

## Overview and Directions for using **EHS Integrator** to request **Phase 1 – Research Reactivation**

*Explanation – This is an overview of how to access EHS Integrator and the questions to which you will need to respond to request **Phase 1 – Research Reactivation**.*

Upon entering EHS Integrator (<https://ehsis.yale.edu/EHSIntegrator/Registration> - **VPN connection required – see details below**), if you were not immediately directed to a new registration, you will need to navigate to **Phase 1 - Research Reactivation**. A 3-minute video (no sound) navigating the registration is available at <https://ehs.yale.edu/research-reactivation-demo>.

- From the **Home page**, select “**Registration**” on the left-hand side of the screen.
- Enter your name in the search function if prompted. Select your name.
- You will be on the **EHS Registration page**.
- On the right-hand side under **New Registration** select **Phase 1 - Research Reactivation under COVID-19**
- Once in this location, you will be able to proceed with the remaining questions in the form.

*NOTE: You may save your work and return later. Upon completing the form, please complete your submission by selecting tab **6) Submit to EHS**.*

**VPN Connection Required** - Please note that you must be on the Yale network to access EHS Integrator. If you are not on the Yale network or Yale Secure wi-fi, you must first begin a VPN secure connection (via Cisco Any Connect). Contact the ITS Help Desk (available 24/7) at [helpdesk@yale.edu](mailto:helpdesk@yale.edu) or 203-432-9000 for help with VPN.

**Questions?** Should you have any questions about the use of Integrator, please contact EHS for assistance at [ehsintegrator@yale.edu](mailto:ehsintegrator@yale.edu) or 203-737-2122. If you have questions about how to respond to a given question, please contact your unit leader.

***The following descriptions are provided for your convenience in preparing your responses to the questionnaire. The Integrator will have you provide information in the form. The “Tab” notation below refers to the navigational tabs within Integrator.***

### Tab 1 = Personnel

*Explanation - Within this tab, you will identify members of your working group for whom an exception is being requested. A first-time user of Integrator will use the “Add from full Person List” function. ‘Add Principal Assistants’ or “Add All Principal Assistants’ are applicable to those who have previously used the system. If no one is specifically identified, the request will be for the applicant.*

## Tab 2 = Area(s)/Lab(s)

*Explanation - Within this tab you will identify your working spaces. A first-time user of Integrator will use the "Add Building Areas" function. 'Add Principal Building Areas' or 'Add All Principal Areas' are applicable to those who have previously used the system.*

## Tab 3 = Questions

*Explanation - This section provides a series of questions depending on the type(s) of work you are proposing (field, human research subjects, office environments (non-lab), or lab environments) and required questions related to sharing space or equipment and contact tracing. For most faculty, only a sub-set of these sections will need to be completed.*

### Field Work

Will research activities require you or your staff to perform off campus fieldwork?

Respond yes or no.

As a reminder, all Yale University travel is currently banned. Exceptions must be pre-approved by the appropriate Dean, Chair, or their designee.

Where is your proposed local travel destination?

Please indicate the Project PI(s), Departments and Schools associated with fieldwork activities.

Please input the Project Title and Sponsor.

Please provide a Project Summary and plan for compliance with Phase 1 requirements.  
Provide a brief summary of the fieldwork activities to be conducted during Phase 1.  
Clearly explain how these activities are justified under Phase 1 allowances.

Please identify the locations and dates (to/from) of the proposed fieldwork and provide a description of the activities to be conducted.

Please explain how travel to/from the site, food and fuel procurement, and any overnight stays will be conducted to provide adequate social distancing.

Please list any non-Yale personnel that may be involved and their affiliation or state "None".

PLEASE NOTE - Essential fieldwork activities should only be conducted by fully trained staff (e.g., graduate students, postdocs, staff scientists). Undergraduate researchers and new personnel who have not been trained are not allowed in this phase.

Please describe how you will ensure or maximize physical distancing in lodging and at the field site.

Current recommendations include physical separation of at least 6 feet, at all times. Please also include how you and your safety coordinator will monitor compliance.

Please how you will provide enhanced cleaning/disinfecting procedures appropriate for your activities

Please also include:

- How you and your safety coordinator will monitor compliance.
- Whether you have the necessary cleaning supplies for these procedures.

Please describe relevant cleaning and monitoring protocols for each of the shared resources, if applicable.

Please describe the PPE and work attire that your team needs to carry out the described activities.

We remind all researchers that appropriate work attire is paramount. All people engaging in fieldwork are required to wear face coverings. Researchers are also strongly encouraged to also wear them in public settings (on campus or in field), as per CDC guidance. Please also include your plan for ensuring that your research group has sufficient PPE to maintain activities in the future.

#### Health & Symptom Monitoring Plan

Please provide your plan for monitoring personnel health and symptoms.

[Sample Text: We will require all personnel to stay at home if self-monitoring reveals any health issues. If an individual experiences fever, cough, or difficulty breathing they will be encouraged to stay home and contact a healthcare provider for guidance.]

#### Rapid Ramp-Down Plan

Please provide a plan for rapid ramp-down of research activities should the need to do so arise.

#### In-Person Human Subjects Research

Will your reactivation work involve in-person human research subjects? *Respond Yes or No.*

Please attach your research plan in the "Documents" tab of this registration.

## Office Environments (non-lab)

Will research activities take place in an Office space?

On-campus research access is limited to essential research activities for which the only place the work can be done is on campus.

*You will be prompted to respond Yes or No.*

Will individual offices have Multiple occupancy? *Respond Yes or No.*

Please describe your research activities that necessitate on-campus office use.

