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

Research Restart Guide

Wake Forest University COVID-19 Response: Guide for Safe Restart of Research Activities

This document applies to faculty, postdocs, research staff, technicians, and graduate students. Undergraduate students are not allowed to be performing on-campus research at this time. They can only conduct research remotely during this phase of the restart. This Restart Guide is to help our researchers reduce their risk of COVID-19 infection.

Overall Goals

- Re-start research activities while continuing to protect the health and safety of our employees, students, patients, 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 will be 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 three elements that will help keep you and others safe are:
(i) wearing a face covering;
(ii) regularly washing your hands; and
(iii) keeping your distance from other people.
Compliance with the instructions outlined here, as well as those from your supervisor and administration is required for continued access; violation may result in the immediate revocation of building access privileges and/or other appropriate disciplinary action.

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, patients, and/or community at undue risk through the conduct of research.
- Adequate supplies of PPE for clinical, research, and education enterprises –need a one-month supply of PPE for laboratory personnel.
- Ability to implement and maintain strategies to reduce potential COVID-19 transmission in the workplace.

Ramp-up Standards:

- Effective Friday, June 5, 2020, Departments/Center/Institutes with Basic/Animal research teams will be permitted to allow a maximum of 10% of their workforce back on site to plan and prepare for the June 10, 2020 restart.

- During the period of June 5-9, 2020, activity must be limited to planning, cleaning, preparing for the upcoming research start-up, but not the actual conduct of basic and animal research studies.

Building Standards:

Limit the number of faculty and staff on-site to the absolute minimum possible, identifying strategies for how essential activities can be done with a smaller staff footprint at any one time.

- 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 the gathering should be limited to 10 or fewer where possible.
- 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 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, limit attendance in conference rooms to a maximum of 50% occupancy.
- Encourage employees to use phones 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.
EHS personnel will perform pass-throughs of the laboratory buildings once per week.

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.

Without exception, all laboratory personnel must stay home if they are sick. On a daily basis, all personnel must self-administer the following screening questions to ensure the protection of all:
"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 aches
- Cough
- Shortness of breath
- Sore throat
- Headache
- Gastrointestinal symptoms such as nausea, vomiting, diarrhea or loss of appetite
- Sudden 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?

Health GoHealth Urgent Care - 7811 North Point Blvd., (336) 281-5965 to determine next steps. In addition, if an individual tests positive to COVID-19 and the individual is known to have entered or worked in the office or lab, notify WFU Human Resources (336-758-4700) and the appropriate Department Chair. The area may have to be temporarily closed for cleaning and disinfection. You must notify Facilities and Campus Services (FCS) at (336) 758-4255. Personnel will receive a daily reminder email with a link to a Google Form so they can attest that they have done the self-check and are healthy enough to come to their lab. These self-administration checks and reporting requirements will be amended once WFU has established an employee health system in place.

If you have tested positive for COVID-19, have been referred for testing by a physician or nurse, or are awaiting test results, you must notify your supervisor immediately, and you may not come to work for any reason until approved by your personal physician and WFU Human Resources.

Requirements on Use of Personal Protection Equipment:

1. All laboratory personnel need a minimum of one-month supply of PPE available in the research lab.
2. All laboratory personnel must adhere to the mask wearing standards set forth by the institution. With this, masks must be worn at all times while on campus and labs with the exception of breaks that allow for social distancing or instances when an individual is working alone in an office or laboratory.
3. In any shared office or laboratory space, masks must be worn at all times.
4. Masks must be worn at all times in common areas, such as halls, stairwells, bathrooms, breakrooms, etc.
5. A mask or face covering is not required if you are working alone in a confined, solitary office space.
6. You must wear a clean mask each day – you cannot reuse a mask a second day without washing. How to safely wear and remove a mask.

Requirements to Access and Use Research Laboratories:

1. Entry to buildings will be regulated and monitored. You will be assigned a window of time to access your building by your supervisor. You may not hold or open exterior doors for any other person. Each person restarting research must sign up to reserve a lab shift on either a departmental schedule or the schedule established by your supervisor. In either case the PI will be responsible for the schedule of their laboratories. Upon leaving the lab, if your departure time varied at all from the original time period you were scheduled for, you must change the schedule record to reflect the correct time period. This record will allow contact tracing in the case of an infection or outbreak.

2. You may not bring visitors, guests (including family members or children), or pets to work.

3. If you don't do hands-on lab work (for example, if your role is that of a supervisor, PI, department chair or director) and there is no clear need for you to come to campus, you should not do so at this stage.

