

## **Agreement for Conducting Group-based Research or Creative Activity**

### **During the COVID-19 Pandemic**

DePaul places the highest priority on the health and safety of all members of its community. During the COVID-19 pandemic the University has put in place the following basic requirements, based on Center for Disease Control guidelines, for anyone coming to campus:

- Wear a face-covering.
- Maintain social distance (6 ft between people)
- Wash your hands and clean surfaces regularly.
- Stay home if you are sick.

In addition, DePaul is requiring all faculty, staff, and students to complete the “[Health and Safety Guidelines for Returning to Campus](#)” module to ensure the entire community understands what is expected of us, and the reasons behind these expectations.

For members of our community engaged in group-based research or creative activity – including, but not limited to work in labs, studios, and performance spaces, along with field work that involves travel by car or van to research sites, or work in various communities outside of DePaul – there is additional responsibility for ensuring that everyone involved agrees to enact the basic requirements listed above in a manner that the group agrees will help to mitigate the risk of catching the virus.

This document provides a process for every group to follow prior to embarking on or resuming work in any designated space on campus, in the field, or in transit from one to the other. The goal is for the group to a) have a common understanding of both the risks and the means that everyone can follow in order to mitigate those risks, and b) come to a consensus about behaviors that group members will adopt, and procedures group members will follow in order to ensure the group’s safety as much as possible.

Once the group has completed this process, we ask that every member complete and sign the attached checklist. The supervisor for the group will keep the original document and signature pages. The supervisor will also post a copy of the agreement in any shared workspace, whether a lab, studio, performance space, or van. Once the agreement is in place, failure to follow the agreed upon practices may be grounds for dismissal from the group.

Thank you for engaging in this important process. In doing so, you will help to take care of yourself, take care of each other, and take care of DePaul.

## STEP 1: Establish a common understanding about COVID-19:

- Every member of the group must complete the “[DePaul University’s Health and Safety Guidelines for Returning to Campus](#)” module.
- Every member of the group must familiarize themselves with the following information from the **Centers for Disease Control and Prevention**:
  - **Prevent Getting Sick**
    - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
    - [How Coronavirus Spreads](#) Understanding this help to understand precautions
    - [How to Protect Yourself](#) Behaviors and strategies for minimizing the risk of contracting the disease
    - [Cloth Face Covers](#) Instructions for making, wearing and washing face coverings
    - [Cleaning and Disinfecting Your Home](#) Instructions on different methods and products
    - [Social Distancing](#) Factors to consider
    - [Wearing Gloves](#) Limitations
  - **Know the Symptoms**
    - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - **If You Are Sick**
    - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
    - [What to Do If You Are Sick](#) How to care for yourself, monitor your health
    - [When You Can Be Around Others](#) Timelines for returning after being sick
    - [Quarantine and Isolation](#) When either is appropriate

## STEP 2: Establish agreed upon behaviors and practices.

Each group will engage in a discussion about how they will put into practice the University’s four expectations, along with any other behaviors and practices required for the work at hand. Please record the group’s answers to the following questions:

- i. **Wear a mask or other cloth face-covering.**
  - a. Is a regular cloth face-covering sufficient? If not, what kind of face-covering is required? Who will provide it?
  - b. Is any other protective covering required? If so, what is required? Who will provide it?
  - c. Might the mask create a hazard (e.g. around an open flame) that should be prevented?

- d. What happens if a group member forgets their face-covering on a given day?
- ii. Maintain social distance (6-feet of separation).**
- a. How many people can be in the group's space at any one time?
  - b. How will the on-site work schedule for group members be determined so as to maintain social distancing? (e.g. people work alternate days? Alternate shifts?)
  - c. How will group travel to any off-site community or field settings be arranged to maintain social distancing?
  - d. Are there portions of the work that can be completed online or at home? If so, what proportion of someone's total work hours will be on-site, and what proportion will be online or at home?
- iii. Wash your hands and clean surfaces regularly.**
- a. All group members will agree to wash their hands upon entering and leaving the workspace. At what intervals during a work session should group members re-wash their hands?
  - b. Facility Operations will do basic cleaning of floors, doorknobs, and trash cans every evening. What other cleaning protocols are necessary for your workspace?
  - c. Who will be responsible for these cleaning protocols (Is each member responsible for their own cleaning? Is a designated person responsible for all the cleaning of a particular type?)
  - d. How often must each component of the cleaning protocol take place? (After each use? Daily?)
  - e. What cleaning supplies will be required? Who will provide them?
  - f. Where will any cleaning supplies be stored?
  - g. Who will monitor whether supplies are low? What is the process for replenishing?
- iv. Stay home if you are sick.**
- a. Everyone in the group agrees to take the ["Campus Clear"](#) survey on their phone or computer before coming to the shared workspace. Supervisors may request to see the daily "all clear sign" on participants' phones or ask them to complete a paper survey.
  - b. Everyone in the group will share their contact information with the supervisor.
  - c. If a group member determines they are sick, they will tell the supervisor. Is there anyone else in the group they should tell?
  - d. The supervisor will inform the rest of the group if one member is sick. Who will inform the group if the supervisor is sick?
  - e. Note: For the safety of the DePaul community, if a group member either tests positive or receives a diagnosis for COVID-19, exhibits symptoms, or has been in contact with someone who has tested positive, the supervisor is required to report that information [here](#).
- v. Anything else specific to your work group and workspace.**
- a. Each work situation is unique. If there are any other behaviors and / or practices that your situation requires of the group, list them, along with your agreed upon expectations. (E.g. the need for additional ventilation, limits on working in the space alone, etc.)

### **STEP 3: Document the Agreement**

- i. Once the group has agreed on answers to the questions above, a document recording those answers will be shared with the group.
- ii. In addition, every group member will complete the attached checklist, sign it, (or indicate by email) and return it to the supervisor.
- iii. The supervisor will keep on file the original document and all signed checklists.
- iv. The supervisor will post a copy of the agreed upon behaviors and practices in the workspace.

#### **Check List for Individual Work Group Members to Sign**

- I have completed the university's covid-19 safety training.
- I have read and understand the CDC recommendations.
- I have participated in a conversation with my supervisor and co-workers about safety protocols for our group.
- I commit myself to following all the agreed upon behaviors and practices to take care of myself and my co-workers.
- I commit to taking the daily self-assessment before I come to campus.
- I commit to speaking up if there is something I don't feel is safe in our lab.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Check List for Work Group Supervisor to Sign**

- I have completed the university's covid-19 safety training.
- I have read and understand the CDC recommendations.
- I have participated in a conversation with my staff about safety protocols for our group.
- I commit myself to following the agreed upon behaviors and practices to take care of myself and my staff.
- I commit to taking the daily self-assessment before I come to campus.
- I commit to report to \_\_\_\_\_ information about anyone who is sick so that the University can initiate contact tracing.
- I commit to speaking up if there is something I don't feel is safe in our lab.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_