Memorandum

To: CoE Faculty and Principal Investigators
From: Ian Robertson, Dean
       Darryl Thelen, Associate Dean for Research
       Jesse Decker, Director for Safety
Date: May 18, 2020
Re: Phased Resumption of Research Activities in CoE

This memo is a follow-up to the email you received from Dean Robertson on April 27th encouraging you to plan for resuming limited on-site research activities. Since that time, an OVCRGE Task Force has moved forward with the generation of a campus plan for the phased resumption of research operations. Phase I will focus on high impact research activities that can move forward while successfully implementing requirements for physical distancing and other safety protocols to reduce transmission risk. As campus researchers learn to carry out their research in these new ways, while preventing spread of the virus, additional phases permitting expansion of research activities will be possible. While we do not have a firm date of when phase 1 research activities will start, we would like to continue the formal planning and approval process, which will involve two steps.

Department and College
- For those with labs in CoE buildings, please use the template excel form provided by your chair to request labs to re-open and document the scheduling of personnel for doing the on-site work. The request should be submitted to your department chair, who will work with you and the college to address phase 1 considerations (see below).
- For those with labs outside of CoE, please use the attached form to document the CoE personnel who would do on-site research in Phase 1. Please consult with the chair or center director of the space where your lab is located about the process they need you to complete to conduct phase 1 research in their space.

OVCRGE
- You will be getting a second request form from OVCRGE in which you will transmit your research plan for campus approval. This process will provide campus a record of all approved research activities.

Your chairs are being asked to take a conservative and equitable approach to approval of Phase 1 research requests. Be patient and understanding as the chairs will need to work with all the faculty
and staff in your department to prioritize activities that mitigate the density of people in our buildings and labs. We encourage you to consider the following guidance in preparing your requests:

- Telecommuting should continue to be used for all research activities (e.g., computational, data and theoretical programs, individual and group meetings, data analysis, preparation of manuscripts, thesis, etc.) that can be performed off-site.
- Please consider the needs of your students and post-docs to complete their program of study as well as the obligations to your research grants and contracts when prioritizing activities.
- You should consider the lost time and costs incurred if a spike in COVID-19 cases necessitates that you shut down research activities suddenly.
- Your lab workspaces and equipment should be arranged in a way that sustains 6-foot physical distance between users.
- Please consider your ability to sustain physical distance when individuals move within the lab and work at different stations. Plan for a density of personnel that allows for >350 sq. ft. of space per person in the lab.
- If research involves individuals working in close proximity, please contact Jesse Decker in the CoE Safety Office to evaluate options.
- Recognize that there will be considerable pent-up demand on our shared facilities, which will also be in a limited operations mode and unable to train new users while restrictions on face-to-face instruction remain in place.
- Please consider implications of physical distancing on lab safety, particularly in labs with highly hazardous materials, high voltage experiments, large / high-speed rotational equipment, etc.
- Researchers who require one-on-one training on lab equipment should not return to the lab at this time.
- Shared equipment will need cleaning supplies and procedures to disinfect between users.
- PI’s are responsible for ensuring PPE is available for the research required. Currently, all PPE should be ordered through the EOC PPE Request Form. Updates to the PPE request process will be posted at the CoE Safety Site.
- PI’s and Lab Managers should review Guidance for Laboratory Start-up During the COVID-19 Pandemic to prepare for safely bringing labs back online
- All face-to-face human subjects research interactions remain suspended, except for therapeutic studies involving drugs or devices, or those critical to the health and safety of patients or study participants.
- Office visits between student and faculty are not permitted at this time.
- Computational and shared office labs will remain closed.
- All conference rooms, classrooms, grad student offices, and break rooms will remain closed until further notice.

Thank you for your patience and your efforts as we strive to safely re-start our research programs. In going through this process, please work with your students and post-docs and do what you can to keep them progressing toward completing their studies here at UW-Madison. Check in often with your staff and students—not only to ensure their progress and work satisfaction, but also to encourage them to focus on their own well-being. If you learn of any issues, please do not hesitate to bring them to our attention.