

Project 1.A.03: Protocols for Resumption of Research Activity

Research Restart Guide v3.0

December 2020

Wake Forest University COVID-19 Guide for Safe Conduct of Research

This document applies to faculty, postdocs, research staff, technicians, and graduate students with sections devoted to both **Basic, Applied, and Animal Research** (page 1) and **Human Subjects Research** (page 8). This revised version of the Restart Guide is meant to help our researchers reduce their risk of COVID-19 infection and it is in line with COVID-19 workplace guidelines provided by the Centers for Disease Control (CDC), Occupational Health and Safety Administration (OSHA) and North Carolina Department of Health and Human Services (NCDHHS).

Additional resources can be found at:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- <https://www.osha.gov/SLTC/covid-19/>
- <https://covid19.ncdhhs.gov/guidance>

Goals

Conduct research activities while continuing to protect the health and safety of our employees, students, research participants, and community.

- Address the unique circumstances and challenges of the many different research environments at the Reynolda Campus/Wake Downtown/Nanotech Center.
- Encourage continued social distancing and limit on-site activity to only that which is necessary, identifying creative approaches to completing work remotely without compromising study integrity.

Basic, Applied, & Animal Research

Wake Forest University Reynolda Campus research programs were permitted to re-start on June 10, 2020 under the following conditions and standards. This guidance remains in place until further notice.

The most important four elements that will help keep students and others safe are that all must:

1. Use the SneezSafe app on a daily basis - do not come to your scholarly space (i.e., office/laboratory/studio) if you are sick or have been exposed to someone with COVID-19 within the last 14 days.
2. Wear a [CDC recommended face covering](#) (i.e., multi-layer cloth mask, surgical mask, or any N95 mask that does not have an exhalation valve - no bandanas or single-layer masks, etc.). However, N95 masks are generally not to be worn, unless a specific procedure requires it, as indicated in the table at the end of the Human Subjects part of this Guide. Masks must cover your nose and reach below your chin.
3. Wash your hands regularly and thoroughly.
4. Keep at least 6 feet of distance between yourself and others whenever possible.

Compliance with the guidelines outlined here, as well as those from research supervisors, Principal Investigators (PIs), and building administrators is required for the continued safe operations of and access to Wake Forest University research labs.

Conditions that must be met and/or maintained to engage in research:

- No current Shelter in Place Orders (State & Local)
- Continued guidance from clinical and public health experts that we are not putting our employees, students, and/or community at undue risk through the conduct of research.
- Adequate supplies of personal protective equipment (PPE) for clinical, research, and education enterprises –need a 2-week supply of PPE for laboratory personnel.
- Ability to implement and maintain strategies to reduce potential COVID-19 transmission in the workplace.

Building Standards:

Limit the number of faculty, staff, and students on-site in accordance with university-wide guidance on the [Our Way Forward](#) website. It is helpful to identify strategies for how essential activities can be done while maintaining spatial separation.

- Can rooms be scheduled for use?
- Can experiments be scheduled to achieve less density in specific rooms?
 - A. Conference room capacity should also be assessed to allow for 6 feet of distance to be maintained.
 - B. The size of any in-person indoor or outdoor gathering must comply with the University's limitations on the size of gatherings. Those limitations may be the same as or more restrictive than the limitations set forth in local or state executive orders.
- Can you stagger work schedules and assignments on shared equipment?
- Can one employee use equipment in the morning and another in the afternoon?
- Can you stop all vendor representative visits unless there are extreme circumstances that justify the visit?

Identify activities that can be performed with reduced face-to-face interaction:

- Limit the number of in-person meetings and, when possible, use remote collaboration tools (phone, video), even for those on site and in the same office/building.
- If you must meet in person, maintain 6-feet of separation between individuals and continue to wear face coverings.
- Encourage personnel to use texting and email to ask each other routine questions or obtain service versus walking around the lab in person.
- Do not permit children or volunteers to be on site at any time.

Personal Responsibility and Notification Requirements:

If you think that you are at a higher risk for severe illness from COVID-19 and you are concerned about reporting to work or laboratory settings, you should discuss this with your supervisor, which may be a Program/Center/Institute Director or Department Chair or PI.

All members of the Wake Forest community (students, faculty, and staff) who reside, work, or participate in programs or activities on campus are expected to complete a daily screening for symptoms and exposure to COVID-19, per recommendations of the CDC and local public health officials. For this we use the SneezSafe app.

Faculty and staff are expected to complete the [wellness screening survey](#) (called the SneezSafe app) before arriving on campus or a WFU property each day. When registering for the wellness screening survey, you can opt into daily text reminders. If you forget to opt in to the daily text message reminders, and you would like the convenience of having them, you can contact support which is a link located at the bottom of several pages of the survey. If you opted out of text messages, you will not be reminded as they do not offer an email option. You can bookmark the link or access the survey via the original registration text that all users receive.

