

Dear colleagues,

Attached is a memo from the EVPRP office regarding what we know about the impacts to research and their recommendations. I recommend reading through the entire document as there is a lot of information contained in it. Please check the COVID response website regularly. Guidance is being added daily.

<https://www.purdue.edu/newsroom/releases/2020/Q1/need-to-know-info-about-covid-2019.html>

I also wanted to highlight that we expect more guidance from national funding agencies to be forthcoming. As noted in the EVPRP's memo, there is updated info on the [Sponsored Programs website](#). Please check that site often.

**Advance Planning:** Please develop contingency plans for your laboratory in case there is a need for a short or longer-term shutdown (see some potential questions to consider below).

At a minimum, please provide me (and cc Kim Sagendorf and Pat Hein – both cc'ed here) with:

1. A list of three individuals with their e-mail addresses and phone number (home or cell) that would be responsible for the critical functions of your laboratory. Put them in primary, secondary, and tertiary order.
2. The locations of critical samples, cell lines, data repositories, etc.
3. As you work through your contingency plans (see questions to consider below), alert us to any extraordinary needs that must be addressed in order to maintain your research operations (if they cannot be temporarily halted). Please include any possible economic impact (as best you can determine).

**Undergraduate Researchers:** I am starting a Slack group for faculty to discuss ideas for managing undergraduate research (for credit, for honors, for paid undergraduate researchers). I think this will allow us to pull together and support each other as well. Here is the link to join: [https://join.slack.com/t/hhsugresearch/shared\\_invite/zt-clr2jkk3-Gw7x2vi7Suwj3kp3EuZKkQ](https://join.slack.com/t/hhsugresearch/shared_invite/zt-clr2jkk3-Gw7x2vi7Suwj3kp3EuZKkQ)

As always, I am here to assist. Please let me know what questions you have and I will answer as soon as I can.

Sincerely,  
Jessica

#### Questions to Consider in Planning:

Not all of these are relevant to every lab or even to where we are right now with respect to the virus. But I think it is a good time for all of us to consider this kind of lab planning. I used a variety of sources used to develop this list of questions.

- What can you do to implement social distancing in your research? What would it take to stagger work times in the lab, increase distances between people to six feet

or more for extended work times, or find alternatives to write-up spaces in close quarters?

- How will you prepare graduate students if they are instructed to stay home? Do they have a computer they can take home and do you have computer-based work you can assign?
- What would you do if just your group or building were quarantined or unable to come to work?
- What would you do if the entire campus were closed (except for maintenance of essential services)?
- What supplies are critical to your operations and how can you best protect against disruptions in the availability of those materials? Think of animal food, liquid nitrogen, etc.
- What changes would be required in your operations if core facilities and other fee-for-service resources, such as clean rooms or machine shops, were not available?
- How would you organize a system where you were allowed to send an individual person, one at a time, into the lab to perform essential functions? Such functions might include research animal monitoring and care, cell culture maintenance, or equipment maintenance.
- How would you assign such roles?
- How would you communicate needs within the group (Slack channels, Basecamp, Microsoft, email, etc.)?
- Are there areas of cross-training that could be organized in your lab, making your operations more robust?
- Are there people in other lab groups, separated enough that they might not be affected by a quarantine in just your group or building, who could help maintain critical operations in your lab?
- Are there cell lines or tissues that could be preserved by freezing? If so, how long would it take to do so?
- How long would it take to shut down equipment and experiments? Have you documented the safest and most expeditious procedures for doing so?
- Are there remote control monitoring devices or back-up power supplies that would help maintain critical equipment?
- Even with essentially normal services of electricity and other utilities, brief outages could occur. What special contingencies might arise if such a disruption occurred when your lab was unoccupied?
- Have you reviewed this contingency planning and emergency procedures with all researchers and staff in your group?

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Pronouns: she, her

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