CON COVID: General Guidelines for Research Ramp Up

The University is allowing research to ramp up on campus in the next few weeks. In order to do this in a safe manner during the COVID-19 pandemic, we are providing the following guidelines. It is important that we proceed with care. *If you and your research team can successfully carry out your research from a distance, then continue to do that.* If you need to be on site, at the CON or another site, remember that the vast majority of issues related to mitigating the risk of COVID-19 in the workplace can be solved by wearing appropriate protective equipment (PE) such as a face shield/mask and gloves if needed, washing your hands frequently, and maintaining social distance when possible. We are working with the larger University to ensure that everyone in our building is adhering to the same standards for personal protective equipment. This is a work in progress. The following guidelines have been developed and approved by the OVPR for the CON to reinitiate research projects in the College of Nursing building.

If you have questions, please contact Ann Marie McCarthy (ann-mccarthy@uiowa.edu) or Linda Hand (linda-hand@uiowa.edu).

Safety Measures

1. Entrance to the CON building will be through the main door only; exit will be possible through the side doors and the lower level doors as well as the front door.
2. A cleaning station will be available at the main entrances to sanitize hands and to remind people that they must wear a face mask or shield in the common areas of the building.
3. All individuals should wear a face mask or shield when interacting with others. We are in the process of obtaining shields and masks for all faculty and staff and masks for students. Plan to wear a face mask or shield when in the CON and others are present. This includes in the halls, common areas, classrooms. When in your office with no one else present you may remove your mask or shield.
4. Wearing and cleaning face shields includes:
   - To remove: remove gloves, wash hands, remove face shield-do not touch front: grab the face shield from the top or the bands on the side and lift it off the head, place on horizontal surface, wash hands.
   - To decontaminate re-usable face shield: wear gloves, carefully wipe the inside, followed by the outside of the face shield using an approved cleaner/disinfectant, inspect for damage; if damaged dispose, fully air dry, remove gloves and wash hands, place in clean location, wash hands.
   - We are working to obtain cleaning stations for face shields that will be available in the CON.
   - It is recommended that you keep your face shield in the CON for use in the CON and use face mask when you enter and leave the CON.
5. Maintain 6 feet social distance from others as much as possible. In order to maintain appropriate social distance, please keep density low and use non-overlapping hours to allow researchers access to spaces when others are not present. In general, it is 1 office =
1 person, 1 cubicle = 1 person.

6. The elevator is limited to two people at one time. If there are already two people in the elevator, wait to use the elevator until it returns so the two-person limit can be maintained. Watch for signs on the elevator and indicators on the floor for where to stand while waiting for the elevator and when inside the elevator.

7. Stairs may be used for going either up or down at this time. Maintain safe distances. However, stairs will likely become one-way, either up or down, in the future. Watch for signs indicating which way traffic is allowed on each stairway.

8. Mail may be picked up as usual. Wash hands after obtaining mail.

9. Wash hands frequently with soap and water or hand sanitizer (remember 20 sec duration). Hand sanitizer will be available in the lobby, classrooms and other sites in the building.

10. If you use common areas, please wipe them down when you enter and leave those areas with Clorox Wipes or appropriate disinfectant spray that will be available.

11. In your office, do not share equipment such as headphones. Label equipment such as headphones with your name. Wipe down surface areas, computer keyboards, and other equipment daily or as needed.

12. In general, use precautions when entering CON restrooms and other common areas. Wash your hands upon entering and leaving these areas.

13. Appropriate PE is critical and will be distributed to CON research faculty and staff. Faculty and staff will be notified when and where they may obtain their PE when it is available.

14. If cleaning supplies are not available or low, please contact Jill Hartz (319-335-9654; jill-hartz@uiowa.edu)

Symptom Management

1. **Individuals SHOULD NOT go to work if experiencing any COVID-19 symptoms**
   No one should come to work if they are beginning to experience any of the following symptoms:
   - Fever (temperature >= 37.8 deg C (100.0 deg F))
   - Cough
   - Shortness of breath
   - Difficulty breathing
   - Muscle pain
   - Headache
   - Sore throat
   - Loss of taste or smell
   - Chills

2. All personnel should follow the current rules from the Iowa Department of Public Health. As of 5/4/20, individuals experiencing COVID-19 symptoms must stay home, contact their healthcare provider, and self-isolate for a minimum of 10 days and at least 72 hours of being free of fever without the aid of any fever-reducing medication, provided that other symptoms have also improved. Individuals who live with someone who has COVID-19 symptoms or tested positive for COVID-19 should self-isolate at home for 14 days (https://idph.iowa.gov/Portals/1/userfiles/7/3_18_20%20Self%20Isolation%20Guidance%20for%20Iowans.pdf).

3. **If you come to work and start showing any possible symptoms of illness, you must leave** and inform the appropriate individual. Faculty should notify their Program Director or Associate Dean and HR, Debra McFall Wallerich. Research staff should notify your PI and
the ONRS. Develop a personal transportation plan that minimizes proximity to other people.

4. If you are suspected of having COVID-19 or have a confirmed case of COVID-19, notify the appropriate Program Director, Associate Dean, or PI who will work with HR, Debra McFall Wallerich, to follow the COVID-19 self-reporting protocol to ensure appropriate notification to fellow employees and to request a cleaning as needed. In addition, resources are available for self-reporting on the UI Campus Coronavirus Updates page under Faculty or Staff.

Research Project Specific Plans

1. For projects that can be carried out remotely, PI’s and team members may carry out the needed activities remotely. This will include on-line surveys as well as data management, analysis, and manuscript development. Distance work is still strongly encouraged.

2. Each PI and research team should develop their own plan for ramping up their research projects and returning to the CON and other sites. Each PI will need to submit a Back to Research Plan via a REDCap Survey (click to start survey). Areas that need to be considered by each team include:
   a. If you carry out some of your research in a site other than the CON building (e.g. UIHC, CCOM lab, VA, etc), you need to follow the COVID-19 guidelines for that site and maintain a copy of that site’s guidelines.
   b. If you carry out some of your research in the CON’s 2nd floor suite, 2nd floor processing lab suite (203B CNB), interview room (203C CNB) or the CON Research Computer Lab (319 CNB), you will need to follow the CON COVID Guidelines for CON Research Spaces.
   c. Develop a safety plan for your team that includes use of face shields or masks, social distancing and hand cleaning
   d. Develop plans for team communication and meetings.

3. Once you have completed the Back to Research Plan via the REDCap Survey, it will be reviewed by the Associate Dean for Research, and approval to resume activities provided.

*Please note that there will be frequent updates to this document