During Winter Intersession:

During Winter Intersession (Dec. 13, 2020 – Jan. 23, 2021), if any faculty or staff member or student receives a STOP message on the SneezSafe app they will be contacted by someone from the Faculty/Staff Clinic with further guidance. They should not return to campus until medically recommended steps have been completed and they have received a clear to return to campus notification from SneezSafe. Students should text their daily SneezSafe notification to their faculty sponsor, including any STOP messages and the CLEAR to return message.

Personnel who have been tested for COVID-19 (awaiting results) or are experiencing COVID-19 symptoms should NOT come to work until they receive either a negative test result, or until they are fever free for 24 hours, their symptoms are improving, and they are 10 days past symptom onset. They must follow the COVID-19 Employee Illness and Exposure Policy (effective June 15, 2020).

- **Faculty and staff** must stay home from work and inform their supervisor if they experience symptoms of COVID-19, test positive for COVID-19, or have been exposed to COVID-19. Employees are also encouraged to contact a medical provider. In the event that an employee reports to work with COVID-19 symptoms, or develops symptoms while at work, the employee must inform their supervisor and leave the workplace. Note for managers: In the event a person you supervise arrives to work and is ill, or becomes ill during the workday, normally managers must follow the protocol for a Sick Employee in the Workplace. However, services described at that link will not be available during Winter Intersession, so other personnel under the supervision of the faculty member should avoid touching areas or items the sick person may have touched. Cordon off the area to keep others from touching potentially contaminated items until you have a chance to decontaminate/disinfect the area. After 3 days, the area, even if not cleaned, should be suitable to be used by healthy people again.
- **Students** should report their positive test result to their faculty supervisor and contact the Student Health Service (336)-758-5218 or email traceshs@wfu.edu.
- Employers have been encouraged by the CDC to question their employees regarding travel, exposure, or symptoms related to COVID-19. Any medical information disclosed as part of this dialogue should be treated as confidential. If a positive case is identified in the workplace, the employer is encouraged to investigate the exposure of others in the workplace without disclosing the name of the individual or any personally identifiable information about the person.
- Current guidance states that anyone who has been within 6 ft of someone who tests positive with COVID-19 for >15 minutes cumulative within 24 hours may have to quarantine for up to 14 days.

Without exception, all laboratory personnel must stay home if they are sick.

During the Regular Academic Semesters:

If any **faculty or staff** member (not students) answers positively to the health check questions or report illness, they should contact the nurse (Ashley Christensen, RN) at the Faculty and Staff Clinic at 336-713-1115 on weekdays (Mon-Fri) during the hours of 7 AM – 4 PM. This F&S Clinic is operated by Wake Forest Baptist Health (WFBH). On the weekend they should contact their health care provider. They should also contact Human Resources at AskHR@wfu.edu or 336-758-4700. Policy end date: This policy will remain in effect until the University determines that the policy is no longer needed to help protect the health and safety of the campus community from COVID-19 based on CDC guidance and recommendations of local and state public health officials.

During the week if you are feeling ill or have questions about your health, you may contact a nurse at the clinic before going to the doctor's office or urgent care. The nurse is here to:

- Help determine if you should go to work, based on your symptoms
- Help connect you to care when needed
- Answer your COVID-19 questions
- Help you if you aren't feeling well while at work

Personnel who have been tested for COVID-19 (awaiting results) or are experiencing COVID-19 symptoms should NOT come to work until they receive either a negative test result, or until they are both symptom-free for 72 hours and 10 days past symptom onset. They must follow the COVID-19 Employee Illness and Exposure Policy (effective June 15, 2020).

- **Faculty and staff** must stay home from work and inform their supervisor if they experience symptoms of COVID-19, test positive for COVID-19, or have been exposed to COVID-19. Employees are also encouraged to contact a medical provider. In the event that an employee reports to work with COVID-19 symptoms, or develops symptoms while at work, the employee must inform their supervisor and leave the workplace. The employee is also encouraged to contact the WFBH Faculty and Staff Clinic for evaluation (336-713-1115) – available Mon-Fri 7 AM – 4 PM, and to review the University’s COVID-19 Sick and Care Leave Policy. Note for managers: In the event an employee arrives to work and is ill, or becomes ill during the workday, managers must follow the protocol for a Sick Employee in the Workplace.
- **Students** should report their positive test result to the Wake Forest Student Health Services at ([336-758-5218](tel:336-758-5218) traceshs@wfu.edu) and inform their supervisor.
- Employers have been encouraged by the CDC to question their employees regarding travel, exposure, or symptoms related to COVID-19. Any medical information disclosed as part of this dialogue should be treated as confidential. If a positive case is identified in the workplace, the employer is encouraged to investigate the exposure of others in the workplace without disclosing the name of the individual or any personally identifiable information about the person.
- Current guidance states that anyone who has been within 6 ft of someone who tests positive with COVID-19 for >15 minutes cumulative in 24 hours may have to quarantine for up to 14 days.

