

Emory University Essential Research Request

Emory University is committed to balancing our essential research enterprise with the imperative to implement social distancing, as recommended by the CDC (CDC COVID-19), to flatten the curve of the pandemic and do our part to keep our community safe and healthy. Effective immediately, laboratory researchers should begin a pandemic-mitigation process to suspend and conclude experiments and reduce direct contact study visits with participants for all non-essential, non-critical, on-campus research. The process to wind down these activities should be completed no later than Monday, March 23.

Until further notice, only those activities designated by school or unit leaders as essential during this period should be conducted in on-site laboratories. **You will need to communicate with your school or unit leaders for guidance in determining what is essential research that will require on-site staff during this period.** This should only be work that is COVID-19 related, or that is essential to wind down ongoing experiments that cannot be reproduced or safely halted. Even for work deemed essential, this does not mean labs will continue as usual. All principles of social distancing (limit number of staff in the lab at any one time, encourage flexible hours if possible including 7 PM to 7 AM work hours), hand washing, and cleaning of common surfaces must be followed.

Contingency plans must be completed and shared with schools/units and your lab staff. See template provided or use plans as directed by your school or unit. Expect workforce disruptions and plan for redundant systems.

Schools or units may designate individuals to whom you submit this request, or you may submit to your Department Chair, Chief Business Officer, and cc Melanie Lawrence, Chief Business Officer in the Office of the Senior Vice President for Research at melanie.lawrence@emory.edu. Your school or unit must approve your request. Informing Melanie Lawrence will allow research administration to communicate with units such as EHSO to facilitate cleaning and assist with the supply chain to facilitate needed supplies to essential laboratories.

If students were working in essential laboratories, please note the update sent by the Laney Graduate School on March 17, 2020, at 4 PM, which states: **LGS students should not be assigned as essential lab personnel with on-campus responsibilities. No student may be compelled to come to campus for any purpose.** Faculty must be flexible to support remote work arrangements for LGS students. In the event that a laboratory engaged in essential research activities requires an LGS student to maintain a physical presence in the lab, this must be approved by the Director of Graduate Studies/Program Director, the PI's Department Chair, and the Dean of the Laney Graduate School. The resulting decision will

be reported to the PI's School/Unit Dean. LGS will provide additional guidance and update the FAQs on the [LGS COVID-19 webpage](#).”

An essential research request should include the following information:

- Name of PI and contact information.
- The address and office number of the lab requested to remain open.
- A brief description of the *essential* work requested to continue.
- Describe if this is work that is ongoing and will wind-down at the end of the experiment or if this is COVID-19 research.
- List names, titles (are they lab staff, post-docs, visiting researchers, etc.) and contact information of staff that would need to continue to work on-site and generally what hours they would be in the building.
- Separately list request for including graduate students as essential staff and see guidance above.