4. Wash your hands at regular intervals. Handwashing stations or hand sanitizer dispensers have been installed in many common areas.

5. EHS 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. However, each individual is responsible for their own lab area. When you begin your work, and when you leave any room in which you have been working, you must swab down all work areas with 70% ethanol or equivalent solution. This includes any shared-space location (e.g. microscopy room, tissue culture room, etc.).

6. Elevators may be used, but here it is especially important that face coverings are worn. Only one person may be in an elevator at any time.

7. Group meetings increase the risk of viral transmission. Where possible, meetings should be held using collaboration tools such as Zoom, WebEx, etc. If you need to have in-person meetings, you must wear face coverings and maintain at least 6 feet between each other. The size of the gathering should be limited to 10 or fewer where possible.

8. In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity; 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 the gathering should be limited to 10 or fewer where possible.

9. **Meals:** Consumption of food and drink is forbidden in labs. If you are eating in a non-lab work environment (break room, office, etc.), maintain 6 feet distance between you and others. Do not share food. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. 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. Eating outside while still practicing social distancing is encouraged.

10. **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.

11. Time in labs must be scheduled in shifts and coordinated with your supervisor. You must vacate the building at or before the designated time, and leave ample time to swab down areas before you exit. Here is a sample GoogleDocs template for lab coordination/scheduling. Each Principal Investigator 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 6 ft. separation between all personnel for short time scales (< 10 minutes) and a 10 ft. separation for longer time scales (> 10 minutes). The expectation is to have an average density of ~ 200 sq. ft. per person along with the 6 & 10 separation rules.

12. As you work in the lab, at a minimum you must maintain six feet distance from one another, but you are encouraged to place even greater distance between each other if possible. Again, it is essential that you wear a face mask or covering.

13. Identify high-touch locations and equipment specific to each lab. 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. A table of high-touch locations in labs is given below.

14. Be vigilant with supplies coming into laboratories. Without knowing where these items originated or who has handled them, it is best practice to disinfect everything that is received. Another approach would be to guarantee that supplies are sequestered for 3 or more days before opening and use (unless they require immediate refrigeration, freezing, or other specialized handling).

15. Ensure the laboratory has appropriate supplies of PPE for staff to carry out research and to protect themselves from other researchers. Additional PPE to consider are gloves and face masks. Many of these items are on backorder and should be ordered in accordance with institutional guidance to prepare for research restart. We are trying to coordinate PPE orders with the WFU Warehouse (Steve Fisenne is our liaison to them). However, PI's are welcome to

16. Clean and disinfect shared scientific instruments
    (1) Identify shared scientific instruments that will need to be cleaned with a specific disinfectant so as not to damage the equipment.
    (2) Identify any shared scientific instruments that must be used by multiple researchers and develop a coordinated plan to clean and disinfect.

17. Consider locking laboratory and procedure room doors to prevent accidental intrusion.

18. **Mobile phones.** Except in cases of an emergency, only mobile phone texting is permitted in the lab, and speaking is allowed only outside or in common areas (and mask must remain on) - with social distancing always required.

19. **Signage**. Each lab should have a sign outside the lab that posts who is allowed in the lab. In addition, signage inside the lab indicating traffic circulation might be warranted. Each Department will be responsible for developing temporary signage necessary for safely directing people traffic in stairwells, hallways, bathroom occupancies, etc. Communications and External Relations will be responsible for permanent signs and signage style and look, and departments for their content and placement.

20. **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.

HIGH-TOUCH LOCATIONS AND EQUIPMENT: The following are locations and equipment with high frequency of handling and contact. As such these represent a higher probability of viral loading in the work area and should be disinfected on a routine basis.

- 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.

Human Subjects Research

Wake Forest University Reynolda Campus research programs will be 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 three elements that will help keep you and others safe are:
(i) wearing a face covering;
(ii) regularly washing your hands; and
(iii) keeping your distance from other people.

Compliance with the instructions outlined here, as well as those from your supervisor and administration is required for continued access; violation may result in the immediate revocation of building access privileges and/or other appropriate disciplinary action.

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.
- 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.

Ramp-up Standards:

- Effective Friday, June 5, 2020, Departments/Centers/Institutes with active protocols requiring in-person human research procedures will be permitted to allow a maximum of 10% of their workforce back on site to plan and prepare for the June 10, 2020 restart.
- During the period of June 5-9, 2020, activity must be limited to planning, cleaning, and preparing for the upcoming research start-up, but not the actual conduct of human research studies.