Without exception, all laboratory personnel must stay home if they are sick.

Requirements on Use of Personal Protection Equipment (PPE) and Face Coverings:

- All laboratory personnel need a minimum of one-month supply of PPE available in the research lab, for example disinfectant solutions/wipes, gloves, and face coverings. Depending on the research protocols in a particular setting, PPE may also include face shields, lab coats, or protective gowns.
- All laboratory personnel must adhere to the face covering standards set forth by the institution: Face coverings must be worn at all times while on campus and labs with the exception of
 - *Instances when an individual is working alone in an office or laboratory.
 - *Breaks that allow for >6-feet of social distancing.
- You must wear a clean face covering each day – you cannot reuse a face covering a second day without washing it. [How to safely wear and remove a mask](#).

Requirements to Access and Use Research Laboratories:

- Entry to buildings will be restricted to those authorized to enter using university-issued ID cards. You may not hold or open exterior doors for any other person. The PI will be responsible for the schedule of their laboratories if working in shifts is necessary.
- You may not bring visitors, guests (including family members or children), or pets to work.
- Please wash your hands at regular intervals for at least 20 seconds. Soap and water are best, but hand sanitizers containing at least 70% ethanol are useful if soap and water are not available. Hand sanitizer dispensers have been installed in many common areas.

- Environmental Health and Safety and our contracted cleaning services companies have initiated protocols to increase cleaning standards across all research buildings with a particular focus on increased cleaning frequency of high-touch areas in common spaces. Disinfectants will be made available for areas like conference rooms and shared offices. All hard surfaces (tables, chairs, etc.) should be wiped down after use, especially if an individual occupies the room alone without a face covering. **During Winter Intersession (Dec. 13, 2020 – Jan. 23, 2021), cleaning services may be more sporadic. Departments should notify Facilities and Campus Services of specific work dates and locations (except for the period of Dec. 23, 2020 – Jan. 1, 2021 when the university is closed) so COVID-19 protocols continue during the intersession. Submit a work order at facilities.wfu.edu or call x4255.**
- Researchers should identify high-touch locations and equipment specific to each lab (see examples below). Locations and equipment with a high frequency of handling and contact represent a higher probability of viral loading in the work area and should be disinfected on a routine basis (after each use or at least twice a day) with 70% ethanol or equivalent solution.
 - Benchtops
 - Equipment handles and latches
 - Equipment controls and touchpads
 - Drawer and cabinet handles
 - Bin and water incubator lids
 - Hand tools
 - Micropipettors and other shared tools
 - Faucet handles and sprayer grips
 - Baskets, bins, trays, etc.
 - Outsides of shared chemical bottles and caps
 - Chair backs and armrests
 - Pens, whiteboard markers, etc.
- Elevators may be used, but here it is especially important that face coverings are worn. Elevator capacities should be posted, typically only one person may be in an elevator at any time.
- When possible, group meetings should be held using collaboration tools such as Zoom, WebEx, etc. In-person meetings are limited to the restrictions of local, state and federal orders and are to maintain 6 feet of separation for social distancing requirements. All attendees should wear a mask or face covering while sharing space in a common room. The size of any in-person indoor or outdoor gathering must comply with the University's limitations on the size of gatherings. Those limitations may be the same as or more restrictive than the limitations set forth in local or state executive orders.
- **Meals:** Consumption of food and drink is forbidden in labs. Eating outside while still practicing social distancing is the safest option. If you are eating in a non-lab work environment (break room, office, etc.), we encourage you to eat alone and avoid eating alongside others. If you must eat in a room with other people, maintain > 6 feet distance and do not sit facing one another. Do not share food. Only remove your mask or face covering in order to eat, then put it back on. Wash hands thoroughly after eating and after replacing your face covering. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.
- **Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. In most cases this means restricting bathrooms to one person occupancy at a time. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
- Time in labs may need to be scheduled in shifts depending on room capacity; supervisors/PIs will coordinate with research personnel to establish work schedules if needed. Here is a sample [GoogleDocs template](#) for lab coordination/scheduling. If they have not done so in the past, each PI must submit an Operating Plan that addresses scheduling. The operating plan must take into account the importance of de-densifying as much as possible. Your plan should aim to implement a

minimum 6 feet of separation between all personnel.

