approved Critical and Time-Sensitive research with small groups (5 max), physical distancing, PPE, limited sharing of equipment, and sanitization provisions. Under these provisions, researchers will be required to have on hand enough disposable gloves, masks and other needed materials to allow for a change of these materials after each subject. Limit time on site to eight (8) hours.
- Prior to initiating in-person studies, a plan describing how physical-distancing will be maintained must be submitted to the Dean for review and approval prior to submission to irb@sjsu.edu for review and approval by the IRB process.
- Students must be advised to cease any in-person contact with study participants.

LIBRARY SERVICES

- **Spaces** – Library is closed. Physical exhibits and use of meeting rooms suspended. Digital exhibition offered.
- **Staff** – One-on-one consultations available via remote modality.
- **Sources** – Print collections unavailable. HathiTrust ETAS activated. eBooks acquired as requested.
- **Services** – ***Available:*** Data management plans consultation. Research impact. Institutional repository services, including faculty profiles and pre-/post-print deposit. ORCiD registration assistance. ***Unavailable:*** 3D printing. Virtual Reality (VR) Lab. CSU+/ILL of *physical* materials; ILL still processes article and book chapter requests.

TRAVEL

All activities must abide by ongoing CSU and SJSU travel restrictions – no domestic or international travel permitted. While the CSU Travel Ban may be lifted by the Chancellor's Office, SJSU travel restrictions will continue during this phase.

PREPARATIONS FOR PHASE 3

- RSCA Leaders planning to reinitiate projects for Phase 3 must submit a RSCA Project Plan form including a completed EH&S Checklist.
- Physical distancing, PPE, limited sharing of equipment, sanitization, and other recommended measures must be followed by all personnel.
- Acknowledgment forms will be required for project personnel to confirm their understanding and obligation to adhere to required health safety measures.
- Appropriate PPE and sanitization supplies must be available (ordered centrally) and provided to RSCA Leaders.

- Expand facilities-utilization plans to include ventilation requirements for collaborative artistic activities, including small ensemble rehearsals and performances for dance, theatre, and music.
- EH&S and facilities services must be prepared for additional on-site RSCA projects.
- RSCA spaces, core facilities, and RSCA service centers are staffed and ready to support additional RSCA projects.
- Clarify expectations regarding staff activities that support additional RSCA projects with Dean approval.

PHASE 3 – Moderate Density

California's Pandemic Roadmap: Stage 3 – Higher Risk Workplaces
California State University Guidelines: RSCA Considerations - Phase 4
Date: TBD (as per the Order of the Health Officer of the County of Santa Clara)

PUBLIC HEALTH CONDITIONS	SUMMARY & METRICS
Further relaxation of restrictions – standards for activity based on ability to social distance.	***Restart additional on-site RSCA projects that can be done within public health and safety requirements.***
• New cases of COVID-19 are low • COVID-19 testing is at maximum needed capacity • PPE availability normal • Shelter-in-place could be released with general restrictions • Childcare options available for parents	• All RSCA projects that can be done remotely should continue to be done remotely. • All on-site and field RSCA must be approved by the **Dean and VPRI**. • Additional RSCA projects are initiated with capacity limited to these maximal density guidelines: - Maintain 6 ft separation from others - 1 person/200 sq.ft. in rooms - 1 person in rooms <200 sq.ft. - Maximum Time on Site: 8 hours • Field RSCA permitted with physical distancing and prescribed vehicle occupancy limits • Vulnerable populations may continue to work remotely. • Continue to expand the number of people on campus while maintaining physical distancing, PPE, sanitization procedures, and limited sharing of equipment. • On site research activity could reach as high as 70-80% of normal, subject to overall building/campus capacity limitations. • The special research policy allowing for billing of non-work time applies during this phase through September 2021. • Plans for sudden return to Phase 1 in place.