Building Standards:

- Limit the number of faculty and staff on-site to the absolute minimum possible, identifying strategies for how essential activities can be done with a smaller staff footprint at any one time.
- 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, limit attendance in conference rooms to a maximum of 50% occupancy.
  - Encourage employees to use phones and email to ask each other routine questions or

- Do not permit children or volunteers to be on site at any time.
- EHS personnel will perform pass-throughs of the laboratory buildings once per week.

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, you should discuss this with your supervisor, which may be a Program/Center/Institute Director or Department Chair.
- Without exception, all research personnel must stay home if they are sick. On a daily basis, all personnel must self-administer the following screening questions to ensure the protection of all:

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

  1) Fever or felt feverish
  2) Chills or shaking with chills
  3) Muscle aches
  4) Cough
  5) Shortness of breath
  6) Sore throat
  7) Headache
  8) Gastrointestinal symptoms such as nausea, vomiting, diarrhea or loss of appetite
  9) Sudden loss of taste or smell
  10) 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 any laboratory personnel answer positively to these questions or report illness, refer them to Novant Health GoHealth Urgent Care - 7811 North Point Blvd., (336) 281-5965 to determine next steps. In addition, if an individual tests positive to COVID-19 and the individual is known to have entered or worked in the office or lab, notify WFU Human Resources (336-758-4700) and the appropriate Department Chair. The area may have to be temporarily closed for cleaning and disinfection. You must notify Facilities and Campus Services (FCS) at (336) 758-4255. Personnel will receive a daily reminder email with a link to a Google Form so they can attest that they have done the self-check and are healthy enough to come to their lab. These self-administration checks and reporting requirements will be amended once WFU has established an employee health system in place.
- If you have tested positive for COVID-19, have been referred for testing by a physician or nurse, or are awaiting test results; you must notify your supervisor immediately and you may not come to work for any reason until approved by your personal physician and WFU Human Resources.

Requirements on Use of Personal Protection Equipment:

1. All research personnel need a minimum of one-month supply of PPE for themselves and their participants.
2. All research personnel must adhere to the mask-wearing standards set forth by the institution. Masks must be worn at all times:
   (i) while outdoors on campus,
   (ii) in any shared office or laboratory space,
   (iii) in common areas such as halls, stairwells, bathrooms, breakrooms, etc.
3. A mask or face covering is not required if you are working alone in a confined, solitary office space or on breaks that allow for personal distancing.
4. You must wear a clean mask each day – you cannot reuse a mask a second day without washing. How to safely wear and remove a mask.

Requirements to Access and Use Human Research Facilities:

1. Entry to buildings will be regulated and monitored. You will be assigned a window of time to access your building by your supervisor. You may not hold or open exterior doors for any other person. Each person restarting research must sign up to reserve a lab shift on either a departmental schedule or the schedule established by your supervisor. In either case the PI will be responsible for the schedule of their laboratories. Upon leaving the lab, if your departure time varied at all from the original time period you were scheduled for, you must change the schedule record to reflect the correct time period. This record will allow contact tracing in the case of an infection or outbreak.
2. You may not bring visitors, guests (including family members or children), or pets to work.
3. 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.
4. 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.
5. Wash your hands at regular intervals. Handwashing stations or hand sanitizer dispensers have been installed in many common areas.
6. EHS 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. However, individuals are responsible for their own work area. When you begin your work, and when you leave any room in which you have been working, you must wipe down all work areas with 70% ethanol or equivalent solution. This includes any shared spaces.
7. Elevators may be used, but it is especially important that face masks are worn. Only one person may be in an elevator at any time.
8. Group meetings increase the risk of viral transmission. Where possible, meetings should be held using collaboration tools such as Zoom, WebEx, etc. If you need to have in-person meetings, you must wear face masks and maintain at least 6 feet between each other. The size of the gathering should be limited to 10 or fewer where possible.
9. In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity; maintain 6 feet of separation for social distancing requirements. All attendees should wear a face mask while sharing space in a common room.
10. **Meals:** Consumption of food and drink is forbidden in research labs. If you are eating in a non-lab work environment (break room, office, etc.), maintain at least 6 feet distance between you and others. Do not share food. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. 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. Eating outside while still practicing social distancing is encouraged.
11. **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.
12. Time in research areas must be scheduled in shifts and coordinated with your supervisor. You must vacate the building at or before the designated time, and leave ample time to wipe down areas before you exit. Here is a sample GoogleDocs template for lab

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 6 ft. separation between all personnel for short time scales (< 10 minutes) and a 10 ft. separation for longer time scales (> 10 minutes). The expectation is to have an average density of ~ 200 sq. ft. per person along with the 6 & 10 separation rules.