- Consider locking laboratory and procedure room doors to prevent accidental intrusion.
- **Doorways.** Remember to wait until someone has gone out (or in) through a doorway, and is completely clear of your path, before stepping through the doorway.
- **Compliance with the University's flu vaccine policy is required by Dec. 15, 2020 in order to conduct research or other scholarly activities during Winter Intersession (Dec. 13, 2020 – January 23, 2021).**

Action Items for PI's to Access and Use Research Laboratories: (Only needed if such actions were not done in the past)

1. Submit to your unit head or department chair a Standard Operating Procedure (SOP) document that describes how you will protect the health and safety of researchers returning to work in your labs. You can refer to and use actions in this document in your own, and include any special instrumentation, protocols, or other circumstances unique to your lab and lab group. Example SOP's are available from chairs in most departments.
2. Submit the names and University ID's of your lab members to Environmental Health & Safety so we can add them to the list of university people to be placed in DeaconOne to allow keycard access to necessary buildings. **For Winter Intersession, names and student ID#'s have to be submitted to Rebecca Alexander (alexanr@wfu.edu).**
3. Make sure your graduate students have signed the Addendum for Graduate Students at the very end of this guide and have submitted the signed form to the Graduate Program Director or Department Chair.

Outside Vendor Access

For an outside vendor to access campus to repair an instrument, set up an apparatus, or provide service, the host faculty/staff member must contact Environmental Health & Safety (Immanuela Onocha - onochaia@wfu.edu) to obtain approval for access. This generally will require that the vendor has a wellness check program in place (most companies have these) and that the host will ensure compliance of the service vendor with university safety guidelines on social distancing, face-mask wearing, etc. Once approval has been received from EH & S, then the host must contact campus police at dispatch@wfu.edu to place the vendor on the approved list for access to campus. The two gatehouses will then have the vendor on the campus access list. The host must provide the following information to the campus police in their email request:

- 1) Vendor's name(s)
- 2) Dates/times of access.

Generally no outside vendor access during Winter Intersession will be permitted. However, if such access is critical, the faculty or staff member must first contact the DeaconOne Office to ask permission for gate access.

Wake Forest School of Medicine Researcher Access

Wake Forest School of Medicine researchers who want to come on campus can do so provided that their WFU Reynolda campus host will ensure their compliance with university safety guidelines on social distancing, face-mask wearing, etc. WFSOM personnel are expected to comply with the WFSOM's wellness check and reporting requirements. So if they are already undertaking a daily wellness check at the WFSOM, they do not need to respond to ours. For WFSOM faculty/staff using instrument facilities on the Reynolda campus on a periodic basis, they must adhere to any additional requirements appropriate to the instrument facility/environment determined by the facility managers. The facility managers must ensure that any special procedures are implemented and checked for compliance, since those instrument supervisors are most familiar with the specific environment.

Non-WFU Researcher Access

Research activities at Wake by researchers from other institutions (graduate students, visiting scientists, visiting faculty, adjunct/part-time faculty, collaborators) will be curtailed. Exceptional cases (of non-WFU researchers/students being given access to campus research facilities) would need to be recommended by the department chair/Dean to the Associate Provost for Research, for appeal to the Campus Activity Review committee.

Human Subjects Research

Wake Forest University Reynolda Campus research programs were permitted to re-start on June 10, 2020 under the following conditions and standards. This guidance will remain in place until further notice.

The most important four elements that will help keep students and others safe are that all must:

1. use the SneezSafe app on a daily basis - do not come to your scholarly space (i.e., office/laboratory/studio) if you are sick or have been exposed to COVID-19 within the last 14 days.
2. wear a [CDC recommended face covering](#) (i.e., multi-layer cloth mask, surgical mask, or any N95 mask that does not have an exhalation valve - no bandanas or single-layer masks, etc.). However, N95 masks are generally not to be worn, unless a specific procedure requires it, as indicated in the table at the end of the Human Subjects part of this Guide. Masks must cover your nose and reach below your chin.
3. wash your hands regularly and thoroughly.
4. keep at least 6 feet of distance between yourself and others whenever possible.

Compliance with the guidelines outlined here, as well as those from research supervisors, Principal Investigators (PIs), and building administrators is required for the continued safe operations of and access to Wake Forest University research labs.

Conditions that must be met and/or maintained to engage in research with human subjects:

- No current Shelter-in-Place Orders (State & Local)
- Continued guidance from clinical and public health experts that we are not putting our employees, students, research participants, and/or community at undue risk through the conduct of research.
- Adequate supplies of PPE for clinical, research, and education enterprises—a minimum of one-month supply of PPE needed for research personnel and participants. (see page 10, Table I. List of different types of PPE recommended under different researcher-participant interactions.)
- Ability to implement and maintain strategies to reduce potential COVID-19 transmission in the workplace.
- **Cross-campus collaborations.** The conditions listed here must be met and/or maintained for all research conducted in WFU facilities, including studies approved by the WF Health Sciences IRB. However, conduct of the research procedures must comply with the IRB-approved protocol and applicable COVID-19 guidance issued by the School of Medicine.

