
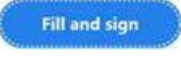


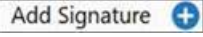





## How to Electronically Sign the Template

1. Download PDF and open using Adobe Acrobat or Adobe Reader.
2. Click on the Fill & Sign button  Fill & Sign on the right hand menu first.
  - If the PDF opens up in Adobe Reader the Fill & Sign options appear.
  - Click Fill and Sign button  on the left.
3. Complete the form (red text boxes are required fields).
4. After completing the form, click on the signature box at the bottom of the form, then click on the sign button near the top of the application  Sign. If the PDF opened up in Adobe Acrobat click on the  Sign yourself button.

Select your signature.

- If you do not have a signature, you will need to add one:
  - i. Click on Add Signature option , and use one of the following options:
    - Click on the Type icon , and type your name above the blue line
    - Click on the Draw icon , and draw/sign your signature above the blue line
    - Click on the Image icon , and upload an image of your signature
    - Click on the Apply button.

5. Using your mouse, position your signature in the Signature box, and place it into the form.
6. Enter today's date in the Date box to the right of the Signature box.
7. Click on the **Submit** button to submit the form or email to **vpr@miami.edu**

## Template Faculty SOP for Research Ramp-up

SOP Version	
Date SOP Written	
Date SOP Approved by PI/ Effective Date	
Faculty Lead	
Project Manager, if applicable	
Lab/Studio/Workspace Phone	
Emergency Phone	
Locations Covered by this SOP	
Campus	
School/College	
Primary Department	

Purpose: To operationalize guidelines for the ramp up of research/scholarship in University laboratories, studios, offices and other related workspaces. Note that these guidelines also apply to currently approved “critical” on-campus research/scholarly activity. All personnel who can perform their work remotely should continue to do so, and those returning to work should perform on site only tasks that cannot be done from home.

Objectives are to:

- 1) Ensure the population health and safety of our University and South Florida community during the COVID-19 epidemic
- 2) Describe a phased ramping up of research and scholarly activity, guided by key public health principles of physical distancing, use of personal protective equipment, and appropriate disinfection/ hygiene control
- 3) Support faculty and staff in achieving stated guidelines for the ramp-up
- 4) Encourage consistent compliance with guidelines among faculty, students and staff and across campuses

Individual SOPs must be shared with all team members and physically posted in a central, readily visible location for ongoing reference and review.

### 1.0 Training Requirements and Return-to-Work Screening

- All faculty, staff/trainees involved in basic, clinical, and/or translational research, or other campus-based scholarly activity, including artistic and creative endeavors, are required to review the “Template Faculty SOP for Research Ramp-up”, as well as any changes in their protocols that are necessary to accommodate SOP expectations.
- Faculty or project/lab managers on the Medical campus must require that their team members complete the screening tool developed by HR before obtaining Return-to-Work approval ([https://apps.powerapps.com/play/c49bb019-de63-4a32-b258-ba0e64ee25ef?tenantId=2a144b72-f239-42d4-8c0e-6f0f17c48e33&source=portal&screenColor=rgba\(0%2C%20176%2C%20240%2C%201\)](https://apps.powerapps.com/play/c49bb019-de63-4a32-b258-ba0e64ee25ef?tenantId=2a144b72-f239-42d4-8c0e-6f0f17c48e33&source=portal&screenColor=rgba(0%2C%20176%2C%20240%2C%201)))

### 2.0 Population Density (Please refer to these [documents](#) to determine space area and physical distancing)

- The size of \_\_\_\_\_ Laboratory/Studio/Workspace is \_\_\_\_\_ square feet including benches or desks. Faculty offices do not count towards the total Laboratory/Studio/Workspace square footage. These spaces should not be used if the work can be done remotely.

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- Only one team member can occupy 200 square feet of any space at a time to ensure appropriate physical distancing, associated with reduced risk of infection and/or transmissibility of disease. The \_\_\_\_\_ has \_\_\_\_\_ of laboratory/studio and/or working space. This translates to \_\_\_\_\_ team members working at any one time.
- If necessary and feasible, move common laboratory and/or office equipment so that users maintain at least 6 ft. of space between them. Please note that wet lab benches are typically not six feet across; thus plan for work to occur on one side of the lab bench only in most instances.

### 3.0 Shift Work

- To achieve stated population density goals, the faculty lead and/or lab/project manager should establish a calendar for shift work among team members.\* Shift organization should be determined by the faculty and/or lab/project manager in a manner that is methodologically acceptable/feasible and gives priority, when appropriate, to graduate students, postdocs, and other trainees who have timely requirements for graduation and/or starting a new position.
- Shifts must also account for work that occurs in shared spaces, such as offices, art/creative studios, film editing rooms, animal facilities, and/or cell culture rooms and requires coordination with the other teams who also use these spaces for their research/scholarly purposes. Faculty lead and/or lab/project manager must report: The \_\_\_\_\_ shares use of \_\_\_\_\_ with \_\_\_\_\_. \_\_\_\_\_ has coordinated with \_\_\_\_\_ on \_\_\_\_\_ to ensure appropriate physical distancing can be maintained.\*\*
- Assigned shifts should be communicated with all team members and posted on a weekly basis or as updated.
- Tools such as Microsoft SharePoint and Excel are available to you and are helpful in monitoring the times personnel will be using designated spaces. Click [here](#), for instructions on how to create or request a SharePoint online calendar. Click [here](#), to access and example Excel worksheet for tracking purposes.

