

Assessment and Site-Specific Plan

Phase 2 (non-essential research requiring Chapman facilities or are time sensitive)

This tool provides faculty and researchers with the required information to ensure compliance with Orange County Health Care Agency and the State of California [statewide industry guidance](#), specifically in the area of [Life Sciences](#). Plan owners should complete the “assessment” and “plan” and submit to the appropriate dean for review.

The requirements by the State of California and how those will be addressed are shown below.

California’s requirements	Applicable section(s)
a. Perform a detailed risk assessment, and b. Implement a site-specific protection plan	For a: Assessment For b: Site Specific Plans with mitigation strategies of Physical Distancing, Symptoms Monitoring, Public Health Interventions, Face Coverings, Sanitation, and Return to Earlier Phase
Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them	Site Specific Plan – Public Health Interventions
Implement individual control measures and screenings	Site Specific Plan – Symptoms Monitoring, Physical Distancing and Face Coverings
Implement disinfecting protocols	Site Specific Plan – Sanitation
Implement physical distancing guidelines	Site Specific Plan – Physical Distancing

Prior to preparing the Assessment and Site-Specific Plan, researchers should review the Chapman guidelines and requirements as part of the mitigation strategies to COVID-19. These include:

- [CU Safely Back Plan](#)
- [Guidance for a Phased Approach to Restarting Research and Creative Activities](#)
- [Chapman University Travel Restrictions](#)

Assessment and Site-Specific Plan

Phase 2 (non-essential research requiring Chapman facilities or are time sensitive)

The template is divided into two sections to ensure proper compliance with State and Orange County Health Care Agency – Assessment and Site-Specific Plan. **Step 1: Assessment must be completed and approved by the cognizant dean prior to preparation of Step 2: Site-Specific Plan.**

STEP 1: ASSESSMENT

Prior to restarting any activities, researchers will need to conduct a review of the facility and program to identify any mitigation strategies for COVID-19 that must be employed. In addition, the assessment must provide a brief description of the proposed activities and a justification for the priority of this work being conducted in Phase 2 or 3. Applicable Chapman requirements to guide this assessment include:

Check as completed (required)

- [Checklist for Assessing Preparedness of Research Operations](#)
- Training requirements in EH&S [LearnUpon](#) System for COVID-19
- Review of Chapman Protocols as identified on [Coronavirus: Updates and Resources](#).
- [CU Safely Back Plan](#)
- [Guidance for a Phased Approach to Restarting Research and Creative Activities](#)
- Plan owner will provide timely and informative communication to the team members once a Site-Specific Plan is prepared and on any other Chapman requirements.
- All sponsor requirements have been reviewed and met prior to requesting approval to move from Phase 1 to Phase 2.
- Fill in information requested below, save as a PDF, electronically sign and submit to cognizant dean for approval.

Overview of Activities - Please include:

- Name of facility/activity
- Brief description of study protocol/methods, including subject populations (if relevant), and justification statement describing the time-sensitive nature that justifies inclusion in Phase 2 (e.g., student completion, field season, sensitive data collection)
- What specific California Sector the work aligns as part of the [California Essential Workforce Sectors](#). Please note the Sector and the number of the item under the Sector.

Click or tap here to enter text.

Building and Room(s) or Location of Facility/Activity:

Click or tap here to enter text.

List of personnel (identify responsible parties. Include name, position, email, & chapman ID):

Click or tap here to enter text.

APPROVALS

	Name	Signature	Date (mm/dd/yyyy)
Plan Owner	Click or tap here to enter text.		Click or tap here to enter text.
Dean	Click or tap here to enter text.		Click or tap here to enter text.

STEP 2: SITE-SPECIFIC PLAN

Once the Assessment has been approved by the cognizant dean, the researcher (Plan Owner) can proceed to review specific needs. Site-Specific Plans should follow the guidance from the [CU Safely Back Plan](#) and [Guidance for a Phased Approach to Restarting Research and Creative Activities](#). Site-specific information should demonstrate COVID-19 mitigation measures in the areas of Physical Distancing, Surveillance, Public Health Interventions, Face Coverings and Sanitation. In addition, all facilities should identify plans for ramping down activities to an earlier Phase if needed depending on State and local authority directives. **Site-Specific Plans are only prepared after completion and approval of Step 1: Assessment.** Specific guidance for laboratory, human subjects, animal, or field research can be found in the [Guidance for a Phased Approach to Restarting Research and Creative Activities](#).

Checklist for completing Site-Specific Plan

Prepare **Site-Specific Plan** by either (check one):

- Use of this template document and save as a PDF
- Preparation of separate document that at a minimum addresses items 1-6 below. Add this after template which will still be used for approval. Leave text boxes in items 1-6 below if attaching a separate document
- Submit Site-Specific Plan as single PDF to cognizant dean for approval
- Submit approved Assessment and Site-Specific Plan as single PDF to officeofresearch@chapman.edu

Site-Specific Plan

1. Physical Distancing

Click or tap here to enter text.

2. Symptoms Monitoring

Click or tap here to enter text.

3. Public Health Interventions

Click or tap here to enter text.

4. Face Coverings

Click or tap here to enter text.

5. Sanitation

Click or tap here to enter text.

6. Return to Earlier Phase

Click or tap here to enter text.

APPROVALS

	Name	Signature	Date (mm/dd/yyyy)
Plan Owner	Click or tap here to enter text.		Click or tap here to enter text.
Dean	Click or tap here to enter text.		Click or tap here to enter text.
Vice President for Research	Click or tap here to enter text.		Click or tap here to enter text.