Building Standards:

- Limit the number of faculty, staff, and students on-site in accordance with university-wide guidance on the [Our Way Forward](#) website. It is helpful to identify strategies for how essential activities can be done while maintaining spatial separation.
- Identify activities that can be performed with reduced face-to-face interaction:
 - Limit the number of meetings and when possible, use remote collaboration tools (phone, video), even for those on site and in the same office/building.
 - If you must meet in person, maintain 6 feet of separation between individuals and continue to wear face coverings. The size of any in-person indoor or outdoor gathering must comply with the University's limitations on the size of gatherings. Those limitations may be the same as or more restrictive than the limitations set forth in local or state executive orders.
 - Encourage employees to use texting and email to ask each other routine questions or obtain service instead of face-to-face discussions.
- Do not permit children or volunteers to be on site at any time.

Personal Responsibility and Notification Requirements:

If you think that you are at a higher risk for severe illness from COVID-19 and you are concerned about reporting to work or laboratory settings, you should discuss this with your supervisor, which may be a Program/Center/Institute Director or Department Chair or PI.

All members of the Wake Forest community (students, faculty, and staff) who reside, work, or participate in programs or activities on campus are expected to complete a daily screening for symptoms and exposure to COVID-19, per recommendations of the CDC and local public health officials. For this we use the SneezSafe app.

Faculty and staff are expected to complete the [wellness screening survey](#) (called the SneezSafe app) before arriving on campus or a WFU property each day. When registering for the wellness screening survey, you can opt into daily text reminders. If you forget to opt in to the daily text message reminders, and you would like the convenience of having them, you can contact support which is a link located at the bottom of several pages of the survey. If you opted out of text messages, you will not be reminded as they do not offer an email option. You can bookmark the link or access the survey via the original registration text that all users receive.

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Personnel who have been tested for COVID-19 (awaiting results) or are experiencing COVID-19 symptoms should NOT come to work until they receive either a negative test result, or until they - meet CDC criteria for release from isolation precautions. They must follow the COVID-19 Employee Illness and Exposure Policy (effective June 15, 2020).

- **Faculty and staff** must stay home from work and inform their supervisor if they experience symptoms of COVID-19, test positive for COVID-19, or have been exposed to COVID-19. Employees are also encouraged to contact a medical provider. In the event that an employee reports to work with COVID-19 symptoms, or develops symptoms while at work, the employee must inform their supervisor and leave the workplace. Note for managers: In the event a person you supervise arrives to work and is ill, or becomes ill during the workday, normally managers must follow the protocol for a Sick Employee in the Workplace. However, services described at that link will not be available during Winter Intersession, so other personnel under the supervision of the faculty member should avoid touching areas or items the sick person may have touched. Cordon off the area to keep others from touching potentially contaminated items until you have a chance to decontaminate/disinfect the area. After 3 days, the area, even if not cleaned, should be suitable to be used by healthy people again.
- **Students** should report their positive test result to their faculty supervisor and the Student Health Service (336)-758-5218 or email traceshs@wfu.edu.
- Employers have been encouraged by the CDC to question their employees regarding travel, exposure, or symptoms related to COVID-19. Any medical information disclosed as part of this dialogue should be treated as confidential. If a positive case is identified in the workplace, the employer is encouraged to investigate the exposure of others in the workplace without disclosing the name of the individual or any personally identifiable information about the person.
- Current guidance states that anyone who has been within 6 ft of someone who tests positive with COVID-19 for >15 minutes cumulatively within 24 hours may have to quarantine for up to 14 days.

Without exception, all laboratory personnel must stay home if they are sick.

During the Regular Academic Semesters:

If any **faculty or staff** member (not students) answers positively to the health check questions or report illness, they should contact the nurse (Ashley Christensen, RN) at the Faculty and Staff Clinic at 336-713-1115 on weekdays (Mon-Fri) during the hours of 7 AM – 4 PM. This F&S Clinic is operated by Wake Forest Baptist Health (WFBH). On the weekend they should contact their health care provider. They should also contact Human Resources at AskHR@wfu.edu or 336-758-4700. Policy end date: This policy will remain in effect until the University determines that the policy is no longer needed to help protect the health and safety of the campus community from COVID-19 based on CDC guidance and recommendations of local and state public health officials.

During the week if you are feeling ill or have questions about your health, you may contact a nurse at the clinic before going to the doctor's office or urgent care. The nurse is here to:

- Help determine if you should go to work, based on your symptoms
- Help connect you to care when needed
- Answer your COVID-19 questions
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Personnel who have been tested for COVID-19 (awaiting results) or are experiencing COVID-19 symptoms should NOT come to work until they receive either a negative test result, or until they are both symptom-free for 72 hours and 10 days past symptom onset. They must follow the COVID-19 Employee Illness and Exposure Policy (effective June 15, 2020).