\* This includes boats and core facilities/shared resources.

\*\*Personal safety is a key consideration during times of low-staff density. Those working with hazardous chemicals or materials are reminded not to work alone and not to work at off hours when fewer people are present. Establish a buddy system with a neighboring space or lab, or use check in/check out by phone or text with the PI or another research team member, especially if coming to work early in the morning or late in the evening when there is likely even less foot traffic.

\_\_\_\_\_ Faculty Members  
 \_\_\_\_\_ Staff Members, including laboratory/project manager, technicians, etc.  
 \_\_\_\_\_ Post Docs  
 \_\_\_\_\_ Graduate Students

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Given the amount of square footage for the \_\_\_\_\_ Laboratory/Studio/Workspace, only \_\_\_\_\_ team members can be scheduled for work simultaneously.

### 4.0. Other Physical Distancing Requirements

- When feasible, keep a distance of at least 6 ft. between individuals. In cases in which this is not possible, appropriate PPE must be worn.
- Maintain social distancing during lunch and coffee breaks. Common areas can be used for breaks; however, appropriate physical distancing must be maintained. Protective face coverings must be worn unless eating. Use only disposable plates/cups/flatware etc. or bring your own, which must be washed and removed after each use.
- Develop a safety protocol for deliveries to all offices/studios/research labs/workspaces.
- Follow all other safety guidelines articulated in University of Miami communications by Executive Leadership, Emergency Management and Environmental Health and Safety. (<https://coronavirus.miami.edu/updates-and-messages/index.html>). Procedures and guidelines may change, so please stay up to date with email and other University communications. New signage on campus will also relay guidance.

### 5.0. Personal safety requirements

- All faculty, staff, and students are required to wear approved face coverings while on campus including in buildings, except when eating or alone in a private office. At the medical campus, face coverings are available at security desks for buildings. If your building does not have a security point, please look to signage or Emergency Management communications for pickup locations.
- All faculty, staff, and students working in clinical and/or community settings, including boats, are also required to wear approved face coverings as part of their interactions with other team members and/or research subjects. Protective face coverings for such activities should be acquired at the designated location for the department or building.
- Lab coats must be worn in BL1 (and above) research labs and should be donned upon entering the lab and doffed just prior to leaving. Do not share lab coats, and do not pile used lab coats with clean ones. Lab coats should be professionally laundered when possible.
- Other PPE use will be determined by the type of work being conducted and Environmental Health and Safety standards. For clinical research, PPE use must be consistent with the standards for a given clinic and/or clinical setting (e.g., CTU). Laboratories should reach out to their normal suppliers for PPE and reagents before returning to the laboratory. If the materials are not available through the typical procedures, research groups across all campuses can utilize the supply chain for assistance at [https://umiami.qualtrics.com/jfe/form/SV\\_0SzxGefUHu9eylD](https://umiami.qualtrics.com/jfe/form/SV_0SzxGefUHu9eylD)
- All studios/laboratories and/or other workspaces should use EPA listed disinfectants and/or sanitary wipes to wipe down any benches, desktops, and/or equipment at the beginning and end of each shift, with attention to doorknobs or any other high touch surfaces.

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- Use disposable gloves when cleaning/disinfecting.
- Remember the following cleaning/disinfection/hygiene guidelines:
  - Personal computers and telephones are not to be shared. In instances where this is not possible, please wipe them down before and after use.
  - Common equipment, including printers/copiers, is to be used by one person at a time and must be disinfected before/after each use.
  - Transfer of items should be arranged by leaving them in a designated area for a no-contact approach, as opposed to handing them over in person.
  - In wet lab buildings, keep doors to individual laboratories closed to avoid air flow between rooms that are positively vs. negatively pressurized
  - Do not share pens/pencils. Carry a pen with you for your own use.
  - Use an elbow or a knuckle on elevator or other buttons, and leave the light switches on.
  - Use the automatic door openers (elbow or knuckle); do not use railings in the staircases.
  - When possible, wear disposable gloves to reduce your propensity to touch your face.
  - Clean your phone/cell phone, and do not take your cell phone with you to the restroom. Do not leave your phone on surfaces in common use areas.
  - Sneeze/cough into your elbow.
  - Do not reuse tissues; dispose of immediately after single use and wash your hands (preferred) or use hand sanitizer.
  - Do not put on lip balm or makeup outside of your home.
  - Wash your hands, even when you think you do not need to do so.

### 6.0 Personal health and well being

If a faculty or staff member, or a trainee feels any signs of illness, no matter how mild, they must not perform work of any kind in laboratories, studios, or other workspaces. They are encouraged to notify their supervisor and/or Division Director and, then, Employee Health. COVID-19 testing is available to all UM employees who have symptoms of illness through Employee Health by contacting 305-243-TEST.

