

Brown University
Visitors for Essential Research
Principles and Procedures: Stage 2
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TABLE OF CONTENTS

1. Introduction
2. Guiding Principles
 1. *Follow the relevant local, state, and national public health authority directives.*
 2. *The resumption of research will be carried out in full compliance with the [Brown University COVID-19 Campus Safety Policy](#) and any other University policies that govern the return to campus.*
 3. *Protect the health and safety of the research workforce and the health and safety of human research subjects.*
 4. *Protect the careers of early stage researchers.*
 5. *Implement a fair and transparent process for resuming field research.*
 6. *Ensure as rapid a research resumption as the public health conditions, applicable public directives, and University policies permit.*
 7. *Ensure that viral spread is isolated with minimal impact following University guidance.*
3. **Visitor Access** Procedures
4. Process to Request **Campus Access for Visitor(s) for Essential Research**
5. Deadlines

I. INTRODUCTION

The [recent guidance](#) on the resumption of on-campus laboratory research affirms that Brown University's first priority is the health and safety of every member of the Brown community, and this priority has guided and will continue to guide all of the University's decisions and response to COVID-19. This document lays out the process and considerations to allow visitors for essential research access to Brown facilities in a manner fully consistent with the best and current public health guidance, and the University's [COVID-19 Campus Safety Policy](#).

These policies and procedures apply through December 23, 2020 and an update will be provided later in the fall semester.

A visitor eligible for approval *for essential research duties* includes those in the following categories:

- Program officer requiring a site visit to campus under the terms of grant proposal or grant award

- Collaborator from another institution on an active award requiring access to Brown facilities
- Trainees on funded training grant awards
- Visiting scholars to an institute/center in accordance with its approved COVID-19 lab safety plan
- Post-baccalaureate, non-degree seeking graduate students performing essential research
- Application scientists providing specialized training

At this time, Brown is unable to accommodate research visitors for purposes of a sabbatical or independent study.

These principles and procedures do not apply to [external users of core facilities](#) nor [vendors](#). Those categories of external visitor are covered by separate Brown procedures linked to in the previous sentence.

Research Continuity Committee Members

These guidelines were developed by a committee of faculty and administrators, and involved consultation with faculty and administrators in multiple units on campus.

Jeffrey Bailey - Pathology and Laboratory Medicine; Covid Research Task Force
 Laurent Brossay - Molecular Microbiology and Immunology
 Amy Carroll - Office of Research Development, OVPR
 Rafael D. González-Cruz - Molecular Pharmacology and Physiology
 Edward Hawrot - Division of Biology and Medicine
 Greg Hirth - Earth, Environmental, and Planetary Sciences
 Corinne Hutfilz - Division of Biology and Medicine - MCB
 Lawrence Larson - School of Engineering
 Kiara Lee - Center for Biomedical

Engineering
 Katherine Manz – School of Engineering
 Stephen Morin - Environmental Health and Safety
 Nicole Picard - Office of General Counsel
 Jill Pipher - Office of the Vice President for Research
 Jennifer Tidey - School of Public Health
 Rebecca Thorsness - School of Public Health
 Alastair Tulloch - Division of Biology and Medicine - Neuroscience
 Leah VanWey - School of Professional Studies, Institute at Brown for Environment and Society, Sociology
 Lai-Sheng Wang - Chemistry
 Gang Xiao - Physics

II. GUIDING PRINCIPLES

Overarching Goal: To protect the health and safety of the Brown community, while increasing research activity in a staged approach.

The procedures specific to visitors are based on the set of seven principles laid out in the [Resuming Research guidance](#) previously issued for lab-based research. We have reproduced

these here with a description on how they apply to research visitors; please see the original document for more detailed descriptions.

Principle #1: *Follow the relevant local, state, and national public health authority directives.*

Visitors to Rhode Island or the region should follow the guidelines for the current phase in “[Reopening RI: Charting the Course](#)”, which outlines a phased approach to reopening businesses and community interactions in Rhode Island. All of the phases involve significant social distancing, facial covering requirements and limitations on the size of gatherings.

Principle #2: *The resumption of research will be carried out in full compliance with the [Brown University COVID-19 Campus Safety Policy](#) and any other University policies that govern the return to campus.*

All visitors must abide by the campus safety policy and those visiting longer than one day must complete the Brown campus safety training.

Principle #3: *Protect the health and safety of the research workforce and the health and safety of human research subjects.*

PIs will submit a safety plan for the visitor. The process for submission of plans is described below. Submitted plans will be reviewed by the Research Continuity Committee (membership listed above). OVPR will forward recommendations for approved visitors to the Provost and Executive Vice President for Finance and Administration. Guidance regarding procedures and approvals for the protection of human subjects (as opposed to research personnel) is covered by guidance on the [HRPP webpage](#) regarding plans and attestations needed for that research.

Principle #4: *Protect the careers of early stage researchers.*

The committee paid particular attention to the needs of graduate students and other early stage researchers in the development of these procedures.