IMPLEMENTATION

Access to all approved RSCA projects with required social and physical distancing, PPE, sanitization, and hygiene in place, as well as necessary EH&S and Facilities Services support:

- All RSCA done remotely except for **approved additional research** beyond Critical Research (see Phase 1 implementation) and Time-Sensitive Research (see Phase 2 implementation).
- General COVID-19 physical distancing and sanitization information training completed by project personnel.
- Deans will be able to expand office access to faculty for RSCA purposes if physical distancing, PPE, limited sharing of equipment, sanitization, and maximum occupancy per building and floors can be maintained. For office access authorization, follow and use department/college procedures; not RSCA Project Plans.
- Expanded on-site RSCA access with **Dean and VPRI approval** with priority continuing for **Time-Sensitive Research**
- In-person undergraduate RSCA projects permitted with Dean and VPRI approval.
- Subject to the ability of EH&S to ensure appropriate compliance, RSCA projects that generate large volumes of chemical, biological, radiation or other hazardous materials (i.e. requiring pickup or otherwise special handling) *may* be approved to restart during this phase. Labs that are approved to resume RSCA activities shall submit Biological Use Authorization (BUA documents) and Standard Operating Procedures (SOPs) in accordance with the guidance and deadlines set forth by the Institutional Biosafety Committee (IBC).

- **RSCA Volunteers**: Approved RSCA projects are no longer limited to SJSU, SJSURF, or SJSU Tower Foundation employees and registered students – RSCA volunteers are permitted, provided that:
- All RSCA volunteer engagements must follow all applicable CSU and SJSU policy, process, and guidelines pertaining to volunteer engagement, management, and information handling.
- All RSCA volunteers must:
  - acknowledge, agree to, sign, and follow the requirements and healthy behaviors outlined in the RSCA Volunteer / Human Subject Acknowledgement Form
  - complete the Self-Certification of Vaccination Status form required by Santa Clara County Public Health Office and submit a copy of the confirmation email message to the SJSU Principal Investigator or faculty member in charge. ***Note***: if not fully vaccinated, the County of Santa Clara requires that the form must be completed every fourteen days.
- RSCA Leaders are required to include a volunteer participation plan in their Project Plans and EH&S Checklist submitted for approval including number of volunteers, nature of work, and access schedule
- RSCA Leaders wishing to add RSCA volunteers to their previously approved Project Plans must submit a Project Plan change request with the volunteer participation plan for Dean and VPRI approval.
- A maximum of five (5) RSCA volunteers per project may be present on site at any given time.
- RSCA Leaders must maintain a list of all the names and contact information of active RSCA volunteers with specific campus access plans
- All RSCA volunteers must agree to submit to active COVID-19 testing with test & trace reporting, if available. Any positives agree to a full quarantine and full tracing of all close contacts
- Standard IRB compliance approval must be obtained if the RSCA volunteers are human research subjects
- RSCA volunteers shall not have access keys to campus buildings or spaces. RSCA Leaders shall coordinate access/entrance of RSCA volunteers into approved RSCA spaces as per the approved schedule
- Artistic activities that involve collaboration with a small number of students may be possible, including small ensemble rehearsals and performances for dance, theatre, and music. Facilities-utilization plans for this phase should include specific discussions of ventilation requirements for collaborative activities.
- Large live performances continue to be mainly for remote rather than in-person audiences (i.e., streaming online rather than in spaces that involve large audiences).
- Small-size movie productions involving SJSU resources or students may resume with Dean approval.
- To the extent possible, research group meetings should be held remotely. With Dean approval, small in-person research group meetings and gatherings (10 people max) may be held with appropriate physical distancing.
- EH&S Checklists and RSCA Project Plans (via Google Forms) continue to be required (see above phases). If you have questions, consult with EH&S before submitting your project plan.
- RSCA Leaders are required to complete the EH&S Checklist prior to developing project plans. If you have questions, consult with EH&S before submitting your plan.
- RSCA Leader must submit a RSCA Project Plan (via Google Forms) for personnel who will begin working on-site. The completed EH&S Checklist must be uploaded to the RSCA Project Plan form.
- RSCA Leader creates a calendar indicating when each of their personnel will be on-site, to ensure required physical distancing in all spaces, including public spaces and shared spaces. RSCA Leader will monitor their group calendar to ensure compliance by all of their personnel.
- Plans and calendars of RSCA Leaders must be approved by the college Dean and VPRI.
- For spaces not assigned to a single RSCA Leader, a shared personnel plan and calendar will be prepared by the person responsible for maintaining the space. The plan must be approved by the college Dean and VPRI.
- NOTE: RSCA projects that are operating remotely without the need for any campus access, field work, travel, in-person collaboration among individuals or with other organizations, or in-person engagement with human subjects are not required to submit RSCA Project Plans.
- Acknowledgment forms completed by project personnel to confirm their understanding and obligation to adhere to required health safety measures.
- Standard IRB, IACUC, IBC, and other compliance approvals shall be obtained for approved Project Plans.
- Safety officers/coordinators on site to address safety concerns.

