

## Guidance on Conducting Research at Off-campus Locations

The University of Cincinnati understands that many of our researchers conduct their research, creative activities and scholarship at locations not involving UC facilities. This guidance is presented to assist those researchers in developing appropriate plans to protect the health and safety of all research personnel involved in off-campus activities.

### General Considerations for Off-campus Research

- All research, scholarly and creative activities that can be completed remotely must continue to be performed in a remote work environment. Off-campus research activities should be kept to the minimum necessary for the continued performance and success of the research program.
- Off-campus research conducted as an employee of UC or using any funds managed or awarded by UC must be approved by the appropriate supervisor. Please confer with your Dean or Dean's designee for further guidance on documentation and approval process.
- Nothing in this guidance is requiring UC researchers to begin traveling or leaving their home for the conduct of off-campus research...this guidance only outlines those requirements that must be met for researchers who voluntarily choose to initiate off-campus research-related activities.
- Any off-campus research plans must be consistent with [current UC travel guidance and restrictions](#). International travel remains suspended through June 30, 2020.
- All travel required for off-campus research must be submitted and approved through [Concur](#), regardless of the funding source.
- Off-campus research at any non-UC facility or location, excepting research conducted at home, may not resume until June 1, 2020.

Off-campus research health and safety plans should address the following considerations:

### Off-campus Research within Ohio

- All activities must be consistent with current state guidance and recommendations. Only necessary off-campus research within Ohio should commence...whenever possible, research activities should be accomplished remotely.
- Access to off-campus facilities and rules for using such facilities are the responsibility of the facility owner. Any UC-related personnel must abide by the rules in place at the off-campus facility. Under no circumstances should UC-related personnel undertake off-campus research activities within environments that do not require social distancing or appropriate facial coverings and necessary PPE.

- Transportation to off-campus facilities within Ohio must occur by driving to the site. The following transportation considerations must be addressed:
  - Can social distancing requirements be met in the vehicle?
  - Will facial coverings and/or gloves be required of all occupants?
  - If more than one occupant will be driving, have appropriate measures been planned to disinfect common surfaces (e.g., steering wheel, knobs, gear shift, etc.)?
  - How will daily health checks for all occupants be conducted and recorded?
  - Are measures in place and considered should one of the research team fall ill?

### **Off-campus Research outside of Ohio**

- All activities must be consistent with the appropriate state guidance and recommendations. Only necessary off-campus research outside of Ohio should commence...whenever possible, research activities should be accomplished remotely.
- Access to off-campus facilities and rules for using such facilities are the responsibility of the facility owner. Any UC-related personnel must abide by the rules in place at the off-campus facility. Under no circumstances should UC-related personnel undertake off-campus research activities within environments that do not require social distancing or appropriate facial coverings and necessary PPE.
- Transportation to off-campus facilities outside of Ohio may occur by driving or air travel. Researchers should confer the current travel guidance located [here](#). For travel by driving, plans must address all of the questions listed under “Off-campus Research within Ohio”
- Researchers need to consider local rules and restrictions, general travel plans, and alternative routing in case of resurgence of travel restrictions.
- Travel outside of Ohio could result in researchers being required to self-quarantine upon their return.