- **Faculty and staff** must stay home from work and inform their supervisor if they experience symptoms of COVID-19, test positive for COVID-19, or have been exposed to COVID-19. Employees are also encouraged to contact a medical provider. In the event that an employee reports to work with COVID-19 symptoms, or develops symptoms while at work, the employee must inform their supervisor and leave the workplace. The employee is also encouraged to contact the WFBH Faculty and Staff Clinic for evaluation (336-713-1115) – available Mon-Fri 7 AM – 4 PM, and to review the University's COVID-19 Sick and Care Leave Policy. Note for managers: In the event an employee arrives to work and is ill, or becomes ill during the workday, managers must follow the protocol for a Sick Employee in the Workplace.
- **Students** should report their positive test result to the Wake Forest Student Health Services at (336-758-5218 or traceshs@wfu.edu) as well as inform their supervisor.
- Employers have been encouraged by the CDC to question their employees regarding travel, exposure, or symptoms related to COVID-19. Any medical information disclosed as part of this dialogue should be treated as confidential. If a positive case is identified in the workplace, the employer is encouraged to investigate the exposure of others in the workplace without disclosing the name of the individual or any personally identifiable information about the person.

Current guidance states that anyone who has been within 6 ft of someone who tests positive with COVID-19 for >15 minutes cumulatively over a 24 hour period may have to quarantine for up to 14 days.

Without exception, all laboratory personnel must stay home if they are sick.

Requirements on Use of Personal Protection Equipment and Face Coverings:

- All research personnel need a minimum of one-month supply of PPE available in the research lab, for example disinfectant solutions/wipes, gloves, and face coverings. Depending on the research protocols in a particular setting, PPE may also include face shields, lab coats, or protective gowns.
- All research personnel must adhere to the face covering standards set forth by the institution: Face coverings must be worn at all times while on campus and labs with the exception of
 - *Instances when an individual is working alone in an office or laboratory.
 - *Breaks that allow for >6 feet of social distancing.

You must wear a clean face covering each day – you cannot reuse a face covering a second day without washing it. [How to safely wear and remove a mask.](#)

Requirements to Access and Use Human Research Facilities:

- Entry to buildings will be restricted to those authorized to enter using university-issued ID cards. You may not hold or open exterior doors for any other person. The PI will be responsible for the schedule of their research areas if working in shifts is necessary.
- You may not bring visitors, guests (including family members or children), or pets to work.
- Before you can resume human subjects research, Pam Moser in ORSP must briefly review the methods of each human study that wants to restart in order to screen for COVID-19 risks. This does not apply to studies monitored by WFUHS IRB, such as many studies in HES. She will assess the risk for each study and its procedures to see what can safely restart and what can be held off or modified. Each planned study should reduce the risk of each participant by only seeing those at lower risk to start and phasing in higher-risk individuals over the coming months as able depending on the urgency of the visit.
- If you are not personally conducting in-person research procedures and there is no clear need for you to come to campus, you should not do so at this stage.
- Please wash your hands at regular intervals for at least 20 seconds. Soap and water are best, but hand sanitizers containing at least 70% ethanol are useful if soap and water are not available. Hand sanitizer dispensers have been installed in any common areas.
- Environmental Health and Safety and our contracted cleaning services companies have initiated protocols to increase cleaning standards across all research buildings with a particular focus on increased cleaning frequency of high-touch areas in common spaces. Disinfectants will be made available for areas like conference rooms and shared offices. All hard surfaces (tables, chairs, etc.) should be wiped down after use, especially if an individual occupies the room alone without a face covering. **During Winter Intersession (Dec. 13, 2020 – Jan. 23, 2021), cleaning services may be more sporadic. Departments should notify Facilities and Campus Services of specific work dates and locations (except for the period of Dec. 23, 2020 – Jan. 1, 2021 when the university is closed) so COVID-19 protocols continue during the intersession.** Submit a work order at facilities.wfu.edu or call x4255.
- Researchers should identify high-touch locations and equipment specific to each research area (see examples below). Locations and equipment with a high frequency of handling and contact represent a higher probability of viral loading in the work area and should be disinfected on a routine basis (after each use or at least twice a day) with 70% ethanol or equivalent solution.

<ul style="list-style-type: none"> ○ Equipment handles and latches ○ Equipment controls and touchpads ○ Drawer and cabinet handles ○ Pens, whiteboard markers, etc. 	<ul style="list-style-type: none"> ○ Faucet handles and sprayer grips ○ Baskets, bins, trays, etc. ○ Hand tools ○ Chair backs and armrests
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- Elevators may be used, but it is especially important that face coverings are worn. Elevator capacities should be posted; typically only one person may be in an elevator at any time.

