



## **CSU GUIDANCE FOR 2020-21 ACADEMIC YEAR PLANNING IN THE CONTEXT OF COVID-19**

### ***Supplemental Guidance Provided by Academic and Student Affairs***

#### **RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES CONSIDERATIONS**

Research, scholarship, creative activities, and community service<sup>1</sup> comprise core aspects of the CSU higher education mission and complement the instructional programs offered to undergraduate and graduate students. As with instruction, as well as academic support and student services, these areas have also been impacted by the COVID-19 pandemic. The CSU Chancellor's Office offers the following phased approach for reincorporating research and other scholarly and creative activities into the campus setting as campuses undergo limited repopulation; this approach is most consistent with the nature of this work. Further, given the broad range of efforts in which faculty are engaged, across numerous disciplines, a universal checklist is not feasible. In all instances, the public health and welfare of participants – students, faculty and staff – must be promoted, including but not limited to maintaining rigorous standards for physical distancing and the provision of adequate Personal Protective Equipment (PPE).

The goals of this phased approach are to facilitate the reintegration of research, scholarship, creative activities, and community service in an incremental manner so as to:

- Protect the health and safety of university personnel and the community;
- Promote the continuity of essential research, scholarship, creative activities, and community service projects; and
- Re-initiate other research, scholarship, creative activities, and community service projects as quickly as feasible based upon public health and safety considerations.

This supplemental guidance provides broad guidelines to facilitate the restart of research and scholarship activities on campuses. Campuses should consider local and regional health guidelines, as well as campus specific situations, when approving the restart of

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<sup>1</sup> The term "Research, scholarship, creative activities and community service" is the broad, all-encompassing terminology for the full range and various types of scholarly endeavors undertaken by CSU faculty to advance and support the academic mission.

these activities. Publicly available guidelines are provided below at the end of this chapter for reference; note that many of these guidelines are constantly changing and being updated periodically, so campuses should refer back to them frequently.

This document was created in partnership with an ad hoc committee of CSU campus college deans led by Marie Johnson of CSU Fullerton, using information that was prepared with input from Sadiq Shah, Chair of the Council of Chief Research Officers; Brian Jersky, Chair of the Provosts’ Standing Committee for Research and Scholarship; Frank Gomez, Executive Director of STEMNET; and Ganesh Raman, Assistant Vice Chancellor for Research.

<b>Model for Phased Approach to Restoration of Research, Scholarship and Creative Activities</b>				
Phase	External Conditions	Summary	Actions	Time Period
<b>1</b>	<p><b>Situation unknown and changing State-wide Safer-at-Home Order is in place.</b></p> <p>Evidence indicates incidence and prevalence of new COVID 19 infections are on the rise (e.g., number of diagnoses, number of deaths, number of hospitalizations, other criteria yet-to-be-determined).</p> <p>Testing limited, capacity to do contact tracking limited, PPE shortages, limited access to treatment (hospital beds, ventilators, etc.).</p>	<p><b>Only activities to support research and scholarship continuity are allowed. In consultation with the Chancellor, exceptions can be made at the campus level by the President.</b></p> <p>Individuals identified as “essential” to maintaining research and scholarship capability are allowed on campus.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that mode.</p>	<p><b>RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY CONTINUITY ONLY</b></p> <p>Research facilities are in an “emergency pause” mode and field stations are closed, except where personnel are required to protect life safety and critical research infrastructure/capability (maintaining cell lines, animal health, instrumentation, etc.). Studios and other facilities for scholarship and creative activity are similarly closed.</p> <p>Staffing limited to essential personnel at the minimum number possible.</p> <p>Authorization for one-time access to faculty offices to pick up books and materials, shut down instrumentation, etc., delegated to deans.</p> <p>In consultation with the Chancellor, Campus Presidents may grant exceptions based on</p>	<b>Current</b>

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			<p>appeals that identify criticality, social distancing and sanitizing protocols.</p> <p><u>Preparations for Next Phase:</u></p> <p><i>Necessary core facilities are staffed and operational; rigorous cleaning and sanitization is scheduled for completion prior to repopulations.</i></p> <p><i>Labs are able to purchase necessary supplies.</i></p> <p><i>The PI has social distancing plans written and approved by Chair, Dean, campus Environmental Health &amp; Safety (EHS), and Risk Management; facial coverings and gloves available for all on-campus personnel; cleaning measures and schedule understood and supplies in place to comply with county public health/safety orders; COVID-19 lab risk mitigation training completed.</i></p> <p><i>Travel protocols have been developed for field research; approvals have been requested as necessary.</i></p>	
<b>2</b>	<b>Public health authorities and Governor relax restrictions on</b>	Time-sensitive (deadline or seasonal) research and scholarship projects	<b>RESEARCH AT APPROXIMATELY 35% OF NORMAL EFFORT</b>	<b>TBA</b>

