

## **Research Resumption Application Instructions**

The PI must ensure all elements of the application process are complete: [Research Application Process](#).  
The process requires:

1. The PI must establish the risk level of the research. This hazard level must be included in all research member applications as well as on the research application itself. Please ensure your researchers know this number before they submit their applications for research.

### **Risk Category Definition:**

- Risk Category 1 - Research that does not involve face to face human contact. (i.e., sending equipment to participants with all participant engagement performed remotely.)
- Risk Category 2 - Research on campus that involves participants and physical distancing can always be maintained .
- Risk Category 3 - Research on campus that involves close contact with participants but all available PPE/PHPE is used.
- Risk Category 4 - Research on campus that involves close contact but all or some required PPE/PHPE cannot be used. (i.e., facial masks would prohibit effective communication with the participant)
- Risk Category 5 - Research that is intended to occur in a participant's home or some other elevated risk, off-campus location

2. Each member of the research team, including undergraduates, must complete a research member application. [Research Member Application](#)
3. After each member has submitted their application, the PI was complete and submit a research application. All required information must be submitted for is required for the application to be accepted for review. Missing information or incomplete information will cause a delay in approval. [Research Resumption Application](#)
  - a. The link for requirements to be met by all research projects is here: [General Requirements for All Research Projects](#). This part of your application will involve how you manage the research space and the researchers who are in the space to include measures you will expect researchers to follow when not working with human subjects. Based on current federal and state guidelines, the information below is required to be included in your application, where applicable.
  - b. The link that provided the additional requirements to be met for human subject research is here: [Human Subject Research Requirements](#). This part of the application involves supplemental information for human subject research. The plan for how you will engage human subjects is expected to be comprehensive and with the additional information submitted as an attachment to the general application noted above.

General information to be included, where applicable:

- **Facial Coverings:** Facial coverings are always required to be worn by all people when on campus at all times regardless of physical distance or the number of people in the space. When in northeastern buildings, masks are always required to be worn whether you are alone or not.

The only exception to wearing face mask is when a person is in their private office, alone and with the door shut.

- Face masks required to limit the buildup of viral particles in the air as particles can remain in the air up to 3 hours. Face masks will be replaced or cleaned daily, at a minimum.
- If hazardous materials are involved, researchers must wear a disposable mask or an appropriately selected and fitted respirator. Researchers will remove the mask they have been wearing, dispose of it appropriately and don a fresh covering before leaving the lab
- **OTHER PPE AND PHPE:** When gloves are used, they will be removed and disposed of before leaving the lab. Hands will be washed after removing gloves. NOTE: Gloves do not eliminate the need to disinfect equipment after use and surfaces.
- For occasions where in-person consultation, training, or teamwork must occur, all persons closer than 6 feet should wear a facial covering and a face shield, safety glasses with side shields, or goggles. The time spent closer than 6 feet should not last longer than is necessary.
- If safety glasses, goggles, or face shields are used, they will be wiped down before putting them on and after taking them off. Hands will be sanitized before donning or removing any safety gear used on the face or head, including donning and doffing facial coverings.
- **HYGIENE:** Frequent hand washing is required. Hands must be washed after touching common surfaces outside of the lab such as in bathrooms and pantry areas.
- **SHARED EQUIPMENT:** Shared equipment will be wiped down before and after each use. Where possible, shared equipment will be labeled reminding researchers to wipe down before and after use. Disinfectant wipes will be available at or near all shared equipment. Wash hands after using and disinfecting shared equipment.
- **PERSONAL EQUIPMENT** that is not shared with others must be sanitized at the start and end of each day. Disinfectant wipes will be available for employees to use for this purpose.
- **DISINFECTANTS:** The United States Environmental Protection Agency (USEPA) has created a list of effective disinfectants to be used. Only disinfectants listed on the USEPA N List. If a non-listed disinfectant is to be used, proof will be available to show that it meets USEPA criteria for use against COVID-19. Researchers responsible for disinfecting equipment and surfaces will be provided an SDS and instructions for the disinfectant to be used and will follow all manufacturer requirements for use. More information is available here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- **ADDITIONAL PROTECTIVE MEASURES:**
  - Researchers will work from home whenever possible. Activities such as team meetings will be held remotely when possible. Computer work will be performed remotely when possible
  - Researchers will be trained on the specific COVID-19 requirements as stated in this application and will follow requirements whenever in the research space.
  - Researchers will follow all federal, state, local, and Northeastern COVID-19 requirements when outside of the lab, including but not limited to:
    - Following all Northeastern campus entry and exit requirements.
    - Following all Northeastern workplace safety protocols.
    - Being aware of and following COVID-19 requirements in areas of research off campus