

## Instructions

- Using the template provided on the following pages, research faculty and all other principal investigators (PIs) must develop and have approved a **Research Resumption Plan (RRP)** for their research activities at all onsite research locations. Prior to completing the RRP, please read the [Research Resumption Requirements](#). Your RRP must follow all applicable **Research Resumption Requirements** in response to the questions specific to your space and research needs, while including appropriate measures to protect the health and safety of your research personnel.

**Who approves my RRP?** Each RRP must be approved by the individual who has authority over the space in which the PI is operating. Typically, this is the PI's department head or center director, but it may also be an associate dean for research, dean, or vice president, depending on the unit.

**What onsite locations are included?** Onsite locations include all UGA facilities at any location and all third-party locations, field sites, agricultural farms, and other outdoor spaces utilized for research activities. You can [find the dimensions of your UGA indoor space](#) by building number by selecting "PDF Drawings" and logging into the Facilities Management Division (FMD) Facilities Inventory Access website. [A list of building numbers](#) is available on the Office of University Architects for Facilities Planning website.

**What onsite locations are not included?** An RRP is not required for common building areas, such as conference rooms, restrooms, or corridors, unless they are part of assigned research space.

**Who must develop an RRP?** The PI who supervises the use of an onsite location for research activities (through formal assignment or customary practice) is responsible for developing the associated RRP. PIs who share research space (e.g. open plan labs) should ensure that their respective RRP's are complementary. For common research spaces (e.g. environmental chambers, equipment rooms, thoroughfares in open labs, and conference rooms), the RRP approver (department head, center director, etc.) must ensure that an RRP is prepared.

**Who is not required to develop an RRP?** Research service facilities (e.g. core facilities, animal facilities, plant growth facilities, etc.) are not required to use this RRP form but must develop their own guidelines approved by the unit to which they report.

**Is PPE required?** PPE requirements issued by the State of Georgia, USG, or UGA must be followed at all times, and all personnel are strongly encouraged to wear face masks in their research activities where practical.

**What are the safety requirements for traveling in a UGA vehicle?** UGA vehicles are limited to two simultaneous occupants for Phases 1 and 2 of reopening. If two occupants are in a vehicle, then both are strongly encouraged to wear a face covering or mask.

- Research personnel may not engage in onsite research activities until an applicable RRP for those locations and activities is approved.

**When should I modify an approved RRP?** PIs may continue to work under an approved RRP from a previous phase so long as it continues to address your activities and applicable Research Resumption Requirements. PIs wishing to add additional personnel or make other adjustments in later phases should revise their previously approved RRP and submit it for approval.

### Instructions continued

- Our aim is to keep all research personnel as safe as possible in their workplace research environments. By the RRP process, we are asking PIs, in partnership with their research personnel, to work together to conduct research safely. In addition to following approved RRP, all research personnel must stay up-to-date on all required training modules, including new modules related to COVID-19 as they become available. Timely communications will alert PIs to new safety or training materials.
- Once approved, a copy of this RRP should be shared with all research personnel operating under it. PIs should discuss RRP with their team members. A copy of the approved RRP should be placed in a notebook at each onsite location to which it applies (where possible) and personnel are encouraged to review it.
- The RRP template and associated guidance will be adjusted as circumstances change and new information becomes available, and we will share updates through the Office of Research website, email, and newsletters. We appreciate your patience and dedication to the health and safety of our research personnel.
- Please direct any questions to your RRP approver.
- For additional guidance, please refer to the [UGA Guide to Return to Campus](#).

Your RRP must follow all of the **Research Resumption Requirements** and answer all of the following questions specific to your space and research needs, while including appropriate measures to protect the health of your research personnel. Use the Continuation Pages at the end of this form as needed to give complete responses to any questions.

**1. Faculty Member/Principal Investigator.**

Name

Department/Unit  College/School/VP Office

Date Submitted  Submitted for:  Phase 1  Phase 2  Phase 3

**2. Space.** List each contiguous space to be utilized by your research group (including all office, lab, off-campus, outside, and shared/department/common spaces), along with the square footage and maximum number of individuals allowed in such space.

Phase 1: Occupancy in indoor onsite locations must be limited to one individual for spaces of less than 500 sq ft, and for larger spaces, to no more than one individual (including human subjects, if applicable) per 250 sq ft at any one time. Personnel working outside of office/laboratory space, including outdoors, or traveling to remote sites, must adhere to applicable social distancing requirements for those locations.

Phase 2: Occupancy in indoor onsite locations must be limited to one individual for spaces of less than 400 sq ft, and for larger spaces, to no more than one individual (including human subjects, if applicable) per 200 sq ft at any one time. Personnel working outside of office/laboratory space, including outdoors, or traveling to remote sites, must adhere to applicable social distancing requirements for those locations.

Phase 3: All or most research personnel are anticipated to return to onsite work. Occupancy must meet applicable social distancing and other health directives announced by the State of Georgia, USG, or UGA.

UGA Indoor Spaces

UGA Campus Location	Building Name & Room No.	Type of Space (office; lab; etc.)	Contiguous Square Footage	Maximum No. of Individuals Allowed

Non-UGA Indoor Spaces

Location (address or other description)	Building Name & Room No.	Type of Space	Contiguous Square Footage	Maximum No. of Individuals Allowed
		(office; school; human subject participant homes; etc.)		

