**College of Education Research *(and Grant Funded Projects)* Restart Guidelines**

The purpose of these guidelines is to provide a 3-part framework for restarting your project work in a manner that complies with overall UArizona guidelines in addition to the requirements of the College of Education.

Part 1: The approvals process for restarting a project and the considerations and documentation needed to complete that process.

*An important point of clarity for the first step: if your project will be continuing 100% remotely, you do not need to complete an RII Research Restart Checklist.*

Part 2: Guidance on setting up proper lab/field-site protocols unique to your project.

Part 3: Guidance on protocols necessary to prevent the spread of COVID-19 in restarted project settings.

If you have any question about the guidance or requirements outlined in this document please reach out to Sara Chavarria, Zach Sbragia, or your GMT portfolio coordinator.

**Clarification of terminology:**

* We define **funded** as all ‘externally funded projects’ (NSF, DOE, foundations, etc.) whether research or programmatic in nature.
* We define **research** as all research projects, whether funded or unfunded, being conducted by faculty, staff, or students.
* We define **field work** as any scenario in which our researchers are at an agency/organization or school site.
* We define **labs** as any project designated shared work space in which research activities are taking place per funded projects and in which staff, researchers, and students work on said project. This does not include offices.

**Recommendations for Graduate Students:**

* Review the guidelines with your faculty advisor.
* Work with your faculty advisor in order to fill out the Checklist.
* Forms:
	+ **COVID 19 Workplace Risk Management Protocols for Credit-bearing Experiential Learning Activities** form

Or the

* + **UA Assumption of Risk and Release Agreement** form**:** For a copy of this form, please contact Sara Chavarria. (unique situations)

**Part 1-College of Education Re-Entry Considerations**

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| **Procedure** | **Description** |
| **1.1** | **Fill out re-entry checklist for** **all rese****arch or funded projects.**Phase 1: Situation unknown and changing – essential research onlyPhase 2: Essential research only – waivers issued for loss of catastrophic data research; all digital research possiblePhase 3: Deadline-driven research activities opened. Partner agencies begin to open. Field research: expand approvals depending on what current restrictions are in the counties where field research is to be conducted. Definition of “essential” relaxed to include time-sensitive research including research with grant-funded deadlines and longer-term projects with short term deadlines and milestones, and some face-to-face research. Phase 4: Must maintain distancing, not exceed the max occupancy per building and require the use of symptom query and Bluetooth contact tracing apps. Field Research - expand on a case-by-case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely, and ability to physically distance at field sites). Plans for sudden return to Phase 1, 2, or 3 are in placePhase 5: Access to offices allowed generally, with attention to cleaning and distancing. Access to libraries, collections, studio spaces, performance spaces, and labs with distancing and the disinfection of materials. Field Research - further expand on case-by-case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely and ability to physically distance at field sites) Little restrictions. Distance protocols loosened.Phase 6: pre-COVID-19 scenario- no restrictions. Normal.**Logistics:**Step 1: RII Research Checklist found at: <https://research.arizona.edu/covid19/research-restart>To prepare for filling out checklist: please use word version as a practice. In addition, before the Research Dean can approve the digital checklist for lab or field research activity:-Each PI must fill out the COE Research Restart Plan (form) outlining their safety plan. -Each member of the team must file a COE Research Restart Agreement form after reading the COE Research Restart Plan. |
| **1.2** | **Identify if your research/project is fully digital.**Determine technology needs for faculty, staff, UArizona students and participants.**Logistics:**Determine current state of technology for all users.Supply computers and other needed technology for any project member needing assistance. |
| **1.3** | Graduate Student and Research: **schedule a review with your faculty advisor to go over these research restart protocols**Faculty advisor or graduate student schedule meeting to think through filling out the checklist. If project is fully online, graduate student can follow *Procedure 1.2* guidance.1-Need to make sure that if going digital/remote, that avenue be fully explored and research adapted to this approach.2-Need to make sure graduate students in high risk categories have remote project options.3-Need to make sure graduate students that do not feel safe have remote project options.4-Need to make sure graduate students are not feeling pressure to do this in order to get their degrees and therefore explore other approaches.5-If going into field contexts, please follow *Procedure 1.5* guidance and MINIMIZE CONTACT AND REDUCE OVERCROWDING and MINIMIZETRANSMISSION sections of this guidance.**Logistics:**Meet with faculty advisor to go through checklist items before filing. See other categories specific to research scenario for guidance.Students will have access to the **Recommended COVID-19 Workplace Risk Management Protocols for Credit-bearing Experiential Learning Activities** form OR to the **UA Assumption of Risk and Release Agreement** form to review, be informed of risks, and submit - in order to conduct their work. This process will allow students to consider an alternative plan, if the risks are too high. |
| **1.4** | **Identify if your research/project takes place in a research lab.**Determine protocols and guidance for working in your research lab.**Logistics:**1: Set up lab schedules/shifts for who has access and when. Determine lab protocols for safety (physical distancing, PPE, sanitizing, etc). 2: Set up individual clipboards (visible on wall) that each member can check in/out to keep track of who was in when. 3: Post safety protocols visibly inside lab. 4: Post occupancy information on outer side of door. |
| **1.5** | **Identify if your research/project takes place at a field site (ex: classrooms, public rooms, agencies)**Determine protocols and guidance for working in the field or field spaces. -Paperwork to gain access to the classroom/space during COVID-19 scenario.-Determine what materials you will need to be hosted by the partner organization/agency (PPE, cleaning materials, designated spot to work from – taped off)**Phase 3:** Field research- expand approvals depending on what current restrictions are in the counties where field research is to be conducted.**Phase 4:** Field Research - expand on a case-by-case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely, and ability to physically distance at field sites).**Phase 5:** Field Research - further expand on case-by-case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely, and ability to physically distance at field sites)**Logistics:**Determine partner institution guidelines for being on their premises and in their spaces.Confirm you are invited to be on their premises. |
| **1.6** | **Identify your field site (partner organization/agency) COVID-19 protocols.**Collect field site protocols and guidance to share with research team.-Determine what needs to be filed to access field site.-Determine non-negotiables for UArizona-Determine non-negotiables for partner organization/agency.-Identify how to find middle shared ground. -Identify designated areas (taped or plexiglass shield)**Phase 3:** Some partner agencies open.**Phase 4:** Schools re-open. More partner agencies open.**Phase 5:** Most agencies open**Logistics:**-Work with field site agency/organization administrator to determine access to field site.-File necessary paperwork to be on field site. |
| **1.7** | **IRB protocols**If changes to your methodology are made, you will need to file an amendment with IRB.-Work with College of Education IRB liaison (Anna Bounds) |

