**DRAFT Phase I On-Grounds Research Ramp with Low-density Laboratory and Workspace Occupancy-Request Form**

*(We are working on an online system that will require you to enter the following information. We provide this here for your advanced planning).*

**Request to Ramp Up Research Activities**

*Please note that only “critical research” deemed critical by the PI, department, and school will be ramped up in this phase I. As you fill out the names of personnel/students to request access for in this application, you will be asked for a brief description of the research they will be performing and why it is critical research.*

**PI Information:**

Faculty PI Name: Last, First

Primary Department

Computing id: (eg. cdr9c)

Supervisor: Last, First, UVA academic email

**Space involved in this request:**

**Space managed exclusively by you for which you will be requesting access:**

Lab space 1 (Building name and room)

Lab space 2 (Building name and room):

Lab space 3 (Building name and room):

Office space (Building name and room):

**Shared spaces managed with additional PIs for whom you will be requesting access:**

Share lab space 1 (Building name and room)

Additional PIs name(s):

Department

School:

Email address:

Repeat if there are more than one shared lab

Provide a list of any [core facilities](https://research.virginia.edu/research-core-resources) you will utilize space or instruments in and name/email of contact person in the core you have coordinated your plan with. (Core facility managers are responsible for developing a plan for their space)

Does any of your research occur in non-UVA spaces? (For example, field stations or UVA leased buildings off Grounds) If yes, where?

**People for whom you are requesting access:**

Information on all researchers you are requesting approval for reentry into the lab/research space for conducting research on-Grounds. (If there are personnel already working in the space, include them).

Researcher 1 (repeat for EACH person you plan to have come to Grounds)

Name

Title/position (Faculty, post-doc, GRA, etc.)

Space they will work in (Room number, Building)

Weekly schedule

A brief description of this person’s research and justification why this is critical research?

Note: no undergraduates will be allowed to work on-Grounds during phase I.

**Compliance Information:**

**Distancing requirements:**

Maintain social distancing by designing space between people to be at least 9 feet during prolonged work which will be accomplished by restricting the number of people in the lab to a density of ~250 sq. ft. /person in lab areas. When moving around, a minimum of 6 feet social distancing is required. Ideally only one person per lab bench and not more than one person can work at the same time in the same bay.

What is the total square footage of your lab?

How many personnel will be using the lab at any one time, at a maximum?

Describe physical work arrangements for each lab. Show schematic of the lab and space organization to meet the distancing guidelines (see key safety expectations for ramp-up).

* Show gross dimensions, location of desks, and equipment in blocks (not details) that show available space for work and foot traffic.
* Indicate total square footage for every lab/space that you are requesting adding personnel to in this application. If you would like help obtaining a floorplan for your lab, your department or deans office can help**.** You can also create a hand drawing/block diagram of your space and the location of objects on a graph paper.
* Upload your physical layout and workspace organization in the form of a jpg image or a pdf file. This can be hand-drawn or actual floorplans.
* Show and/or describe designated work location for each member (during their shift) in the lab when multiple members are present at a time to meet the distancing guidelines.
* Provide a foot traffic plan (on the schematic) to indicate how people can move around while maintaining distancing requirements. This can be a freeform sketch on your floor plan showing where foot traffic can occur in your lab, and conditions, if any, to ensure distancing at all times. (e.g., direction to walk around a lab bench, rules for using shared equipment located in the lab, certain areas of lab prohibited from access, etc.).
* Provide your initial weekly laboratory schedule (see excel template) for all members that you are requesting access for, indicating all shifts as necessary. If schedule changes, please submit your revised schedule through the web portal.

**Health Safety Requirements:**

Use EHS lab safety manual template for COVID (available May 25) to create and upload a copy of your laboratory policy statement to all members which includes at a minimum the following details:

* Laboratory face covering rules, use of other PPE use as required
* Adherence to individual schedules, check-in, check out requirements
* Completion of online EHS safety training requirement
* Health self-attestation requirement
* Sanitizing procedures including frequency and type of disinfectants to use
* Where and how to obtain PPE including face covering

**Other requirements:**

Will you be using animals in your research?

If so, have you coordinated with the vivarium manager to meet your needs?

Does your research involve human subjects?

If yes- list IRB approval relevant numbers.

Do you have the necessary materials, supplies, cleaning supplies and PPE for your laboratory?

If not - list your needs

**By submitting this request, you understand that every member listed in this form for on Grounds laboratory access will:**

* Complete online COVID awareness & precaution training module (link forthcoming-May 25)
* Complete daily health acknowledgement form signed (electronically) –email generated daily to those listed on your plan for access to on Grounds lab/research space
* Fill out daily work attendance log for all lab members following your school process to check-in and out of work each day.