Faculty Guidance for Preparing for Return to Campus in Phase 1
Updated May 31, 2020

The following is intended to assist you in addressing many factors you need to consider in preparing your return to campus for Phase 1 Research Reactivation. Access to campus will be very limited during this phase; please review the overall restrictions for return to campus carefully. During Phase 1, research that can be conducted off campus must continue to take place remotely. Only research that requires access to campus because it is the only place the work is possible should commence on campus. Time on campus should be limited to the minimum necessary to perform the research. Undergraduate students, new postbac students and new visiting scientists will not be approved for research on campus during Phase 1, though they may conduct research remotely (from home), and may be eligible to come to campus in future phases of research reactivation.

Note that the guidance that follows applies only to those for whom campus access is absolutely essential for their research activity to be carried out. If you are unsure whether your research will qualify for return to campus, you may want to consult with your department chair or dean before applying for Phase 1 reactivation.

Applications to return to campus will be reviewed by your department chair, institute or center director, or section chief, and then vetted by the cognizant dean and the provost office. Requests to commence field work and in-person human subjects research will be reviewed by committees of faculty specifically charged for this purpose, before further chair, dean and provostial review.

Helpful Information to Review Before Return to Campus
- Research Reactivation Phases
- Further Reactivation Guidance for Faculty
- Trainee Accommodations guidance
- For lab-based research, review the Expectations for Working in Research Laboratories during the COVID-19 Pandemic
- For lab-based research, review EHS’ Return to Research Website
- For lab-based research, review the Laboratory Ramp-Up Checklist
- In preparation for the required online application for both lab and non-lab based research, review the Integrator Application for Phase 1 Research instructions and video

How to Apply for Permission to Return to Campus
- For research that requires access to campus or local field sites, because it is the only place the work can be done, submit an application via Integrator. If you are unsure whether your research will qualify for return to campus, you may want to consult with your department chair or dean before submitting an application.
- Complete the online Reactivation Training for Researchers training video and quiz. Ensure that all researchers in your lab who are listed in your Integrator application to return to campus complete this training.
After submission and approval of safety plans, laboratory and facility PIs will obtain an authorization notice to return to campus through EHS Integrator. Return to campus is only permitted for those faculty and facility directors, and their associated and approved laboratory personnel, who have received authorization notification from EHS Integrator.

Upon authorization to return to campus, investigators will receive an initial allotment of university-supplied face masks, disinfecting wipes and hand sanitizer for their research group by visiting https://ypps.yale.edu/returntoyale. Please request these safety supplies before re-entering your lab or research space. The supplies contain:

- 50 surgical face masks for each member of your laboratory approved to return to campus for Phase 1 research.
- An individual bottle of hand sanitizer for each member of your laboratory.
- 3 canisters of disinfecting wipes for the laboratory or facility.
- Lanyards for visible presentation of Yale IDs.

Ensure you have adequate cleaning supplies. See Yale EHS guidance for the cleaning and disinfection of public areas, offices, labs, and work spaces on campus, and information about making disinfectant solution for your work place.

All research personnel returning to campus as part of Phase 1 research reactivation must use a Digital Check-in Application (for symptom monitoring and attendance tracking). This digital application will replace the symptom tracking and attendance ‘paper’ logs that may have been part of individual PI safety plans. Everyone who is able should utilize the mobile symptom tracking app, which was developed by Yale ITS for this purpose. It will provide laboratory PIs or facility directors with daily reports of attendance (arrival and departure) and symptom self-assessment of all members of the laboratory or facility. For clinical/translational research conducted in standard patient care areas, symptom monitoring and attendance procedures will parallel those used for standard patient care.

Current Status of Campus Operations

- Building access is by key card only.
- Yale Animal Resource Center (YARC) will be operating, but access to the facility is by reservation only. Current YARC guidance (May 28, 2020) can be found here.
- Core facilities will be operational, but with modified schedules, instrument availability, policies and access procedures to ensure compliance with Phase 1 guidelines. Contact the manager of any core facilities you will need upon return to familiarize yourself with modified core operations.
- Shuttle busses will be running on a modified schedule. Details are forthcoming.
- Parking lots will be open and will not require key card access until further notice.
- Campus Security and escort services remain active.
- Plan to bring your own drinks and meals to campus. Consider bringing your own cooler to avoid use of common kitchen areas. Limited food service may be available on campus.
- Child care options may be found here. We continue to work on broader options for child care and will provide updates at their earliest availability.
Contacts for help

- Creating a plan for return to your lab: contact your Department Chair, Department COVID-19 Safety Officer, or your EHS safety advisor.
- EHS COVID-19 Information and lab PPE Guidance.
- If you are a supervisor or a manager and learn that an employee or trainee is experiencing COVID-19 symptoms or receive notice that your employee or trainee checked “yes” to COVID symptoms in the Daily Check in App:
  - Symptoms reported on the new Daily Check in App from a member of your staff DOES NOT MEAN THEY ARE COVID POSITIVE. Many staff have illness and symptoms every day that are not associated with coronavirus.
  - You do not need to notify EHS or Yale Employee Health.
  - You do not need to notify anyone in your department that a co-worker has reported symptoms and indicate a possible exposure.
  - DO call your employee or trainee and advise them to call the Campus Covid Resource Line (CCRL) at 203 432 6604 or their primary care provider or Yale Employee Health 203 432 7978 in order to speak with a Registered Nurse or other health care provider for guidance.
  - In the event that an employee or trainee in your department/unit/lab/division tests positive for COVID-19, a member of the Employee Health department will contact you directly.
  - Any close contacts of an employee or trainee who tests positive will be contacted directly by Employee Health.
  - If daily confirmation is NOT reported by an employee or trainee, remind them of the requirement to do so.

- Safety violations:

  It is the responsibility of PIs and other laboratory supervisors to enforce dedensification measures, PPE requirements, and other safety measures, as required by the laboratory safety plans, departmental safety plans and the university. Faculty, staff, and trainees who are concerned that safety measures are not being followed may bring a complaint in one of two ways: First, those who feel comfortable doing so may speak with the PI, another supervisor, the Department Chair, Faculty Director, Dean’s Designee, the director of the Office for Postdoctoral Affairs, or the Departmental COVID-19 Safety Officer. Second, they may make anonymous or identified reports through the University Hotline.

  Faculty, staff, and trainees who are concerned that state-mandated safety requirements are not being followed may call the state hotline at 211. Supervisors may not retaliate against individuals for raising concerns about COVID-related safety and health conditions.

Feedback

- To provide feedback on the phased reactivation of research, please do so here.