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Phase	External Conditions	Summary	Actions	Time Period
	<p><b>Safer-at-Home.</b></p> <p>COVID 19 incidence and prevalence declining.</p> <p>COVID-19 testing and contact tracing capacity increases.</p> <p>PPE shortages and restrictions to health care may still exist.</p>	<p>resume</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 35% of the PI’s usual research effort</p> <p>Prioritize participation by students near graduation</p> <p>Align participation to unique circumstances of the COVID-19 pandemic in the surrounding community</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<p>Priority will be given to deadline-driven research and scholarship activities: activities that are deadline-driven whose pause or deferral would lead to catastrophic delay or loss of research results. Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Seasonal data collection such as field and agricultural work;</li> <li>• Surveys conducted proximate to a particular calendar milestone;</li> <li>• Experiments close to completion; or</li> <li>• Animal experiments where a delay would result in euthanasia or loss of a colony.</li> </ul> <p>Campuses may prioritize access to campus facilities for graduate students and undergraduates close to completing their degree/term of appointment.</p> <p>Campuses may prioritize research for completion of grants with end dates within three months (where the funding agency has not granted leniency).</p> <p>Core facilities should be restarted/reopened based on sufficient demand (approved projects) and only in cases where work</p>	

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			<p>cannot be performed remotely.</p> <p>For field research, approvals should depend on current public health restrictions in the counties where field research is to be conducted.</p> <p><i>Preparations for next phase:</i></p> <p><i>Core campus functions are staffed and operational support is provided to handle increased work load in consultation with EH&amp;S, Risk Management, etc.</i></p> <p><i>PI social distancing plans updated and approved by Chair, Dean and EHS</i></p> <p><i>Social distancing continues to be practiced, adequate supply of face masks and gloves are available, and cleaning measures are understood and in place for expansion of research efforts.</i></p>	
<b>3</b>	<p><b>Further relaxation of Safer-at-Home restrictions. Continue to follow Governor, county, and city ordinances.</b></p> <p>COVID-19 infections and fatalities continue to decrease.</p>	<p>Reduced density of research and scholarship effort allowed by gradually expanding the number/hours of people on campus, while maintaining social</p>	<p><b>RESEARCH AT APPROXIMATELY 50% OF NORMAL EFFORT</b></p> <p>PI’s plans for ensuring social distancing and other safety/health measures should be updated and approved by Chair, Dean, EHS, and Risk Management.</p>	<b>TBA</b>

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Phase	External Conditions	Summary	Actions	Time Period
	<p>COVID-19 testing capacity near maximum of needed capacity.</p> <p>PPE widely available.</p>	<p>distancing.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 50% of the PI’s usual research effort</p> <p>Plans for sudden return to Phase 1 are in place if circumstances deteriorate.</p>	<p>Campuses must maintain social distancing and regulate maximum occupancy per building or room. Campuses will need to consider and respond to the following questions:</p> <ul style="list-style-type: none"> <li>• What criteria should be used to determine the order of return to campus?</li> <li>• How does the department control the number of people in any given building or facility?</li> </ul> <p>Campuses may resume data collection and reinstate experiments on campus based on PI-determined priorities, but such endeavors should be limited to approximately 50% of normal research and/or scholarship activity-levels for the PI research lab or other relevant facility.</p> <p>Campuses may resume data collection and reinstate field-based research consistent with local public health restrictions. The PI’s risk mitigation plan, must be reviewed on case-by-case basis. Travel should comport with prevailing CSU guidelines regarding COVID-19-related restrictions.</p> <p>As relevant, campuses should also assess the condition of the relevant facility and</p>	

