Phase 1x: Addendum to Guidelines for UC Davis Research Ramp-Up/Down

May 7, 2020

This notification is an addendum to the guidelines issued on April 23rd for the ramp-up/ramp-down plans for the research enterprise of UC Davis. All guidance specified in the April 23rd notification remains in effect.

Goal: Facilitate an incremental and gradual ramp up of a few research activities selected from those categorized for Phase 2, while ensuring safety and while maintaining public health requirements.

The current pandemic situation varies in a continuous manner – not in discrete phases. All ramp-up guidelines are in discrete phases. To align to the continually-changing situation and make us better prepared for transitioning to Phase 2, we are introducing an intermediate phase beyond Phase 1 – Phase 1x – which could be implemented effective May 11, 2020. The taskforce led by the VCR will ensure compliance to the guidance for approving this incremental ramp-up.

Notes: This addendum does not apply to persons currently identified as high risk groups. Students, staff, and researchers will not be compelled to work on-campus during the periods of shelter-at-home directives. Anyone feeling compelled is encouraged to reach out to the VCR or Deans.

Guiding Principles for Phase 1x:

- Facilitate an incremental ramp-up while maintaining minimal density and person-to-person interactions.
- Activities that do not require on-campus presence or are categorized in later phases will continue through the current work-from-home efforts.
- No new research should be initiated that cannot be shut down on a very short notice.

PHASE 1x:

- Only selective on-campus research facilities will be considered for a slow-start based on a process that will involve justification by the PIs and approval by the VCR.
- Guidelines stated here must be adopted as the minimum level of compliance by the research units. Various units may elect to introduce and enforce stricter guidelines as needed. Not all units should initiate their ramp-up to Phase 1x.
- At the minimum, the following restriction should be agreed upon before you consider Phase 1x.
    - The proposed restart of activities must belong to the categories identified in Phase 2. Ongoing efforts from Phase 1 are not impacted by this addendum.
    - PIs would restrict one person per ~250 square feet of lab space per day. Smaller enclosed labs may allow only a single researcher per day. The goal is to allow some research to be conducted to collect additional data that can be analyzed at home or to promote projects that are of significant importance while maintaining

a low density of people in a space, minimal person-to-person contacts and a minimal number of individuals in a space during a 24-hour period. These goals are in place to reduce the probability of contamination and to facilitate contact traces if someone were to be tested positive for COVID-19. Under certain circumstances, chairs/directors could use other parameters or devise other constraints and request for approval with the goal of balancing the safety and research needs of specific units.
    - PIs need to have a process in place to log access to their facilities for contact tracing if needed.
    - PIs must acknowledge that activities initiated during Phase 1x could be terminated if concerns about safety and public health arise.
    - Standard Operating Procedures (SOP) that are approved by the PI and their department must be practiced in the research facilities. The VCR committee may request the SOP prior to the approval for Phase 1x.
- *CONTINGENCIES:* As we learn more, the ramping process may be tuned in either direction. If and when proper guidance is not followed, the approval for Phase 1x may be rescinded. In general, this incremental phase should be considered as a pilot process to iron-out the logistics of future ramp-ups.

Additional guidance for restoration of clinical and human subject research

- Clinical or behavioral assessment that can be done remotely or with full social distancing could resume at normal levels.
- In-person clinical and human subject research in which risk can be mitigated to a minimal risk level through physical distancing or the use of appropriate PPE. Resume ongoing studies involving time sensitive cohorts where stage of illness, treatment or developmental timing are critical aspects of the study. Where subjects have completed partial data collection prior to the pause in human subjects research, and subjects' data will be unusable without completion of procedures.

PHASE 1x for CORE FACILITIES

Core Facilities are ideally positioned to expand low-contact, high-impact support to the research community while adhering to the Phase 1 guidelines of suspended research operations. Cores are also ideally suited to serve as pilot locations for health surveillance programs as they are developed in the coming weeks.

Eligible cores

- the core location must be a discrete physical space that is separated from other labs or common areas
- access to the physical site or instruments must be under core control (either physically or electronically)
- core must be able to track access if contact tracing becomes necessary.

Scope of permitted work

- samples that already exist at the core and/or are generated under approved critical projects
- time-sensitive samples that can be transferred to core with no contact (per SOP)

Staffing to ensure physical distancing

- only core staff or approved trained users are permitted in the core laboratory. Scheduling software should be used, where possible, to enforce physical distancing.
- participation will be voluntary: no staff member will be compelled or coerced to work onsite during Phase 1x
- staffing levels will be low density and appropriate for core physical dimensions and layout (> 250 ft^2 per person)
- time onsite will be minimized to essential tasks
- staff working alone will be guided by an approved SOP (per Work Alone SOP template)
- use of common areas, outside the laboratory, will be limited and guided by the lab SOP (congregation for breaks, lunch, etc. should be avoided)

Core facility access review and oversight process:

- CRCF will develop Phase 1x SOPs that provide for physical distancing, disinfection, and safe-working-alone processes (if applicable) in adherence with campus guidelines
- CRCF Phase 1x SOPs will be reviewed by local governance (facility advisory board and unit (dept/Dean) authority)
- researchers will submit a research request form for access to Phase 1x core work and will be confirmed to be compliant with chair/dean authorization.
- availability of services does not imply or confer authorization for researchers to resume lab-based activities
- core services will be denied to those researchers who abuse access privileges

APPROVAL PROCESS:

PIs interested in the Phase 1x ramp-up, should email the following information in any format (text, doc, pdf) to their Chair/Dean/Director. Multiple PIs in single facility/department/laboratory/studio may elect to submit a single proposal. The Chair/Dean/Director would either deny (based on local constraints/guidance) or forward the request via email to the VCR (send to pking@ucdavis.edu). The Ramp-Up/Down Taskforce will make quick decisions and respond back to the PI and the Chair/Dean/Director.

PIs name and contact information
Project Title
Justification that the project meets the categorization for Phase 2.
Lab/Facility/Studio address
A plan outlining the approach used for maintaining low density of personnel on site.
A statement agreeing to adopt the facility SOP, use proper PPE as needed, and adhere to the constraints specified in this addendum and the previous guidance.