13. As you work with other research personnel, you must maintain a minimum of six feet distance from one another, but you are encouraged to place even greater distance between each other if possible. Again, it is essential that you wear a face mask or covering.
14. Identify high-touch locations and equipment specific to each research setting. 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. A table of high-touch locations is given below.
15. Be vigilant with supplies coming into laboratories. Without knowing where these items originated or who has handled them, it is best practice to disinfect everything that is received. Another approach would be to guarantee that supplies are sequestered for 3 or more days before opening (unless they require immediate refrigeration, freezing, or other specialized handling).
16. Ensure the laboratory has appropriate supplies of PPE for staff to carry out research and to protect themselves from other researchers. Please see below for recommended types of PPE for specific researcher-participant interactions. Many of these items are on backorder and should be ordered in accordance with institutional guidance to prepare for research restart. We are trying to coordinate PPE orders with the WFU Warehouse (Steve Fisenne is our liaison to them). However, PI's are welcome to order needed supplies themselves, but can still request assistance with procuring PPE for which there are shortages.
17. **Signage**. Each research area should have a sign outside the area that posts who is allowed inside. In addition, signage inside the lab indicating traffic circulation might be warranted. Each Department will be responsible for developing temporary signage necessary for safely directing people traffic in stairwells, hallways, bathroom occupancies, etc. Communications and External Relations will be responsible for permanent signs and signage style and look, and departments for their content and placement.
18. **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.

Requirements for bringing participants into the research setting.

The Wake Forest School of Medicine is using the software Redcap to track staff and participant screening for symptoms. They have offered to allow us to also use this system. If anyone has staff conducting human subjects/clinical research, and they are interested in having a Redcap account, please contact Pam Moser, Associate Director for Human Research Protection on the Reynolda campus, in the Office of Research and Sponsored Programs.

Pre-Visit Screening Standards:

Administer screening questions via phone or video call 24 hours in advance of all on-site visits. Ask participants (you do not need to amend your eIRB application in order to ask these questions):

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

1. Fever or felt feverish
2. Chills or shaking with chills
3. Muscle aches
4. Cough
5. Shortness of breath

8. Gastrointestinal symptoms such as nausea, vomiting, diarrhea or loss of appetite
9. Sudden loss of taste or smell
10. 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:
   (i) Have you had a fever, cough, or shortness of breath in the last 7 days?
   (ii) Have you had vomiting or diarrhea in the last 7 days?
   (iii) Have you had contact with someone who was diagnosed with COVID-19?
   If the participant responds negatively to all questions, they may proceed with 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:
   (i) Wipe down tables, chairs, beds, writing utensils, keyboards, tablets, equipment, and other surfaces prior to the participant's arrival.
   (ii) Use hand sanitizer at the start of every visit.
   (iii) 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											
For staff:	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
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	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.

HIGH-TOUCH LOCATIONS AND EQUIPMENT: The following are locations and equipment with high frequency of handling and contact. As such, these represent a higher probability of viral loading in the work area and should be disinfected on a routine basis.

- 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.

Research Restart Guide: Addendum for Graduate Students

The Reynolda Campus has formulated a ***Research Restart Guide***. The ***Guide*** applies to all researchers including graduate students. Graduate students should read and abide by all of the standards and procedures set therein.

Graduate students must follow the steps below in order to restart research in Reynolda Campus programs (including those located at Wake Downtown).

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 a mandatory cleaning regimen and understand your part in the process. Adhere strictly to the ***Research Restart Guide***.

3. *Understand your PPE requirements*. Wear your daily-cleaned mask and wash your hands regularly. Use laboratory gloves whenever possible.

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 on campus so as to minimize occupancy as much as possible.

5. *Pre-plan your time in the laboratory*. Design the experiments to be conducted on campus efficiently, minimizing your time in the laboratory whenever possible.

In all circumstances, strict adherence to the ***Research Restart Guide*** is expected. Anything less may result in the suspension of your access to the laboratory.

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 graduate program director.