All personnel working or learning at UM who test positive or have tested positive for COVID-19 at an outside facility must self-report the positive COVID-19 test result to [utrace@miami.edu](mailto:utrace@miami.edu).

All personnel who test positive for COVID-19, either through UM or an outside agency, are required to participate in UM's contact tracing initiative to ensure that anyone with whom they had close contact is appropriately notified, monitored for symptoms, and can self-quarantine to avoid further unnecessary transmission of infection.

Individuals who test positive for COVID-19 will be required to self-quarantine at home for at least 14 days. Return-to-work must be approved by Human Resources, reported to the

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Employee Hotline (305-243-TEST) and requires adherence to the personal safety requirements described above.

### 7.0 Additional Research Guidance for Phase I

#### For clinical, and/or population research:

- Non-critical clinical research activities will remain scaled back during this phase to avoid interfering with, or unnecessarily complicating, the ramping up of elective procedures and outpatient visits.
- Community-based data collection that involves face-to-face contact or in-home visits (as opposed to participant observation or community mapping) remain “on pause” to avoid unknown exposures to infection that may occur in such settings.
- Research which involves community participants coming to University laboratories or workspaces is not allowed during the current phase of ramp-up to reduce the risk of unnecessary exposure.
- Subject recruitment efforts should occur via phone and/or social media when possible and given IRB approval.
- Data collection, particularly questionnaire or survey-based, should occur via phone, online REDCAP platform, or using Zoom for Healthcare (HIPAA-compliant) when possible, given IRB approval.
- Intervention delivery should move to an online platform such as Zoom for Healthcare (HIPAA-compliant), when possible, given IRB approval.
- Any research in UHealth facilities must conform to, or follow, the volume requirements/needs of a given clinic. Clinical research coordinators must get the approval of the clinic manager, prior to arriving, to ensure that their presence will not compromise necessary physical distancing guidelines for patients and/or providers. Patient care and the safety of our healthcare workforce must remain our top priority.
- Clinical research team members must take necessary precautions to reduce exposure to infection. This includes wearing protective face coverings in and out of University buildings, as described in sections 4.0 and 5.0, and wearing a gown or other PPE that can be removed/discarded before travel between clinics and/or their office. If informed consent is signed by hand (vs. electronically), gloves must be worn and separate containers carried for used vs. sanitized pens. Used pens must be wiped down with 70% alcohol.
- Similar protections will be required for faculty and staff engaged in community-based research that involves close contact with participants for recruitment and/or data collection purposes in the next phase of ramp-up.

#### For field research:

- Field research should be delayed unless delaying the research will have a substantial detrimental impact on the research project or a student’s progression towards a degree.
- Research performed on boats or while diving must maintain physical distancing and appropriate hygiene measures, as described below and in the RSMAS COVID-19 diving memo (4/2/2020).
- Develop a means of designating who is present at the field research space at any given time, preferably through an online sign-in tool, or other mechanism of controlling the number of people at the same location at the same time.

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- If safety guidelines for the specific field research project require more than one person to be present at a location at one time, individuals must maintain at least a 6-ft. separation at all times. If the appropriate physical separation cannot be maintained, this work cannot be started.
- Travel to and from such locations should ideally occur with one person/car.
- Field locations must not be used for social gatherings or group meetings.
- Research studies must be carefully and thoughtfully planned given the likelihood that support services will be operating at reduced levels.
- Before departing for field research, a plan must be developed, and approved by the appropriate research dean, as to how these guidelines will be adhered to, and addressing any peculiarities specific to that experiment and location.

### For shared resources/core facilities:

- Necessary core facilities/shared resources should be staffed and resume operations consistent with the aforementioned guidelines. Those that involve shared equipment and/or instruments require disinfecting between use, as well as a shared calendar for all users to determine when equipment is available to avoid unnecessary physical interaction.

### 8.0 Travel

- All travel, both international and domestic, by any employee who operates in or supports clinical care remains prohibited. University-related international travel remains prohibited and the CDC requires a 14-day self-quarantine for any US citizen returning from travel abroad.
- University-related domestic travel requires prior approval by a supervising dean or vice president.
- Visitors from other universities, whether domestic or international, are prohibited from participating in any on-campus research and/or scholarly activity during this phase of research ramp-up.
- Members of the University community are discouraged from any personal travel using mass transit other than localized mass transit (e.g., Metrorail or Tri-Rail).

### 9.0 Compliance

All faculty, staff, and students are expected to follow these SOP guidelines as well as those recommended by University leadership for reducing disease risk. Observed deviation from the SOP will result in initial official warning to the lead faculty member involved, and any deviation thereafter may lead to a possible, temporary loss of on-campus privileges for that faculty member and their team to ensure optimal public health. Individuals with concerns and/or observations about SOP non-compliance should feel comfortable contacting Dr. Erin Kobetz, the Vice Provost for Research.

Signature

Date