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			<p>ensure there is appropriate, adequate ventilation/air flow? This should be conducted in partnership with Environmental Health &amp; Safety.</p> <p>Campuses should allow access to single occupancy offices only, for up to 1-3 days per week for work that cannot be done elsewhere.</p>	
<b>4</b>	<p>Continue to follow Governor’s Office, county, and city expectations for increased repopulation while comporting with public health requirements.</p> <p>New cases of COVID-19 have begun to reduce over a period of time.</p> <p>COVID-19 testing and contact tracing is at maximum needed capacity.</p> <p>PPE availability is normal and reliable.</p>	<p>Continued expansion of research toward normal density while maintaining social distancing practices is allowed.</p> <p>All research, scholarship and creative activities that can be conducted remotely should continue in that modality, including all seminars, group meetings, etc.</p> <p>Onsite research, scholarship and creative activity transitions to levels that equate to approximately 75% of the PI’s usual research effort</p>	<p><b>RESEARCH AT APPROXIMATELY 75% OF NORMAL EFFORT</b></p> <p>The PI(s) should ensure that plans for increasing density research effort and maintaining social distancing have been updated and approved by the Chair, Dean, and EHS.</p> <p>Maintain social distancing and regulate max occupancy per building. Again, as relevant, campuses should also assess the condition of the relevant facility and ensure there is appropriate, adequate ventilation/air flow? This should be conducted in partnership with Environmental Health &amp; Safety.</p> <p>Resume data collection and resumption of experiments on-campus based on PI-determined priorities but limited to</p>	<b>TBA</b>

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		Plans for sudden return to Phase 1 are in place if circumstances deteriorate.	<p>approximately 75% of normal.</p> <p>Field Research - further expand on case by case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely and ability to social distance at field sites).</p> <p>Prioritize access for graduate students and senior undergraduates close to completing their degree/term of appointment.</p> <p>Allow access to single occupancy offices 3-7 days/week.</p> <p>Campuses will need to consider at what point undergraduate student research is allowed to fully resume.</p>	
<b>5</b>	<p><b>No or minimal state restrictions.</b></p> <p>Vaccine widely available and used in combination with widespread testing and contact tracing following new COVID-19 cases.</p> <p>Timely quarantine and isolation being implemented in accordance with all public health</p>	All types of research, scholarship and creative activities are allowed.	<p><b>RESEARCH RESTORED, I.E., AT 100% OF NORMAL EFFORT</b></p> <p>Campuses may allow all lab, studio and field research operations to recommence.</p> <p>In consultation with EHS and Risk Management, campus may consider reducing or eliminating all COVID 19 Standard Operating Procedures.</p>	<b>TBA</b>



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Phase	External Conditions	Summary	Actions	Time Period
	guidelines.			

For questions about this supplemental guidance, please contact Dr. Ganesh Raman, Assistant Vice Chancellor for Research in the CSU Chancellor’s Office (email: [graman@calstate.edu](mailto:graman@calstate.edu)).

**Additional References:**

- CDC COVID-19 Guidance for Institutes of Higher Education: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
- CDC guidelines on disinfection for community spaces: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- CDC Guidelines for collecting, handling, and testing clinical COVID-19 specimens: <https://www.cdc.gov/coronavirus/2019-nCoV/lab/guidelines-clinical-specimens.html>
- CDC list of people at higher risk for severe illness: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
- California Department of Public Health COVID-19 Updates: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
- California roadmap / Four stages for returning to work: <https://www.gov.ca.gov/wp-content/uploads/2020/04/Update-on-California-Pandemic-Roadmap.pdf>
- Definition of Essential Employees: <https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>
- San Diego County Public Health Order: [https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/health-order.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/health-order.html)
- Nature 4/3/20: Safely conducting essential research in the face of COVID-19 <https://go.nature.com/34IHmUd>
- UC Berkeley Planning: <https://vcresearch.berkeley.edu/research-continuity-planning-covid-19>
- <https://docs.google.com/document/d/1sOn1N6IN6hj6FNVDMOomMKisPxcBWViCdHCKPgZMykM/edit>
- Univ Washington Planning: <https://www.washington.edu/research/announcements/mitigating-impacts-to-research-activities-due-to-covid-19/>
- <https://www.ehs.washington.edu/system/files/resources/UWLabContinuityPlan.pdf>
- Yale University Planning: <https://research.yale.edu/covid-19-information-faculty-and-researchers>

- <https://ehs.yale.edu/covid-19-research-continuity>
- UCI list of research priorities: <https://news.research.uci.edu/vcr/uci-research-shutdown/>
- UCD guidelines for research ramp-up: <https://research.ucdavis.edu/guidelines-for-uc-davis-research-ramp-up-ramp-down-april-23-2020/>
- UCSD: <https://blink.ucsd.edu/research/covid-19/index.html#Vice-Chancellor-and-UCOP-Resear>