

Emory University Research Continuity - FAQs

The FAQs and information below are intended to assist faculty, staff, laboratories, and research facilities in maintaining research continuity consistent with their own unique needs and circumstances. These FAQs will be updated regularly, but please recognize that circumstances are fluid, and the guidance provided below may change quickly.

Every reasonable attempt will be made to keep our campus research infrastructure in place for continuity of critical, essential, and necessary research activities as determined by schools and units. However, we must plan on various possibilities that could cause significant disruption.

All faculty and lab directors should develop research continuity plans to be provided to the schools and units by March 20, 2020. Consider how the work of your groups can be suspended or ramped down until further notice. Follow Emory policies and recent communications related to staff, communications from the Provost's Office, and the Laney Graduate School pertaining to students.

As a practice, provide flexibility for members of your groups. Require and model social distancing and good hygiene. Mandate that if group members fall ill or exhibit symptoms associated with COVID-19, they do not come to work. Establish a system by which you, and members of the lab, routinely check the health and well-being of one another

In Case of Suspected or Actual Illness:

If anyone demonstrates any symptoms of illness, s/he should not report to work. Instead, the individual should notify his or her supervisor and follow [Emory leave policy](#). If anyone has symptoms related to COVID-19, s/he must not report to work for any reason. Instead, an individual with COVID-19 symptoms should seek immediate medical attention or self-quarantine according to CDC guidelines, and notify his or her supervisor.

Student with symptoms should call [Student Health Services](#), 404-727-7551 or [Oxford Student Health Services](#), 770-784-8376. Faculty and staff should call the [Office of Occupational Injury Management](#), 404-686-8587. After hours or on weekends, faculty and staff should call the OIM Nurse Practitioner on call at 404-686-5500 and enter the ID #50464.

The planning you do now will support the long-term success of our labs and research groups. Thank you for carefully following the guidelines found here.

What assumptions should I make, and what timeframe should I plan for?

Assumptions that you can use for planning, based on a scenario with widespread COVID-19 communal transmission:

- A significant percentage of your laboratory workforce will be out sick or unable to come to work.
- Essential research infrastructure, such as power and telecommunications, will be maintained.
- Environmental Health & Safety office will maintain critical functions.
- Delivery of critical supplies may be significantly delayed.
- Emory has indefinitely suspended all official and previously authorized international and domestic travel for students, faculty, and staff. Please review Emory's travel policy on the [COVID-19 Update Website](#).
- Core facilities and other fee-for-service resources may have limited, delayed or no access.
- Repairs performed by Facilities Management and other Emory and non-Emory service providers may be delayed.
- Decontamination of your workspace will be necessary in the event of a local illness.
- The university will communicate any disruptions to laboratory access. Be sure to check the [University's webpage](#) for updates.
- These disruptions may persist for weeks or months.

What steps should PIs and research managers take to create a plan for research continuity?

- All continuity plans and contact lists should be shared electronically with your research teams, posted in paper form in each laboratory, and shared with your department administrator.
- Laboratory member contact lists with current emails and phone numbers, including land lines should be updated immediately and shared with lab members.
- Contact lists of important non-laboratory support staff, vendors, and suppliers should be updated.
- Critical laboratory activities should be assessed and prioritized.

Who can help me with planning?

[EHSO](#) can help you with:

- Risk assessment to identify those activities that may pose a hazard when unattended.
- Safeguards to implement if high risk work will continue.
- Questions relating to PPE, disinfection, and cleaning.

Contact EHSO at:

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Website: ehso@emory.edu