- When possible, group meetings should be held using collaboration tools such as Zoom, WebEx, etc. In-person meetings are limited to the restrictions of local, state and federal orders and are to maintain 6 feet of separation for social distancing requirements. All attendees should wear a mask or face covering while sharing space in a common room. The size of any in-person indoor or outdoor gathering must comply with the University's limitations on the size of gatherings. Those limitations may be the same as or more restrictive than the limitations set forth in local or state executive orders.
- **Meals:** Consumption of food and drink is forbidden in research labs. Eating outside while still practicing social distancing is the safest option. If you are eating in a non-lab work environment (break room, office, etc.), we encourage you to eat alone and avoid eating alongside others. If you must eat in a room with other people, maintain >6 feet distance and do not sit facing one another. Do not share food. Only remove your mask or face covering in order to eat, then put it back on. Wash hands thoroughly after eating and after replacing your face covering. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.
- **Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. In most cases, this means restricting bathrooms to one person occupancy at a time. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
- Time in research areas may need to be scheduled in shifts depending on room capacity; supervisors/PIs will coordinate with research personnel to establish work schedules if needed. Here is a sample [GoogleDocs template](#) for lab coordination/scheduling. Each PI must submit an Operating Plan that addresses scheduling. The operating plan must take into account the importance of de-densifying as much as possible. Your plan should aim to implement a minimum 6 feet of separation between all personnel.
- **Doorways.** Remember to wait until someone has gone out (or in) through a doorway, and is completely clear of your path, before stepping through the doorway.
- **Compliance with the University's flu vaccine policy is required by Dec. 15, 2020 in order to conduct research or other scholarly activities on the Reynolda campus during Winter Intersession (Dec. 13, 2020 – January 23, 2021).**

Requirements for bringing participants into the research setting.

Pre-Visit Screening Standards:

Administer screening questions via phone call, video call, or email 24 hours in advance of all on-site visits. You do not need to amend your eIRB application in order to ask participants:

“In the last **14** days, have you had **any** of the following symptoms or conditions?”

- Fever or felt feverish
- Chills or shaking with chills
- Muscle or body aches
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Headache
- Congestion or runny nose
- Gastrointestinal symptoms such as nausea, vomiting, diarrhea or loss of appetite
- New loss of taste or smell
- Been in contact with someone diagnosed or suspected of having COVID-19 or been asked to quarantine by a medical provider or public health official?

If the participant responds negatively to all questions, they may proceed with the scheduled visit. If they report an issue, refer them to their primary care physician

On-Site Visit Standards:

1. Mask all participants prior to entering the research setting.
2. Take each participant's temperature upon entry. If the participant is found to have a temperature of 100 degrees or greater, discontinue the visit and refer them to their primary care physician.
3. Upon completion of the temperature check, prior to research visit start, administer the following screening questions:

"In the last **14** days, have I had **any** of the following symptoms or conditions?"

- Fever or felt feverish
- Chills or shaking with chills
- Muscle or body aches
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Headache
- Congestion or runny nose
- Gastrointestinal symptoms such as nausea, vomiting, diarrhea or loss of appetite
- New loss of taste or smell
- Been in contact with someone diagnosed or suspected of having COVID-19 or been asked to quarantine by a medical provider or public health official?

If the participant responds negatively to all questions, they may proceed with a scheduled visit. If they report an issue, refer them to their primary care physician.

4. Carefully adhere to all cleaning, PPE, and handwashing protocols to protect both the research staff and participants. Examples include:
 - Wipe down tables, chairs, beds, writing utensils, keyboards, tablets, equipment, and other surfaces prior to the participant's arrival.
 - Use hand sanitizer at the start of every visit.
 - At the end of every visit, wipe everything down again while wearing gloves, then wash hands.
5. Maintain as much physical distancing as possible when conducting research procedures.

Table I. List of different types of PPE recommended under different researcher-participant interactions.

List of PPE for Aging Center											
PPE Needs											
	Standard Interview	Cognitive Testing ¹	Function Testing including walk tests	Blood draw	Blood Specimen processing	LP/ Tissue Sampling	V02 max/ CPET	RMR	Behavioral Intervention	Exercise Intervention	Spirometry
For staff:											
Gloves	X	X	X	X	X	X	X	X	X	X	X
Cloth, ear loop/ surgical mask	X		X	X	X	X			X		
N95 mask							X	X		X	X
Face shield				X	X	X	X	X			X
Goggles							X	X		X	X
Disposable Gown					X	X	X				
For participants/ proxies:											
Cloth, ear loop/ surgical mask	X	*	X	X	n/a	X	*	*	X	*	*
For room or equipment:											
Plexiglass shield		X									
Viromax filter							?	X			
Hepa filter or UVC machine							X	X	X	X	
Hot water bath							X	?			

*Participants would be asked to remove their mask for this, but wear it in between testing as able.