- Coordinate with EH&S and Facilities Services for increased access to buildings, including public spaces (e.g. bathrooms, stairways, elevators, etc.).
- All projects should be prepared to rapidly ramp down if conditions demand an emergency pause or return to Phase 1.

REQUIRED CONDITIONS

1. DO NOT start research that requires PPE without **first ensuring/acquiring an adequate supply of PPE**. Start ordering PPE now through the designated SJSU central PPE purchasing process, if necessary, to have on hand for restart if current stock on hand is insufficient
2. General COVID-19 physical distancing and sanitization information training completed by project personnel.
3. Wear a **face mask at all times** while in shared labs/facilities.
4. Keep a **minimum 6 feet (1.8m)** distance between you and ANY colleague unless doing so creates a personal safety hazard **and** keep a **maximum of one (1) person/200 sq. ft. in rooms, and one (1) person in rooms <200 sq. ft.** Limit time on site to **eight (8) hours**.
5. All research personnel must agree to submit to **active COVID-19 testing with test & trace reporting**, if available. Any positives agree to a full quarantine and full tracing of all close contacts.
6. All research personnel must agree to test personal temperature every morning and **DO NOT come to campus with a 100.4°F (38°C) or above temperature** (no meds in past 24 hours) – Report any 100.4F (38°C) or above. Personnel who are feeling sick, coughing, running a fever, exhibiting COVID-19 symptoms, diagnosed with COVID-19, test positive for COVID-19, may not work on campus and must self-isolate for 10 days and report their condition through the case management portal.
7. **Sanitize workspace and equipment** including all work benches, door handles & lock keypads, keyboards/mice/desks for shared equipment, computers, telephones, printer, cameras, microscopes, control panels, etc. Discourage and limit the use of shared equipment.
8. Implement and maintain enhanced **standard laboratory safety measures** to assure safe operations in a reduced staff environment. Principal Investigators must discuss weekly enhanced safety with research staff.
9. **Implement a plan** that restricts the use of the facility to a limited number of individuals at any given time.
10. **Limit access of external personnel** (public) to the facility – access with PPE and physical distancing measures only.

FIELD RESEARCH

- Depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely and ability to social distance at field sites, field research may be expanded further with **Dean and VPRI approval** of Field Research Operation Plans.
- All activities must abide by ongoing CSU and SJSU travel restrictions. While the CSU Travel Ban may be lifted by the Chancellor's Office, SJSU travel restrictions may continue.
- Field Research Operation Plan must include:
  - List of all personnel, their contact information and an emergency contact.
  - Description of the research activities and the health safety precautions that will be undertaken.
  - Maximum vehicle occupancy allowance: automobile – two (2) people with masks and windows open; 21-foot outboard vessels or smaller – three (3) people; vessels larger than 21 feet – varies depending on the number of participants required for operational safety in accordance with local, state, and federal regulations, while maintaining a minimum separation of six (6) feet at all times.
  - RSCA Leaders of project plans previously approved under earlier phases of SJSU's RSCA Adapt Plan wishing to increase vehicle/boat capacity during Phase 3 operation up to the allowed maximum occupancy prescribed are ***not*** required to submit a Project Plan change request. Proceed with the change within the allowed Phase 3 occupancy limits during Phase 3 only.
- During field tasks, masks must be worn when conducting tasks that require interactions and the use of shared equipment must be limited. Sanitization protocol for equipment and tools should be followed.
- Research being conducted at non-SJSU sites must have written permission for the field work to proceed from those that control access to the field site.
- Permission from government funding agencies may be required to do the field work.

HUMAN SUBJECTS RESEARCH

- Researchers **must** switch to / continue with remote data collection or postpone their studies, regardless of their prior IRB approvals. IRB approval is required before any work modification.

