



Guidelines for Research- and Teaching-Related Campus Building Usage during COVID 19

These guidelines remain in place through December 31, 2020 and will be superseded in Spring 2021.

1. Overview

In keeping with the Governor Newsome's stay at home order to reduce the potential for COVID-19 transmission, CSU Chico is severely restricting access to and use of campus buildings and facilities for a limited number of essential research- and teaching-related activities. In all cases involving Academic Affairs faculty or staff, personnel must have prior approval from their college dean, must maintain social distancing, and must disinfect surfaces prior to and following each permitted activity. Each dean shall maintain a list of permitted individuals, specifying parameters for entry including frequency, duration, and activity.

All travel currently requires presidential approval. Stateside employees should request approval for such travel through their dean or other appropriate administrator, even when traveling with funds managed by Chico State Enterprises (CSE). CSE employees should seek approval through CEO Mary Sidney; center, institute, and other complementary unit-affiliated CSE personnel should make the request to CEO Sidney through their director, who should notify the relevant dean or appropriate administrator about the request.

2. Research

Research- during this time will be limited to critical experiments or activities where suspension of research would cause irreparable harm to the project. These include four areas: agriculture-related research, viability of living materials, sensitive instrumentation, and seasonal/time critical research. Non-critical research should either be done remotely or deferred until shelter-in-place measures change. Use of equipment, instruments, computers, offices, or other facilities other than those specified below will not be permitted.

Agriculture-related Research

Agriculture-related research involving laboratory facilities will follow the guidelines described in *Viability of living materials, Sensitive instrumentation, and Seasonal research*. Field (outdoor) research that involves seasonal collection and analysis that will result in loss of continuous data may be permitted. Researchers in this category must submit a plan to their college dean specifying the nature and purpose of the research including the implications of missing data over a period of time. Once the dean has approved an activity, the project leader of the field research shall provide a daily activity report specifying personnel, locations, actions, and timing of all work. No report is required on days with no activity. Field research requires strict social distancing and limiting the number of people involved. Staggered schedules and wipe-downs of touchpoints shall occur at the beginning and end of each shift. If farm equipment is utilized, it must be properly cleaned and maintained following use using an approved protocol. Social distancing while traveling to field sites is required, which precludes carpooling.

Viability of Living Materials

Labs or facilities that have living tissues, cells, or organisms that will be lost or harmed if not maintained may be permitted to continue. In these cases, personnel will only be allowed on campus for the purpose of maintaining those tissues, cells, or organisms, not to advance research. Only those activities that cannot be performed elsewhere may be permitted during campus visits. Each laboratory may have a

lead and two backups; only one individual may visit the lab at a given time. Backups may include students. A laboratory lead may submit a plan to their college dean specifying the nature and purpose of campus activity, frequency and duration of facility use, and an explanation of how time in the lab will be minimized. Once the dean has approved an activity, the leader of the lab shall provide a daily activity report specifying personnel, locations, actions, and timing of all on-campus work. No report is required on days with no activity. Examples of covered activities include maintaining rodents, pigeons, plants, and cell lines.

Sensitive Instrumentation

In cases of instruments that may be damaged without routine maintenance, the associate dean/department chair may submit a maintenance plan to the dean specifying the nature and purpose of campus activity, frequency and duration, and an explanation of how activities will be minimized. The associate dean/department chair should identify a lead and up to two backups. Once the dean has approved an activity, the department chair shall provide a daily activity report specifying personnel, locations, actions, and timing of all on-campus work. No report is required on days with no activity. Examples of relevant instruments include freezers, refrigerators, and NMRs.

Seasonal Research

Research that involves seasonal or time-critical collection and analysis that will result in loss of continuous data or whose suspension would do irreparably harm to long-term or multi-year studies may be permitted subject to approval. Researchers in this category may submit a plan to their college dean specifying the nature and purpose of the research including the implications of missing data over a period of time. The request should specify frequency and duration of facility use, and explain how such use will be minimized. Only those activities that cannot be performed elsewhere may be permitted on campus (e.g. running samples on equipment only available on campus may be allowed; analysis of those data should be done through telecommuting).

Once the dean has approved an activity, the leader of the lab shall provide a daily activity report specifying personnel, locations, actions, and timing of all on-campus work and/or travel. No report is required on days with no activity.

Big Chico Creek Ecological Reserve (BCCER)

BCCER Ecological Field Crews are currently considered essential employees and part of the Essential Critical Infrastructure Workforce [*Mary will get link from Eli for the designation*] on projects related to fire fuel reduction as it directly protects timber resources and municipal water sources. BCCER field crews will adhere to BCCER COVID-19 safety protocols in carrying out this work.

Human Subjects and Animal Subjects Research Activities

Both the Human Subjects in Research Committee (HSRC) and Institutional Animal Care and Use Committee (IACUC) have shifted to remote operations. The HSRC and IACUC continue to monitor announcements from federal agencies and provide updated guidance as the public health threat of COVID-19 evolves.

Human Subject Research

Research involving face-to-face interactions with members of the community or Chico State students, staff or faculty as participants is suspended. Online studies and those involving methods other than face-to-face interaction may continue as planned.

When possible, researchers are encouraged to seek alternate methods of data collection (e.g., online interviews). If study teams can work remotely, they are encouraged to do so. In all cases, researchers should consider the potential impact of the COVID-19 situation on their research, abide by guidance from public health agencies, and use their best judgment. If necessary, researchers with active HSRC protocols should submit amendments or extension requests to irb@csuchico.edu. The HSRC will give priority review to urgent modifications intended to protect the safety and welfare of participants. If you have questions about your research, please contact the HSRC office at irb@csuchico.edu.

Animal Subjects Research

Researchers who are actively conducting studies involving vertebrate animals on campus should work with their Associate Dean/Department Chair to ensure animal facilities are maintained at a level to ensure animal welfare. Plans should consider appropriate staffing levels, cross-training to cover critical operations, and adequate inventories of essential supplies (e.g., feed, bedding, personal protective equipment, cage wash supplies). In the event that campus facilities are closed, researchers will be expected to enact plans that ensure the continued care and safety of animal subjects.

If necessary, researchers with active IACUC protocols should submit amendment or extension requests to iacuc@csuchico.edu. The IACUC will give priority review to urgent modifications intended to protect the safety and welfare of animal subjects. If you have questions about your research, please contact the IACUC office at iacuc@csuchico.edu.

3. Teaching

Faculty are not currently permitted to use their offices or other on-campus facilities for teaching. Faculty who want to remove materials from their offices or elsewhere on campus must make a request to the dean through their chair that indicates the time and purpose. Only those visits approved by the dean are permitted. This will be revisited as COVID conditions change.

4. Other

Deans may grant short-term access to campus buildings for faculty and staff to retrieve materials from offices, classrooms, labs, etc. Such permissions will be one time, and should not include any activity that cannot be done elsewhere (i.e. no email, analysis, reading, etc.)



Debra S. Larson
Provost and Vice President for Academic Affairs

April 17, 2020

Date