

Guidance regarding on-campus research not involving standard laboratory facilities for those in the Arts, Humanities and Social Sciences

We continue to acquire new information about the coronavirus (COVID-19) and its spread, but the months ahead remain filled with uncertainty. Current trends indicate that this uncertainty is likely to be a prolonged event. This has significant implications on research in both laboratory and non-laboratory environments. The Office of Research is working to best provide guidance related to supporting the research mission of our university in the framework of continued social distancing. All researchers are required to follow the general Research Return Guidance and have approved Research Return Health & Safety Plans before conducting any on-campus activities. Additional guidance about how this can be accomplished related to non-laboratory/non-scientific research, scholarship and creative activities are discussed below.

Remote Work Environment Remains the Norm

- On-campus occupancy should be held to the minimum.
- All research, scholarly and creative activities that can be completed remotely must continue to be performed in a remote work environment.
- All group meetings, project discussions and seminars should continue to be conducted remotely.
- Returning faculty and staff may occupy their offices for limited times on an as-needed basis for those tasks that cannot be accomplished remotely. Only one person should be in an office at a time.

Health & Safety Considerations are the Top Priority

- Activities conducted on-campus must adhere to all social distancing and personal protection guidelines including use of face coverings and regular disinfection/cleaning of surfaces and spaces.
- When on-campus activity is necessary, faculty and other research staff leaders should limit personnel – as possible – to no more than one additional individual who has voluntarily agreed to support the one person identified as “lead” in a unit or on a project.
- To spatially and temporally achieve social distancing requirements, activities that cannot be accomplished by a single support person should consider shift scheduling in coordination with other units within building/each floor. Seek to minimize the density of personnel on campus at all times.

Limits on Office Use and Occupancy

- As noted above, office work should continue to take place at remote locations (at home versus collaborative/collective work spaces*).
- For those rare tasks requiring access to individual offices, office occupation should be limited to one person.
- For office spaces larger than 400 sq. ft., exceptions may be possible but need to be pre-approved by Unit leadership.

Specialized Research-related Facilities**

- Any researchers requiring access to specialized facilities must first confirm the facility will be available for access. When available, research return schedules should be coordinated with and approved by the appropriate facility director.
- Facility directors should adhere to all appropriate research return guidance, processes and approvals as noted [here](#).
- Those researchers requiring UC Libraries access should monitor the latest guidance from the libraries regarding access and availability.

***Collaborative work spaces** such as but not limited to 1819, libraries-general, Union Hall, Rookwood Collective, Fueled Collective, 1628, Village Coworking, UnCubed, Novel (Other)

****Specialized equipment/spaces/work includes but is not limited to:**

- Art & design studios
- Dance Studios
- Wood Shops
- Computer labs
- Rapid lab, Fab lab, Makerspace-1819
- Venture Lab 1819
- Photo labs
- Printing labs
- Art galleries
- Digital media spaces
- Music sound recording studios
- Television film recording studios
- Digital humanities & scholarship center
- Archives