**Ohio University – Research/Creative Activity Restart Form**

***Complete and Submit electronically to your Chair/Director, who upon approval will submit to the appropriate Associate Dean for review.***

**Research /Creative Activity Operation Plan**

1. Principal Investigator/Lead Creative Name:

2. email address:

3. Submission Date:

4. Project Title:

5. Brief description of activity to be performed (short paragraph).

6. Describe impact if activity is delayed.

7. List of involved personnel

For each individual provide:

 Name

 Status (faculty, staff, postdoc, grad student, undergrad)

 OU email

 Phone

 Emergency contact: name, phone

 Work location (building, room)

 Anticipated hours per week

8. If undergraduate students are included on the personnel list, *explain the necessity of their inclusion for the success of the project or completion of academic program requirements.*

9. Describe the role of each of the personnel and their typical daily activities.

10. Safety Plan:

a. Plans for physical distancing (e.g. physical layout of space, separation of work stations, coordination of movement between shared spaces, work shifts to enable isolation). Identify the maximum number of people to be working simultaneously in any of the rooms utilized.

b. If personnel will be working in isolation, describe measures to ensure safety (e.g. personnel in adjacent room, check-in at end of shift)

c. Describe any planned use of personal protective equipment (PPE)

d. Do you have sufficient PPE to start and maintain activity?

e. Describe equipment shared by other personnel in this space, and plans for disinfection: frequency, materials used, how this will be implemented and tracked.

f. Identify any additional shared equipment facilities/core facilities to be used

g. Other measures to be deployed that are unique to the specific activity

11. Describe what will be required to stop or pause this work if pandemic conditions necessitate another drawdown.