

Western Kentucky University
College of Education & Behavioral Sciences
Plan for Resuming Research – COVID-19 Protocol

Each lab director/principal investigator (PI) must establish specific COVID-19 health and safety procedures using this form and submit this form to either their department head or center director as appropriate. Once approved by the department head, the form must be submitted to college leadership for approval. If in-person data collection is resuming, the approved form should be submitted with the WKU IRB application (new application or amendment as appropriate). **No in-person data collection may take place until IRB approves an IRB application that includes a Plan for Resuming Research.**

This form was created to acquire key information needed to evaluate each plan to help ensure the safety of research personnel and students. Lab directors/Pis always have responsibility for the safety of their team; this extends to mitigating the risks associated with COVID-19. Procedures must be consistent with continued observance of other regular safety protocols, the WKU Big Red Restart Plan and corresponding Resumption of Research guidelines, and the Kentucky Healthy at Work guidelines. *Completion of this form indicates department head approval of any travel necessary for the completion of fieldwork.*

Instructions: All fields are required. *Researchers:* Submit completed form to department head or center director. *Department heads/directors:* Submit approved forms to jenni.redifer@wku.edu for CEBS leadership approval. Approved forms will be returned to researchers, who must submit them with their IRB applications if resuming in-person data collection.

PI/Faculty/Supervisor	
Department/Center	
PI email	
Phone number where PI can be reached	
Laboratory/data collection site location	
IRB approval number and expiration date (if project was previously approved)	
Sponsored project(s) (include agency and award number) or proposal submission deadlines (include sponsor), if applicable	
Briefly describe the research activities that must be performed.	
Describe your plan to promote social distancing and reduced occupancy in your research space.	
Describe cleaning/disinfecting protocol for spaces/equipment that will be used.	
Describe face mask requirements for research personnel and participants.	
Describe how you will disseminate this plan to your research team.	
Describe how you will implement COVID-19 safety training with your research team.	
In the event that your research group must quarantine due to COVID-19 exposure, how will you manage your research?	