### De-Densification Plan

Please describe the personnel density you will allow in your space(s). A map/plan of your office space with a graphical indication of the maximum number of personnel to be allowed and where they will be situated is a welcome mode of addressing this question. This may be uploaded in the "Documents" tab of this registration. Space plans are available upon request from some Department Chairs or your Business Office."

### Health & Symptom Monitoring Plan

Please provide your plan for monitoring personnel health and symptoms.

[Sample Text: We will require all personnel to stay at home if self-monitoring reveals any health issues. If an individual experiences COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) they will be encouraged to stay home and contact a healthcare provider for guidance.]

## Laboratory Environments

Will your Phase 1 - Research reactivation involve the use of laboratories? *Respond Yes or No.*

Computational laboratory-use only? *Respond Yes or No.*

### Lab Infrastructure Re-Opening Steps

Please indicate what steps you will take in advance of allowing personnel to resume use of labs, equipment and all research-related activities in your space. If your space is shared with another PI, please indicate which PI, and certify that you are in agreement with the stated plans. Please note: All building safety systems will be inspected and verified as operational. To ensure proper resumption of research activities, a lab member should review and submit to the Department Chair the Lab Ramp Up checklist (<https://ehs.yale.edu/sites/default/files/files/lab-ramp-up-checklist.pdf>).

[Sample text: In preparation for opening, all lab work surfaces will be cleared to facilitate frequent disinfection. To the extent possible we will remove from the bench surface: glassware, small equipment, supplies, chemicals, etc.]

### De-Densification Plan

Please describe the personnel density you will allow in your space(s). Please consider steps to minimize working alone in labs. A laboratory map/plan of your space (laboratory and office) with a graphical indication of the maximum number of lab personnel to be allowed and where they will be situated is a welcome mode of addressing this question. This may be uploaded in the "Documents" tab of this registration. Space plans are available upon request from some Department Chairs or your Business Office.

### PPE Plan

Please provide your specific plan for use of PPE. Note that a face covering will be required at all times unless alone in a single occupancy office.

[Sample Text: Use of gloves will follow Yale's PPE procedure (<https://ehs.yale.edu/sites/default/files/files/ppe-procedure-labs.pdf>). At a minimum, per normal lab operations, gloves are required if touching potentially contaminated equipment.]

Please provide your lab-specific Shared Equipment plan (centrifuges, biosafety cabinets, imagers, EEG, psychophysiological equipment, etc.

This question applies to equipment that is in your lab and used by multiple people.

[Sample Text: Mitigation approaches might involve limiting use to certain individuals (who might undertake for others), decontamination, or other approaches. Also consider traffic of personnel to shared instruments/equipment – which might necessitate their relocation.]

### Surface Disinfection Plan

Please indicate your plan for surface disinfection above and beyond the cleaning activities provided by Yale Facilities.

[Sample Text: Lab members will be assigned equipment and surfaces for disinfection at the mid-point and end of their respective shifts. Lab members are to clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, and sinks.]

### Health & Symptom Monitoring Plan

Please provide your plan for monitoring personnel health and symptoms.

[Sample Text: We will require all personnel to stay at home if self-monitoring reveals any health issues. If an individual experiences COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) they will be encouraged to stay home and contact a healthcare provider for guidance.]

### Rapid Ramp-Down Plan

Please provide a plan for rapid ramp-down of research activities should the need to do so arise.

### Shared Space & Equipment (e.g. - Dept Resources)

Will research activities take place in Shared Spaces? Respond Yes or No.

Please provide your Shared Space Plan

Will research activities require the use of Shared Equipment? Respond Yes or No.

Departmental equipment or equipment shared between a small number of laboratories, e.g. - Developers, Microscopes, PCR machines, Cell Sorters, Fieldwork tools, EEG equipment, psychophysiological equipment, etc.

Please provide your Shared Equipment plan

Please provide your plan for ensuring that shared equipment items do not become hubs for infection. Also, include steps you will take to coordinate with relevant Principal Investigators.

[Sample Text: Mitigation approaches might involve limiting use to certain individuals (who might undertake for others), decontamination, or other approaches. Also consider traffic of personnel to shared instruments/equipment – which might necessitate their relocation.]

### Contact Tracing Requirement

Please indicate how you will fulfill the requirement to maintain a log of employees conducting research on campus or in the field over time, to support contact tracing.

[Sample Text: A Google document will be maintained, and each individual will be required to log their arrival and departure time.]

## Tab 4 = Documents

*Explanation - This section allows you to upload documents for review. The Human Subjects Research Plan is required if you proposed to do such research. The other documents are not required unless requested by your chair, section chief or director.*

In-Person Human Subjects Research Plan (option to upload document)

Laboratory Floor Plan (option to upload document)

Shift Schedule (option to upload document)

Provide a daily/hourly schedule for re-occupancy. Please consider using the sample spreadsheet and upload here. Consider social distancing and the safety of working alone:

<https://ehs.yale.edu/sites/default/files/files/working-alone-labs.pdf>

## Tab 5 = Report

*Explanation - This section allows you to review all your responses without referencing the individual tabs.*

## Tab 6 = Submit to EHS

*Explanation – After completing your responses, you may select “Submit to EHS.” If there are any missing responses, these will be identified. You will need to complete the required sections before you are able to submit. Although this indicates that the request is being submitted to EHS, the **Phase 1 – Research Reactivation** form will be routed to your unit leader (chair, section chief, director, or dean as appropriate) for review.*

**Questions?** Should you have any questions about the use of Integrator, please contact EHS for assistance at [ehsintegrator@yale.edu](mailto:ehsintegrator@yale.edu) or 203-737-2122. If you have questions about how to respond to a given question, please contact your unit leader.

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