

Reopening Research and Library Operation Plan (RLOP) v. 2.0

(For Round 2 Restart Planning Effective 7/22/2020)

Kuali Form Procedure Guide

Basics

Kuali Form Login: [Access the RLOP 2.0 form directly here](#) (NetID & password required).

Campus Building/Space Data Link:

- [Click here to access the Building/Space Capacity dashboard](#) (NetID & password required).
- **NOTE:** VPN is needed to access the above building/space dashboard. It is also linked within the form. For VPN support, see:
www.umass.edu/it/support/vpn/howinstallanduseglobalprotectvpnclient

Kuali Form Action List:

- Click here to find saved forms and/or to manage approvals
- <https://umass-apps.kuali.co/app/builder/#/actions>

Process

- 1- Follow the [Reopening Research PDF](#) (5/28/20) and [other guidance](#) as appropriate to your research circumstances (e.g., field research form, human subjects research prompts, undergraduates in research).
- 2- Review building and room capacity data found above. **Estimated Capacity** values represent “covid-19” occupancy estimates allowing for appropriate social distancing and taking into consideration the space use and configuration. (These space data are for planning purposes only and are not, in and of themselves, determinative.)
- 3- Discuss with your department head/chair and research groups what Standard Operating Procedures (SOPs) for research areas will be in place and how research groups can be accommodated within a reduced personnel density (either through physical or temporal distancing (e.g., separate spaces, staggered shifts, non-overlapping teams, etc.).
- 4- Ensure that participants in your research group are aware of and agree to the plans.
- 5- **Fill out the Kuali 2.0 form:**
 - Identify all participants on the plan
 - Decide on team structure
 - Identify building– separate forms are required for each building
 - List only **PRIMARY** rooms/labs being used (e.g., no need to specify freezer farms, other support rooms, shared spaced, etc.)
 - Select a schedule **BY ROOM and BY TEAM**
 - Identify whether the work is human subjects research and provide required information as outlined in guidance/forms/plan prompts. Indicate which category of human subjects research (to aid in review & approval) and provide IRB protocol approval and other supplementary documents supporting your operating plan.
 - Attach any foundational SOPs you are implementing to ensure COVID-19 health & safety
 - Submit form

- 6- Form is routed to all Kuali department- and dean-level primary and alternate approvers.
- 7- RLOP approvers will use aggregated data to evaluate and monitor building densities; revisions to plans may be necessary if building densities are too high in any given timeslot.
- 8- The final plan is approved and research groups can begin on-campus activities.

Definitions and FAQs

- **Continuity Plan-** Original plans used to allow strict and very low numbers of researchers back to campus to maintain critical operations (e.g. maintain animals, cell lines, equipment).
- **Interim Plans-** This is the interim Phase 3 plan that will allow researchers to begin activities at 25% capacity while RLOP plans are evaluated and approved to ensure building densities meet state regulations. RLOP and RLOP 2.0 represent planning rounds enacting incremental re-densification and research activity ramp up.
- **RLOP Plans-** These are the full Phase 3 plans to allow between 30-50% lab density.
- **Laboratory-** Any space where active research is being conducted and people are required to congregate to perform tasks. Examples:
 - Wet labs
 - Dry labs
 - Library space
 - Computer labs
 - Field Work- forms will need to be completed but with limited details
 - **Exclusion- individual offices, general support rooms, cell culture rooms, freezer farms, core facilities (which will have their own plans); ANY common space where people move in and out.**
- **Field Research-** Faculty doing field research should fill out the form but will not need to fill in any room information; note that travel restrictions and special requirements may apply to field researchers who travel to certain locations where case counts are rising.
- **Faculty/PI/Unit Leader** - Person who is leading the research effort or core facility operations and can monitor activities.
- **Backup Faculty/PI/Unit Leader-** A person who can carry out primary lead activities in case this person is unable to perform duties due to infection or other reasons.
- **Participants-** Anyone on the research team that is intending to do research on-campus or in field locations.
- **Teams-** A subset of lab personnel effectively functioning as a module, separated by physical and temporal means from other teams to ensure research will not completely shut down should an outbreak of infection occur. ***Each member of a team should operate regularly under the same team schedule and should be identified in the Kuali form.*** Notifications are sent to all named team members to ensure they are aware they have been scheduled to return to research activities and so they can discuss safety & health procedures with the faculty lead.
- **Building and Rooms** – Buildings are coded into the system and should be searchable by typing the building name in the field.
 - Faculty/leaders should be as specific and accurate as possible in listing their room(s) identifiers to help with aggregating data across floors and buildings.

- If your research groups will be using Core Facilities or other shared facilities, you must coordinate your usage with the Core Facilities' overall operating plans; approval of a RLOP does not supersede "local conditions" in Cores.
- Building Data can be accessed within the form which redirects to a Tableau data set.
- What is **normal capacity**?
 - Normal capacity is tracked by Campus Planning in the Tririga system; these data have been provided to give researchers a starting point from which to estimate capacity.
- How was **estimated capacity calculated**?
 - Estimated capacity is calculated using a 113 sq. ft. per person basis, which equates to roughly a 6-foot radius, factoring in space use, configuration and other factors. N.B.: Estimated capacity is meant to facilitate planning, and is not by itself determinative as to whether a plan is operable or not. Faculty and departments are most prepared to know their space and so the RLOP planning process gives significant deference to local conditions and knowledge.
- **Can I exceed estimated capacity?**
 - Not at this time, but density may change as the COVID pandemic enters a safer phase.
- **I submitted a RLOP in round 1, which has been approved; I now need to revise/change it to add personnel. Can I edit my originally approved RLOP?**
 - Once RLOPs are approved in the Kualu Build application, they are no longer available for editing; therefore, RLOP 2.0 should be used to reflect your revised plan in total for all activities.