**Part 2-SETTING UP LAB/FIELD SAFETY PROTOCOLS**

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| **Procedure** | **Description** |
| **1.1** | **Ensure sufficient physical distancing within the research lab**Determine the number of team members in a research lab at a given time. Seating can be reconfigured to identify designated individual spaces to ensure more appropriate distancing.**Logistics:**1-Updated room capacities should be posted outside the lab. 2-Once room capacity is set, each room should be configured in a manner that preserves the 6 ft of separation between individuals. Configurations will be devised in accordance with SWERT C.I.3-Tape off areas that are off-limits. Or tape-in designated desk/chair spaces. |
| **1.2** | **Ensure safe physical distancing within field environments such as K12 classrooms, clinics, public spaces.**Determine the what you need to be wearing while in a field setting, where you will be located at your research site, and how you will protect yourself and participants you come in close contact with.**Logistics:**1-Determine what are your entry and exit safety practices when conducting fieldwork in other locations.2-Ensure you have sufficient PPE supplies as dictated by partner site.3-Come prepared with PPE supplies4-Designated location at field site that you will occupy & clean and disinfect upon arrival and departure. 5-Follow host location physical distancing protocols. * Need to determine if protocol is safe enough
* Need to work with host on protocols in which UArizona individuals feel safe
* Students will have access to an **COVID 19 Workplace Risk Management Protocols for Credit-bearing Experiential Learning Activities** form
* or to the **UA Assumption of Risk and Release** **Agreement** form to review, be informed of risks, and submit - in order to conduct their work. This process will allow students to consider an alternative plan, if the risks are too high.

6-Establish work shifts if necessary.7-Determine what you will do when exiting a field site and entering your own vehicle/home/office/lab (such as wearing a covering (lab coat) that you can remove upon exiting the field location). 8-Consider PPE guidance includes what/how/when to remove and reuse or dispose of it and the potential other sanitizing measures that should take place. |
| **1.3** | **Transportation to and from field site.**Arrange to drive individually to field sites.Phase 4: Travel restrictions, ability to travel safelyPhase 5: Travel restrictions, ability to travel safely**Logistics:**1-Determine if more than one person needs to travel to the field site the same day and time.2-Arrange for separate transport vehicles3- If a researcher does not have transport vehicle, use an iPad or iPad bot for that second researcher to be at site.4- If needing to transport participants, determine how they will get to site. If cannot avoid being in same vehicle, consider re-designing your activity.5- Consider PPE guidance includes what/how/when to remove and reuse or dispose of it and the potential other sanitizing measures that should take place. |
| **1.4** | **Ensure students, faculty, staff, and partners have means to report incidents of non-compliance activity.**Contact S. Chavarria, Z. Sbragia, or your Dept Head and share concerns. |

**Part 3-GUIDANCE TO MINIMIZE SPREAD OF COVID-19**

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| **Procedure** | **Description** |
| **3.1** | **Clean and disinfect labs and field work sites daily or as visited.**Ensure that each lab/work space is cleaned and disinfected each day or as needed per change in occupancy.**Logistics:**Custodial staff will clean and disinfect each lab daily. You must request cleaning supplies from CoEd building manager (Michelle Tellez). You will be asked to cover some costs. |
| **3.2** | **All research team members will take** **training on safety best practices and effective use of PPE for research and funded projects.**Provide easy access to training videos.**Logistics:**1-Complete UArizona [COVID-19 Return to Work Safety Training](https://learning.uaccess.arizona.edu/psp/uazelprd/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_LEARNING_ITEMS.GBL?LM_CI_ID=1669&LM_ACT_ID=0)2-All research/project team members must take trainings. 3-As new team member enters project, they must take training.4-PI will keep record of completed trainings |
| **3.3** | **Research and funded project team use personal protective equipment (PPE) and abide by personal safety best practices.**Ensure the best possible safety for team members by reducing the transmission of Covid-19. Research members *must* wear facemasks while indoors and stand 6 ft apart, disinfect their own seat and desk upon entering a lab or field site, and abide by personal safety best practices.**Logistics:**1-The University of Arizona has provided each student, staff, faculty with 2 U of A branded facemasks.2-Research Team members are to wear facemasks in shared spaces and when space does not allow for appropriate physical distancing, unless unable due to health reasons. 3-Research team members are to wear facemasks while in field sites with other individuals, unless unable due to health reasons.4-Team members may determine to utilize face shields (or full body shields) and/or for field work.5-Personal Safety best practices such as avoiding coming into lab or field site if symptomatic, disinfecting work spaces, proper hand hygiene, avoiding congregating unnecessarily are practiced.6-Consider PPE guidance to include what/how/when to remove and reuse or dispose of it and the potential other sanitizing measures that should take place. |