GWSPH New Project Initiation & Research Project Reopening Approval Request

Principal Investigators who intend to initiate new project as well as those intending to restart projects that were halted due to COVID-19, are required to develop a reopening plan and gain approval prior to initiating or reopening any laboratory (lab/core/shared facility), on-campus research study, or location to personnel (e.g., staff, graduate students, technicians).

In GW Phase 1 of reopening, any work that can be performed away from the GW campus should still be done remotely. All normal laboratory and research safety protocols should be maintained and personnel should be reminded of traditional safety policy and resources. Safety is always paramount for laboratories and research, but as we move through Phase 1 into Phase 2 and beyond, additional measures are needed for laboratories and research to operate under pandemic conditions.

All laboratory and research study initiation and reopening plans will be initially submitted and approved by a department chair. The plan will then be sent to the Senior Associate Dean for Research via email to GWSPHResearch@gwu.edu.

A complete project initiation and reopening approval request form should include demographic and project information as well as the following detailed plans (see table below for a full breakdown): a physical distancing plan compliant with GW and GWSPH recommendations, lab/space logistics, and a list of personnel responsibilities. Additionally, projects that include human subjects and/or handle COVID-19 specimens should provide detailed safety procedures. Lastly, each form should include a plan for using/procuring PPE, cleaning materials, and supplies, plus a ramp-down procedure in the event a positive COVID-19 test result or similar situation requires the project to be ramped-down on short notice.

PIs must provide a project initiation/re-opening plan using the template that addresses the following nine elements:

No.	Plan Element	Plan Specifics
1	Project Information	1. Provide location (and name) of lab or location of research. 2. Name of sponsor or entity for whom work is to be performed, including complete contact details. 3. Provide pertinent department/program under which the lab/study falls. 4. Are you using any core services of the University (eg. genomics core, high-performance computing) 5. Are you requesting an exception to GW or GWSPH guidelines? If *Yes*, please list the exceptions and add a justification.
2	Physical Distance Plan	1. Provide details for providing ample physical distance that is consistent with the current GW recommendation. 2. Establish max occupancy for space based on GW/GWSPH guidelines. 3. Establish workspace markings (distances) where appropriate. 4. Provide separate sections/discussion for specialized/shared equipment that need their own personnel distance guidelines and markings. 5. Provide guidance on spacing for work areas (or benches), consider supply cabinets, refrigerators, and secondary equipment etc. and any

		other features of the lab/space that require distance plans and appropriate marking for personnel.
3	Lab/Space Logistics Plan	1. The PI is responsible for creating a system whereby it is known in near real- time who is in the lab/space and when they are in the lab/space. 2. A list of all personnel who are allowed in the lab/space. If cohorts are utilized, the cohort groups may be provided. 3. Work (open) hours for the lab/space should be stated (staggered schedules recommended). 4. Logistics for special shared equipment, if varied from established practice (e.g. how to reserve) should be explained. *Note: the use of non-standard work hours ("shifts") may be allowed (see Research Reopening Guidelines for GWSPH)*
4	Personnel Responsibilities	1. State personnel responsibilities and how they will know their roles. 2. Document standard safety rules and point to relevant existing guidance. 3. Provide additional COVID-19 related personnel responsibilities, refer to the latest guidance from GW/Health & Safety.
5	Cleaning Plan	1. A plan should be provided for how the lab/space will remain cleaned/sanitized. 2. PIs and personnel are advised that given the desire to maximize social distancing, additional cleaning duties are expected of personnel. Areas to be considered: trash receptacles, bench/work areas, touch spots, equipment, and general housekeeping.
6	Human Subjects Plan	1. Explain steps to be taken to ensure that participants are protected against COVID-19 exposure. 2. Explain how you intend to manage research volunteers who test positive for COVID-19. 3. If the project involves community-based research techniques such as data collection and/or interviews, describe updated safety procedures.
7	Research Specimen Plan	1. Explain steps to be taken to ensure safety in handling research specimens. 2. If the study involves collection and/or handling of COVID-19 specimens, describe the safety procedures to be implemented.
8	PPE, Materials and Supplies Plan	1. Project initiation as well as re-opening requires appropriate PPE and cleaning materials. 2. Document (list) materials required before initiation/re-opening. 3. State how the lab/study is procuring necessary PPE and/or specific cleaning materials for the initial initiation/re-opening phase. 4. Indicate if support from GWSPH is needed and specify for what PPE or other materials.
9	Ramp-Down Procedures	1. The PI should provide a plan for how to ramp down the project or lab/space safely in minimal time. 2. Protocols for shutting down the project or lab, cleaning, and restarting a lab/space if personnel tests positive for COVID-19 or for personnel with a positive test in their household need to be considered. *Note: GWSPH will follow GW protocols for testing*.