Principle #5: *Implement a fair and transparent process for resuming research.*

Resuming Work Procedure Overview: Please see Resuming Work Procedures for detailed instructions. In brief, individual PIs or researchers must create a safety plan for their visitor. These plans will be reviewed by Department Chairs or research Center Directors, the Research Continuity Committee and by Environmental Health and Safety and the Office of the Vice President for Research for conformity with social distancing and other safety requirements. Recommendations for approval of research visitors will be made to the Provost and Executive Vice President for Finance and Administration.

Principle #6: *Ensure as rapid a resumption as the public health conditions, applicable public directives, and University policies permit.*

Principle #7: *Ensure that viral spread is isolated with minimal impact.*

Visitors must follow the guidance established by the COVID-19 Campus Safety Policy and all applicable guidelines set forth by Brown University. All visitors are expected to follow the same essential steps for continued prevention and care as Brown requires its faculty, staff, and students to follow.

III. VISITOR ACCESS PROCEDURES

These procedures apply to campus access for visitors for approved essential research in Stage 2 of Brown's resuming research plan.

Visitors must follow the guidance established by the COVID-19 Campus Safety Policy and all applicable guidelines set forth by Brown University.

Travelers to RI from another state must follow the most current guidance from the State of Rhode Island regarding permissible travel and associated requirements. Current RI travel guidance is found [here](#) and, for travel from specific states, may include a period of required quarantine or evidence of a negative test for COVID within 72 hours before travel.

During their visit, all visitors are expected to follow the same essential steps for continued prevention and care that Brown requires of its faculty, staff, and students:

- Face coverings must be worn at all times when in all University buildings (except when alone in an office or lab). Face coverings also must be worn in outside public areas where social distancing may be difficult. Face coverings must be worn by all persons before entering University buildings.
- Social distancing must be maintained during the entire time the visitor is on the University's campus. This includes while the visitor is being escorted through campus buildings and while working.
- Visitors must follow instructions and signs for designated entrances and exits to buildings, one-way stairwells, restroom usage, water fountains and other common areas.
- Visitors must wash hands or use an alcohol-based hand rub or hand sanitizer that contains at least 60% alcohol upon arrival to campus, throughout the visit or workday, and before leaving at the end of the visit or workday. Other times to wash hands include after blowing one's nose, coughing, or sneezing, and after using the restroom.
- All surfaces that were touched during the course of the visitor's work must be disinfected when the work is completed. Before the visitor arrives on campus, the manager or department will establish who is responsible for disinfecting surfaces (or for ensuring surfaces have been disinfected) when the visitor's work is completed.
- It is the responsibility of the visitor to disinfect any materials that are turned over to University personnel upon completion of work. These materials include tools, equipment, keys, key cards, and badge identification cards.

The Brown employee hosting the visitor must request access for the visitor with adequate advance notice (see deadlines below) to accommodate the planned visit dates. The procedures

for requesting access are outlined below. Brown University will provide up to three reusable face coverings for the visitor. These can be obtained from designated stockrooms on campus.

Visitors to Brown for less than one week must complete the Brown COVID-19 Campus Safety training provided to them by Brown University Human Resources before starting work and sign an acknowledgement of having read and agreed to comply with the relevant lab safety plan.

Visitors to Brown for one week or longer must meet all of Brown's requirements for its students, staff, and faculty to return to in-person work on campus. These include:

- completion of the Brown COVID-19 Campus Safety training provided to them by Brown University Human Resources prior to arrival.
- completion of any relevant individual lab safety requirements, including signing an acknowledgement of having read and agreed to comply with the lab, department, center or program COVID-19 safety plan.
- participation in the Brown community COVID-19 testing/tracing program, including any required regular COVID testing (weekly or more often). All participants must maintain a daily log of contacts for contact tracing and follow Brown and RI state guidelines for social distancing and gatherings whether on or off campus. All participants will be required to complete a daily online symptom tracker.
- As described above, travelers to RI from another state must follow the most current [guidance from the State of Rhode Island](#) regarding permissible travel and associated requirements. If the visitor is required by State guidelines to complete a copy of the [State of Rhode Island Certificate of Compliance for Out-Of-State Travel Quarantine/Testing Requirements](#), the visitor must provide the host a copy of the completed certificate. The host must maintain a copy of this certificate.
- The host must maintain a copy of current contact information for the visitor should it be needed for contact tracing after the visitor's departure from Brown.

IV. PROCESS TO REQUEST CAMPUS ACCESS FOR VISITOR(S) FOR ESSENTIAL RESEARCH

You must already have University approval for resuming research before you can request visitor access to your lab or research space. If you do not already have University approval for resuming research, please first submit a request following the procedures outlined in the guidelines on the [Resuming Research webpage](#) (for lab-based research) or through the "Academic Units and Non-Lab-based Research" process explained in the [Return to Campus Plans and Guidelines](#) (for non-lab based research).

International Visitor Timeline Consideration: If Brown will be sponsoring a visa for your potential visitor, please keep in mind the need for time for visa approval.

