



## College of Public Health Research Ramp-Up Instructions

The College of Public Health is beginning to ramp up research, starting with research activities that cannot be performed virtually or remotely, such as laboratory research. Human subject and field work can also begin ramping up. **All work that can be done remotely must continue to do so.**

To begin conducting research, the following steps must be completed:

1. Your team must have an approved safety plan, following guidance in the [CPH Planning Document](#). Plans are submitted by workflow at the link below, and they will be approved by the Associate Dean for Research and the DEO. The workflow form asks you to identify the strategies you will use to ensure compliance with safety guidelines.  
**Submit your safety plan here:** <https://workflow.uiowa.edu/entry/new/9913>
2. All employees included in your plan who will be working on campus must complete an ICON course *HO2139 COVID-19 Course for Researchers* that reviews COVID-19 safety. All team members working in the area must complete the course before your safety plan will be approved.  
**The ICON course can be accessed at the following link:**  
<https://uiowa.instructure.com/courses/131233>  
Or search for the course *HO2139 COVID-19 Course for Researchers* at [https://compliance.hr.uiowa.edu/my\\_training/my\\_courses](https://compliance.hr.uiowa.edu/my_training/my_courses)
3. All approved personnel, including you, must sign an *Employee Health and Safety Acknowledgement* in which they agree to comply with health and safety guidelines. All team members working in the area must complete the acknowledgement before your safety plan will be approved.  
**The *Employee Health and Safety Acknowledgement* can be signed at:** <https://hris.uiowa.edu/return-to-campus>.

Once these steps are complete, you will receive an email when your plan is approved. Following approval, each approved researcher will be able to pick up a PE kit, if needed, from IT in CPHB. Personnel should email ([cph-it-support@uiowa.edu](mailto:cph-it-support@uiowa.edu)) or call (319 384-3838) to schedule a time to pick-up. PE Kits will only be issued to individuals who are listed on an approved COVID Safety Plan. Note that each employee will receive ONLY one kit at this time.

If you need other PE for your research space, you should work with your Departmental Administrator to secure it via USS.

Safety for common areas of buildings will be overseen by Facilities Management.

If you have questions about developing your plan or other questions regarding infection control, contact Cori Peek-Asa at: [Corinne-peek-asa@uiowa.edu](mailto:Corinne-peek-asa@uiowa.edu)

**Below is a sample email you can send to personnel listed on your ramp-up plan to provide them access to the ICON course and the acknowledgement:**

Dear [ ],

Protecting the health and safety of everyone in the University of Iowa community is critical to our shared mission of teaching, research, service, and patient care. Lessening the risk of exposure to COVID-19 requires shared responsibility, and the university expects our faculty, staff, and student employees to take reasonable precautions to protect their fellow colleagues and themselves. As an employee of the University of Iowa, we are asking for your commitment to this shared responsibility when you return to work on campus.

*Action required: Before you are approved to return to research activities on campus, you must complete an ICON orientation class and agree to follow safety protocols by following the link below and clicking on “agree.”*

An ICON orientation class introduces you to basic safety principles to reduce spread. **The ICON course can be accessed at the following link:** <https://uiowa.instructure.com/courses/131233>; Or search for the course HO2139 COVID-19 Course for Researchers at [https://compliance.hr.uiowa.edu/my\\_training/my\\_courses](https://compliance.hr.uiowa.edu/my_training/my_courses).

The Employee Health and Safety Acknowledgement includes expectations related to workplace health and safety practices, as well as illness and exposure protocols. These expectations were developed based on input from UI experts, the Centers for Disease Control and Prevention, the Iowa Department of Public Health and other governmental agencies. We ask that you read the statement carefully and acknowledge your commitment to follow all expectations identified there to facilitate your return to work on campus.

**The Employee Health and Safety Acknowledgement found at** <https://hris.uiowa.edu/return-to-campus>.

Thank you for your commitment to the University’s research mission.

**Below is a sample email you can send to personnel listed on your ramp-up plan to let them know they can pick up their PE kit and return to on-campus work.**

Dear [ ]

Our safety plan has been approved for us to return to work. Prior to returning, you can pick up a personal PE kit from IT in CPHB. **Prior to picking up your PE kit:** email [cph-it-support@uiowa.edu](mailto:cph-it-support@uiowa.edu) or call 319 384-3838 to schedule a time for pick up or at least let them know what day they will be coming.