¹ If cognitive testing is occurring within 6 feet for more than 15 minutes, then an ear loop mask is recommended for the staff member.

Action Items for PI's to Access and Use Research Laboratories: (Only needed if such actions were not done in the past)

1. Submit to your unit head or department chair a Standard Operating Procedure (SOP) document that describes how you will protect the health and safety of researchers returning to work in your labs. You can refer to and use actions in this document in your own, and include any special instrumentation, protocols, or other circumstances unique to your lab and lab group. Example SOP's are available from chairs in most departments.
2. Submit the names and University ID's of your lab members to Environmental Health & Safety so we can add them to the list of university people to be placed in DeaconOne to allow keycard access to necessary buildings. **For Winter Intersession, names and student ID#'s have to be submitted to Rebecca Alexander.**
3. Make sure your graduate students have signed the Addendum for Graduate Students at the very end of this guide and have submitted the signed form to the Graduate Program Director or Department Chair.

Research Restart Guide: Addendum for Students

The Reynolda Campus has formulated a [Research Restart Guide](#). The **Guide** applies to all researchers including students. All newly engaged research students who have not done so already should read and abide by all of the standards and procedures set therein.

Students beginning to conduct scholarly activities in research spaces (laboratories, studios, other work spaces) **for the first time** must follow the steps below to restart research activities in Reynolda Campus programs (including those located at Wake Downtown or other locations where doing research under the mentorship of WFU faculty).

1. *Read and understand the **Research Restart Guide**.* Contact your advisor with any questions.
2. *Understand your laboratory cleaning protocols.* Work with your advisor and research group members to develop an appropriate cleaning regimen and understand your part in the process.
3. *Understand your PPE requirements.* To minimize viral spread, wear your daily-cleaned face covering and wash your hands regularly. Use laboratory gloves, lab coats, and goggles where appropriate based on your research protocols.
4. *Schedule your time in the laboratory.* Contact your advisor to discuss those research activities that must be performed in the laboratory. Work with your advisor and group members to schedule your time to ensure 6 foot distancing can be maintained while in the lab; in some cases this may necessitate rotating shifts with other lab members.
5. *Pre-plan your time in the laboratory.* Design the experiments to be conducted on campus efficiently, minimizing your time in the laboratory when possible.

In all circumstances, adherence to the **Research Restart Guide** is expected. If Environmental Health and Safety personnel observe violations to these guidelines, they will notify researcher supervisors, who have the ultimate responsibility for safe laboratory operations at all times.

If you have specific health and safety concerns about your return to the laboratory, please consult with your advisor or graduate program director.

Signature Required. Before restarting work at Wake Forest, graduate students must sign this form to attest that they have read, have understood, and will follow these guidelines.

Sign: _____

Print name: _____

This page must be signed and turned in to your faculty supervisor.

Research Restart Guide: Addendum for WFSOM Researchers

The Reynolda Campus has formulated a **Research Restart Guide**. The **Guide** applies to all researchers setting foot on the Reynolda campus of any of its research facilities. All researchers should read and abide by all of the standards and procedures set therein.

Wake Forest School of Medicine researchers must follow the steps below in order to be given research access to Reynolda Campus programs (including those located at Wake Downtown).

1. *Read and understand the **Research Restart Guide**.* Contact your host with any questions.
2. *Understand your laboratory cleaning protocols.* Work with your host and research group members to understand the appropriate cleaning regimen and understand your part in the process.
3. *Understand your PPE requirements.* To minimize viral spread, wear your daily-cleaned face covering and wash your hands regularly. Use laboratory gloves, lab coats, and goggles where appropriate based on your research protocols.
4. *Schedule your time in the laboratory.* Coordinate with your host to discuss those research activities that must be performed in the laboratory. Work with your host and research group members to schedule your time to ensure 6 foot distancing can be maintained while in the lab.
5. *Pre-plan your time in the laboratory.* Design the experiments to be conducted on campus efficiently, minimizing your time in the laboratory when possible.
6. **Must comply with the WFSOM daily wellness check requirements**, and be cleared to go to WFSOM facilities on any day you are planning to conduct research at a facility on the Reynolda campus or Wake Downtown.

In all circumstances, adherence to the **Research Restart Guide** is expected. If Environmental Health and Safety personnel observe violations to these guidelines, they will notify researcher supervisors, who have the ultimate responsibility for safe laboratory operations at all times.

Signature Required. Before starting research work at Wake Forest, all WFSOM researchers must sign this form to attest that they have read, have understood, and will follow these guidelines. **If you have already turned such a form in since the start of the pandemic, you do not need to do this again.**

Sign: _____

Print name: _____

This page must be signed and turned in to your host before accessing research facilities on the Reynolda campus, Wake Downtown, or any facility managed by the administration on the Reynolda campus.