

**University of Arkansas at Pine Bluff**  
**Office of Research, Innovation and Economic Development**

Procedures for University of Arkansas at Pine Bluff (UAPB) Research Laboratories

Considering the COVID-19 Impacts

1. The intent of this standard operating procedure such as wearing mask, gloves, glasses, social distancing, minimizing the contact is to minimize the risk of COVID-19 virus transmission and protect the health and safety of personnel conducting research at laboratories. Failure to follow these procedures may result in suspension of individual(s) from participating in research.
2. No work can begin until a research safety Plan has been prepared by the Research Group Leader and approved by the Department Chair and College Dean and Vice Chancellor of Research, Innovation and Economic Development.
3. Priority will be given to the funded grants.
4. Essential research operations must follow the strictest social distancing and safety protocols, and only authorized participants will be allowed to the laboratories.
5. Each Research Laboratory door must have a sign that indicates “Do Not Enter Unless Authorized”
6. Safety within laboratories must be rigorously maintained with adequate access to Personnel Protection Equipment (PPE) and when all safety related supplies are available.
7. PIs must identify the authorized personnel by name for each laboratory.
8. If any part of the research that can be done remotely, such as article searches, paper writings, and proposal writing should be done out of laboratory to minimize the contacts.
9. All participants must review and accept to follow all laboratory protocols at its entirety, and sign a written consent of their willingness to assume the risks. This document should be kept by the PI and at department’s personnel folder. ISEP
10. The faculty researcher will inform their staff that they have the right to refuse to engage in activities that could involve other researchers.
11. A daily record of all participants and their activities must be recorded and maintained in each laboratory.
12. List of all personnel, their contact information and an emergency contact must be available and posted in each work place.
13. If a research is being delayed, a strong Justification must be in place, because it will have a detrimental impact on the research project, funding agency, and the student’s progression toward a degree.
14. No one should participate in any laboratory activities if they are feeling ill, have a temperature of >100 degrees Fahrenheit or if any members of their household are experiencing flu-like, COVID-12, or Coronavirus symptoms. This rule also applies to all those who are visiting (e.g. maintenance people, company technicians, etc.)

15. If traveling long distances, the UAPB travel rules must be followed.
16. Research being conducted at non-UAPB sites must have written permission for the work to proceed from those who controls access to the remote research site with using the guidelines that are the most stringent.
17. During Research, it is recommend that masks be worn at all times, but required when working with other personnel at less than 6 feet.
18. Upon the completion of the research all commonly used equipment, high touch area, faucets, doorknobs, telephones, and etc. must be disinfected.
19. Faculty, students, technicians and other staff must not be compelled to engage in travel or laboratory activities that they are not comfortable with.
20. If a member of the team shows a flu-like symptoms during the travel the following steps are required
  - a) The individual must cease work and self-quarantine. The PI must consider contingency plans and funds for a separate hotel room or other measures before the travel begins.
  - b) The individual must apply for COVID-19 testing as soon as possible.
  - c) The individual can return to work if they test negative and fever free for at least three days or 72 hours.
21. No drinking or eating allowed in the laboratories.

All participants must follow all UAPB, CDC, and ADH, and Board of Trustees rules in and outside of the research laboratories.

*I read the above rules for participating in research; failure to follow may result in dismissal from participation in research.*

Name of the Participant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Participant: \_\_\_\_\_