Outdoor Spaces

Location	Name of Space	Type of Space	Maximum No. of Individuals Allowed
		(open field; forested area; parking lot; etc.)	

**3. Space Utilization Safety Measures. Please answer all of the following questions for each space identified in #2 above. Please address requirements for operating safely in the context of COVID-19. You may include either separate responses for each question or a narrative as long as all questions are addressed for each space. Use Continuation Pages as needed.**

a. How will you schedule occupancy for each space (e.g. shifts) while adhering to applicable COVID-19 related measures?

b. Are there any special circumstances in which it will be challenging to maintain social distancing requirements (e.g. new personnel training, hood use)? If so, how will you manage them?

c. How will you manage high-traffic and high-touch areas in your research space, such as frequently used workstations and equipment, in order to help assure physical social distance, proper sanitization, and other safety compliance?

**4. Research Personnel.** Name all individuals on your research team who will be assigned onsite activities.

All group members must meet (virtually, by telephone, or otherwise as necessary to maintain applicable social distancing and other health and safety requirements) to review the approved RRP prior to coming on campus. Each individual **MUST** complete applicable and available UGA COVID-19 Safety Modules before returning to onsite work per this RRP and **MUST** also complete additional safety modules promptly as they may become available after onsite work has begun.

a. Name	<input type="text"/>	Position	<input type="text"/>
b. Name	<input type="text"/>	Position	<input type="text"/>
c. Name	<input type="text"/>	Position	<input type="text"/>
d. Name	<input type="text"/>	Position	<input type="text"/>
e. Name	<input type="text"/>	Position	<input type="text"/>
f. Name	<input type="text"/>	Position	<input type="text"/>
g. Name	<input type="text"/>	Position	<input type="text"/>

**5. Protecting Undergraduates (Phase 3 only; no undergraduate onsite research for credit is permitted during Phases 1 & 2).** The specific participation of undergraduates in for-credit work must be approved. List the names of any such undergraduate students. Note that undergraduate students must be familiar with this Research Resumption Plan and how to carry out all safety protocols within it. For each, indicate if this is a new or continuing student in your group. If a new student, please pay special attention to safety training.

a. Name	<input type="text"/>	<input type="checkbox"/> New	<input type="checkbox"/> Continuing
b. Name	<input type="text"/>	<input type="checkbox"/> New	<input type="checkbox"/> Continuing
c. Name	<input type="text"/>	<input type="checkbox"/> New	<input type="checkbox"/> Continuing
d. Name	<input type="text"/>	<input type="checkbox"/> New	<input type="checkbox"/> Continuing
e. Name	<input type="text"/>	<input type="checkbox"/> New	<input type="checkbox"/> Continuing

**6. Travel.** If travel is essential to access research spaces or locations, include the travel destination, why it is essential, and indicate what measures are in place to assure applicable social distance and other safety requirements during travel.

**7. Protecting Human Research Participants.** If onsite activities include work under an IRB-approved protocol involving human subject research, refer to guidance from the [UGA Human Subjects Office](#). Describe strategies that will be employed to ensure that study participants are not COVID-19-positive (unless a study requirement) and that appropriate safety and sanitation protocols are followed. If applicable, how will the safety of research personnel be maintained if studies include COVID-19-positive patients?

**Submitted by Faculty Member/Principal Investigator**

Name

Signature

Date

**Approved by Immediate Supervisor**

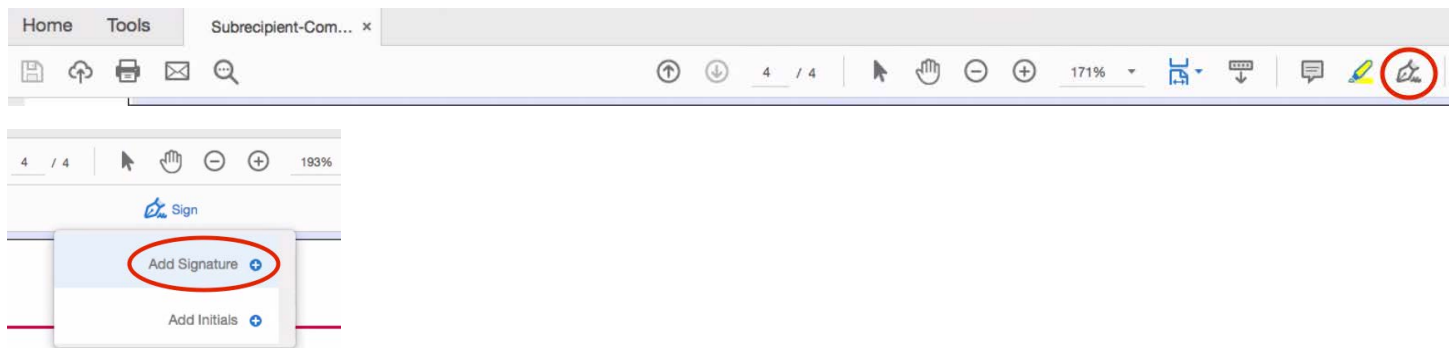
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**Continuation Pages.** Please use this space as needed to continue answers to any questions.



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A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their answers to questions.