Step One: Update your approved Resuming Research or Return to Campus safety plan to integrate the visitor's planned activities in the lab or research space. **Include details about compliance with Rhode Island's [COVID-19 Travel Information for Visitors](#) and who will ensure**

the visitor complies with RI guidance by completing the section below and adding it to your revised plan:

Brown host XXX will coordinate with visitor YYY to ensure that they are in compliance with RI State guidelines for quarantine and enrolled in the Brown COVID testing program. If documentation is required by the state to establish said compliance (see Rhode Island's [COVID-19 Travel Information for Visitors](#)), then XXX will keep copies of it on file. If proof of a negative test taken outside RI is part of this required documentation, then YYY will send this to XXX in advance of the visit.

YYY will provide written confirmation to XXX acknowledging that it may become necessary to self-quarantine during this visit, either due to a positive test or from contact tracing. XXX will maintain YYY's contact information. YYY will reside in a rental unit during these dates ..., (or hotel during these dates....) and will ensure that the accommodations allow for the possibility of self-quarantine which includes staying in their rooms, staying 6 feet away from others, and getting food delivered.

Following approval of this visitor plan and before the visitor arrives, XXX will update this plan with specific residential information and contact information.

Ensure that the new plan is approved by all members of the lab or research group. Ensure that research group members have the option to adjust their schedule during the visitor's time in the lab or research space.

Step Two: Obtain email approval from your chair or center director for the visitor and your updated safety plan. Save the email as a PDF. (In Gmail: Open the email, select the printer icon. In the pop up window select "Save as PDF"; Click "Save". Select a location to save the email and name it DEPARTMENT/CENTER_PI LAST NAME_APPROVAL. Click "Save").

Step Three: Visitor Hosts must complete a [google form](#) available on the Office of the Vice President for Research (OVPR) [Resuming Research Web Page](#). These materials will be shared with your chair, the Research Continuity Committee, OVPR, and the Provost and EVP for Facilities and Administration.

Hosts will need to provide the following information:

- Visitor(s) Name and Primary Institutional Affiliation(s)
- Status of the visitor (e.g., non-degree student, visiting research scholar, etc.)
- Visitor's current state of residence or the address/state where the visitor has resided for the previous month
- Dates of visit
- Length of visit
- Building and rooms where the visitor will work
- Hours and days the visitor will work in the building/rooms
- Whether Brown is sponsoring a visa for the visitor

- Copy of approval from your Department Chair or Center Director for the visitor (uploaded PDF)
- Copy of your updated approved safety plan (uploaded Word or PDF document)
- Description of the research to be done (suggested 250 word limit)
- Justification for visitor's participation that answers these questions:
 - What is the proposed role of the visitor in the research group and what is the nature of the visitor's position (e.g., using a unique instrument, fulfilling active grant commitment, training the lab group in new skills)?
 - How does the presence of the visitor contribute to research goals of the group (e.g., contribution to data for grant proposals, publications, support for graduate student thesis research or postdoctoral fellow support, technical lab support, etc.)?
 - How does adding the visitor to the lab's or research space's density plan impact the other lab members' access to the space (e.g., what are the visitor's hours relative to others, etc.)?
 - Will Brown University graduate students, postdoctoral researchers and/or research staff be involved in the training, mentoring, or supervision of the visitor? If so describe the nature of this responsibility, the training conditions (e.g., remote training, training while maintaining social distancing, training that requires work less than 6 feet apart for longer than 15 minutes), and the protocol for the training.
 - Note that any Brown University graduate students, postdoctoral researchers or research staff involved in the training of visitors in labs must volunteer to be involved and sign an acknowledgement affirming their voluntary participation in training. Pls must maintain copies of the acknowledgement in lab records and approve of the plan.

Step Four: The Research Continuity Committee, in its advisory capacity, will review the plans for conformity with University policy as well as social distancing and other safety requirements, and will communicate any questions or concerns to the applicant via resuming_research@brown.edu. The Vice President for Research will present recommendations to the Provost and Executive Vice President for Finance and Administration, who will have final approval of each request.

Step Five: Upon approval, the visitor will receive notification from Brown Human Resources directing them to complete the Brown Campus Safety Training. They also must sign an acknowledgement form that they have read and will comply with the safety plan.

V. DEADLINES

Provided the University remains in Stage 2 of Resuming Research, plans will be reviewed in batches with an approximately 10 business day turnaround time. If conditions necessitate any changes to the Stage 2 Research Guidelines, this policy will be adjusted in line with University policies and state guidance.

Deadlines for Google Form submissions are:

- ~~Noon (12:00 pm) Friday, September 4~~
- ~~Noon (12:00 pm) Friday, September 18~~
- Noon (12:00 pm) Friday, October 2
- Noon (12:00 pm) Friday, October 16
- Noon (12:00 pm) Friday, October 30
- Noon (12:00 pm) Friday, November 13
- Noon (12:00 pm) Friday, November 20
- Noon (12:00 pm) Friday, December 4
- Noon (12:00 pm) Friday, December 11 (adjusted to allow time for approvals prior to the winter break)