- In-person human subject research limited to small groups (five (5) maximum on site at any given time) with physical distancing, PPE, limited sharing of equipment, and sanitization provisions. Under these provisions, researchers will be required to have on hand enough disposable gloves, masks and other needed materials to allow for a change of these materials after each subject. Limit time on site to eight (8) hours.
  a. RSCA Leaders are required to include Human Subject Participation Plan in their Project Plans and EH&S Checklist submitted for approval including number of volunteers, nature of work, and access schedule
  b. All RSCA volunteers must:
     i. acknowledge, agree to, sign, and follow the requirements and healthy behaviors outlined in the RSCA Volunteer / Human Subject Acknowledgement Form
     ii. complete the Self-Certification of Vaccination Status form required by Santa Clara County Public Health Office and submit a copy of the confirmation email message to the SJSU Principal Investigator or faculty member in charge. ***Note***: if not fully vaccinated, the County of Santa Clara requires that the form must be completed every fourteen days.
  c. RSCA Leaders wishing to add RSCA human subjects to their previously approved Project Plans must submit a Project Plan change request with the Human Subject Participation Plan for Dean and VPRI approval.
  d. A maximum of five (5) RSCA human subjects per project may be present on site at any given time.
  e. RSCA Leaders must maintain a list of all the names and contact information of active RSCA human subjects with specific campus access plans
  f. All active human subjects must agree to submit to active COVID-19 testing with test & trace reporting, if available. Any positives agree to a full quarantine and full tracing of all close contacts
  g. Standard IRB compliance approval must be obtained if the RSCA volunteers are human research subjects
  h. RSCA volunteers shall not have access keys to campus buildings or spaces. RSCA Leaders shall coordinate access/entrance of RSCA volunteers into approved RSCA spaces as per the approved schedule
- Prior to initiating in-person studies, a plan describing how physical-distancing will be maintained must be submitted to the Dean for review and approval prior to submission to irb@sjsu.edu for review and approval by the IRB process.

LIBRARY SERVICES

- **Spaces** – Limited library hours with some floors unavailable. Special Collections & University Archives is available to SJSU researchers via appointment only with PPE requirements. Library use is allowed to limited numbers of scholars to ensure appropriate social and physical distancing – must be authorized by the **Library Dean**. Physical exhibits are suspended. Digital exhibition offered if staffing and time permit. Use of meeting rooms suspended.
- **Staff** – Working remotely; limited to 1-2 people by function, as needed, with appropriate PPE. One-on-one consultations available via remote modality.
- **Sources** – Print collections are available to SJSU researchers by request (paging/holds by automated lockers) for items not available electronically. HathiTrust ETAS continues. eBooks acquired as requested. Library resumes acquisition of print materials.
- **Services** – ***Available:*** Data management plans consultation. Research impact. Institutional repository services, including faculty profiles and pre-/post-print deposit. ORCiD registration assistance. In accordance with staffing and available resources, and by appointment and with appropriate PPE, 3D Printing and VR Lab resume. Physical borrowing/lending - CSU+ and interlibrary loan resumes, subject to other libraries resuming physical lending.

TRAVEL

All activities must abide by ongoing CSU and SJSU travel restrictions, which may change throughout this phase. All essential RSCA travel requires presidential approval (obtained through this process) during the CSU travel ban through 05/31/2021. While the CSU Travel Ban may be lifted by the Chancellor's Office, SJSU travel restrictions may continue during this phase.

PREPARATIONS FOR PHASE 4

- Phase 4 plans should be coordinated with instructional plans for in-person activity in the same buildings.
- Begin identifying opportunities and target dates for reopening performance spaces, movie production activities, and relaxing access restrictions for other facilities.
- Begin planning for expanded field research.
- Begin planning for expanded in-person human subject research.

PHASE 4 – Return to Unrestricted Operations

California's Pandemic Roadmap: Stage 4 – End of Stay-at-Home Order
California State University Guidelines: RSCA Considerations - Phase 5
Effective Date: ***July 1, 2021*** *(in alignment with State of California guidelines)*

PUBLIC HEALTH CONDITIONS	SUMMARY & METRICS
Public health situation controlled – no or minimal state or local public health restrictions in effect.	***All research, creative activities, and community service projects allowed.***
• Vaccine widely available and used in combination with widespread testing and identification of new COVID-19 cases, with quarantining • Herd immunity becoming effective.	• On-site RSCA projects with appropriate compliance approvals may return to full engagement of personnel. • Vulnerable populations may return to campus following public health recommendations. • On site research activity at 85-100% of original capacity. • All active RSCA projects are subject to immediate shutdown and reverting to Phase 1 or moving to an intermediate phase with masks and reduced density at any point.

