

## Frequently Asked Questions about Restarting Research at SFSU (on-campus)

**Q:** How frequently will requests for space be open?

**A:** It depends on, University, Chancellor's Office, City, County, and State guidelines.

**Q:** How do I modify my protocol to change times and dates?

**A:** So long as modifications stay within the approved parameters and follow best practices, and most recent guidelines, they do not need to be registered to the existing protocol. **If** the changes will go beyond the approved protocol, a new application will need to be made at the next available window.

**Q:** How do I add new students or employees to my approved protocol?

**A:** Please fill out the following [form](#). Also please maintain a record of the completion of the appropriate COVID-19 training certificate for the students and/or employees.

**Q:** Where do I report violations? Can this be anonymous?

**A:** Please see Environment, Health, and Safety (<https://ehs.sfsu.edu/>).

**Q:** Where do I get extra signage?

**A:** Please contact Jessica Mankus ([jmankus@sfsu.edu](mailto:jmankus@sfsu.edu)) if you need signs.

**Q:** Are there signs for my individual lab?

**A:** No at this time we cannot provide signs for individual labs, however, we can provide the templates for you to print out appropriate signs. Please contact Jessica Mankus ([jmankus@sfsu.edu](mailto:jmankus@sfsu.edu)) if you need these templates.

**Q:** Where do I go to pick up cleaning supplies for my lab/space? Do I go to the stockroom to pick up cleaning supplies?

**A:** Michael Scott is working with each college to create a centralized resource space for cleaning supplies; for COSE faculty the biology and chemistry stockrooms will have the available cleaning supplies.

**Q:** If there is only one person using a space does it need to be cleaned?

**A:** Yes, please follow the appropriate guidelines to maintain safe working environments for all.

**Q:** Why can we have two people in an elevator when it is smaller than 250 square feet?

**A:** Two people are allowed in an elevator when they are able to maintain six feet of distance and the duration of the time in a confined space (less than 250 sq. ft) is relatively short; likewise, masks and other safety measures must be maintained for the duration of the elevator ride.

**Q:** When will we be able to increase the density of people in space?

**A:** It depends on the current public health guidelines. SF State is committed to the health and safety of its students, staff, and faculty as well as the surrounding community.

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**Q:** Do students enrolled in BIO 890 or 897 need to sign a CSU release of liability form? Where do we get the form and where does it go?

**A:** Yes. Please see Enterprise Risk Management and their form:  
<https://erm.sfsu.edu/sites/default/files/Release%20of%20Liability.pdf>.

**Q:** How can outside vendors get permission to come on campus for service and preventative maintenance of existing equipment? How can outside vendors get permission to demonstrate or install new grant-acquired equipment?

**A:** Please contact Johnson Yao ([johnny@sfsu.edu](mailto:johnny@sfsu.edu)) to coordinate these efforts.

**Q:** How soon will core facilities open?

**A:** It depends on the college and appropriate health and safety guidelines.