IMPLEMENTATION

Resume all unrestricted RSCA operations with the following protocol:

1. All RSCA projects may resume, including initiation of new projects, field research, IRB-approved human subject research, full library access, art exhibits, public performances, etc.
2. VPRI-Dean-EH&S approval of new or revised RSCA Project Plans is **no longer required under Phase 4**. Except in the case of travel (see Travel section below), RSCA leaders are no longer required to submit RSCA Project Plans or EH&S Checklists for approval. However, all **RSCA Leaders must**:
   a) maintain at all times current project personnel lists (including volunteers and human research subjects), and work schedules for all on-campus and field RSCA,
   b) Schedule/Update their project access name list and work schedule with their college through their respective college-defined process, and
   c) keep on file at all times current Project Personnel Acknowledgement forms from ***all*** project personnel and Volunteer / Human Subjects Acknowledgement forms from ***all*** on-campus project volunteers and human research subjects for all on-campus and field RSCA.
3. RSCA volunteers and human research subjects may resume unrestricted on-campus participation. All standard university policies and procedures regarding participation and campus access for non-SJSU-affiliates apply. All on-campus RSCA volunteers and human research subjects must acknowledge, agree to, sign, and follow the requirements and healthy behaviors outlined in the RSCA Volunteer / Human Subject Acknowledgement Form
4. Research Compliance:
   a) Labs shall must continue submit Biological Use Authorization (BUA documents) and Standard Operating Procedures (SOPs) in accordance with the guidance and deadlines set forth by the Institutional Biosafety Committee (IBC).
   b) RSCA Projects that include work involving human research subjects must continue to obtain Institutional Review Board (IRB) approval prior to starting the work.
   c) RSCA Projects that include work involving animal research subjects must continue to obtain Institutional Animal Care and Use Committee (IACUC) approval prior to starting the work.
5. In-person group meetings, discussions, seminars, performances, and other activities may resume.

REQUIRED CONDITIONS

1. Physical distancing is not required in RSCA spaces - RSCA spaces may operate at 100% capacity. Safety-mandated capacity limitations apply.

2. Unvaccinated RSCA project personnel must wear a **face mask at all times**. Fully vaccinated RSCA project personnel are not required to wear face masks. In all cases, everyone who chooses to wear a mask, whether fully vaccinated or not, must be treated with respect.
3. General COVID-19 sanitization information training completed by project personnel.
4. All research personnel must agree to test personal temperature every morning and **DO NOT come to campus with a 100.4°F (38°C) or above temperature** (no meds in past 24 hours) – Report any 100.4F (38°C) or above. Personnel who are feeling sick, coughing, running a fever, exhibiting COVID-19 symptoms, diagnosed with COVID-19, test positive for COVID-19, may not work on campus and must self-isolate for 10 days and report their condition through the case management portal.
5. **Sanitize workspace and equipment** including all work benches, door handles & lock keypads, keyboards/mice/desks for shared equipment, computers, telephones, printer, cameras, microscopes, control panels, etc. Discourage and limit the use of shared equipment.

FIELD RESEARCH

1. Physical distancing is not required in field research – vehicles and boats may operate at 100% capacity. Safety-mandated capacity limitations apply.
2. During field tasks, masks must be worn by unvaccinated project personnel when conducting tasks that require interactions. Use of shared equipment must be limited. Sanitization protocol for equipment and tools should be followed.
3. All activities must follow the guidelines outlined in the California Department of Public Health advisory, where applicable. Field research conducted at partner institutions may be subject to different physical distancing and face mask mandates, as determined by the host institution.
4. Research being conducted at non-SJSU sites that have restricted operations must have written permission for the field work to proceed from those that control access to the field site.
5. Permission from government funding agencies may be required to do the field work.

HUMAN SUBJECTS RESEARCH

Resume all unrestricted human subjects research operation with appropriate Institutional Review Board (IRB) approval prior to starting the work.

LIBRARY SERVICES (effective August 2, 2021)

- **Spaces** – Pre-COVID-19 building hours. Special Collections & University Archives resume public hours. Physical exhibits resume. Digital exhibition offered if staffing and time permit. Meeting rooms are available for events.
- **Staff** – Staffing will be informed by best practices, bargaining agreements, and operational needs.
- **Sources** – Print collections are available. Library resumes acquisition of all format types.
- **Services** – All services resume, but there may be a wider portfolio of digital and asynchronous services.

TRAVEL

VPRI approval of RSCA travel is not required in Phase 4. Follow standard SJSU and/or SJSU Research Foundation travel authorization process.