## Levels of Research Operations

### Level 0: Normal

* Normal operations

### Level 1: Caution and Preparation for Modified Operations

* Social distancing (i.e., 6 ft perimeter) required.
* Teleworking encouraged when possible. Work with supervisor and HR for approval.
* Consider slowing down and/or temporarily halting data acquisition if possible
* If you cannot reasonably slow down or halt a study, develop a written plan you would propose to manage during Level 2 research operations.
  + These written plans do *not* need to be formally submitted during Level 1, but you are encouraged to consult with your supervisor, staff and/or the Office of Research Compliance with questions.
  + Plan Template available as Appendix A
* Consider key laboratory functions or field work that must remain in working order for your research to survive a prolonged shutdown (e.g., cell lines, animal colonies, transgenic lines, equipment needing liquid nitrogen, etc.).
* Consider mitigation plans to prevent loss of critical supplies, reagents and other materials.
* Determine if you can work without certain shared resources being available on campus (i.e., mail services, fiscal shared services, janitorial work, routine pick-ups, etc.).
* Consider working with IT proactively to ensure access to data remotely.

### Level 2: Modified Operations with Approved Exceptions

* Lab or field-work research slowdown or shutdown plan (or exemption from slowdown) submitted to department head or director and Office of Research Compliance within 24 hours of the announcement of Level 2.
  + This plan must designate no more than three lab members as essential staff.
  + This plan must outline procedures (e.g., rotations, driving separate vehicles, etc.) to ensure social distancing.
* No new experiments, unless approved by Office of Research Compliance.
* Essential experiments allowed under guidance of an approved plan (see Appendix A) – those experiments that, if discontinued, would generate significant financial or data loss.
* All research buildings will be locked and should only be accessed by the PI and lab members designated as essential staff. Do not prop open any doors or allow anyone that is non-essential to piggyback in.
* Maintenance and access of key shared resources continue under appropriate guidelines and approved plans (i.e., animals, plants, cell lines, liquid nitrogen, etc.)

### Level 3: Mandatory Shutdown with VPREDGE Approved Exceptions

* Mandatory laboratory and field-work shutdown for all research labs, unless designated by the Office of Research Compliance and the Office of the Vice President for Research, Economic Development, and Graduate Education.
* Initiate the Outbreak Response Operations for the Animal Resources Center ABSL1 and ABSL2, Jutila Research Laboratory ABSL3, and the Johnson Family Livestock Facility ABSL2. For additional details for animal care, refer to ARC Human Infectious Disease Outbreak Response Plan that was distributed on Feb 28, 2020.

### Level 4: Mandatory Shutdown with Presidential Approved Exceptions

* Mandatory laboratory and field-work shutdown for all research labs, unless designated by the Office of Research Compliance, the Office of the Vice President for Research, Economic Development, and Graduate Education, and the Office of the President.
* Maintain and modify as needed the Outbreak Response Operations for the Animal Resources Center ABSL1 and ABSL2, Jutila Research Laboratory ABSL3, and the Johnson Family Livestock Facility ABSL2. For additional details, refer to ARC Human Infectious Disease Outbreak Response Plan that was distributed on Feb 28, 2020.

**APPENDIX A: Response Plan for Level 2, 3, and 4 Research Operations**

Laboratory Principal Investigator(s):

Name: Dept/Institute: Phone:

Name: Dept/Institute: Phone:

Laboratory Location(s):

Building(s):

Room Number(s):

**1. Are you able to transition *all* of your team (i.e., postdocs, students and staff) to remote work for at least the next 15 days\* (i.e., data analysis, data interpretation, writing, literature review, etc.)?**

* YES
* NO

\* Please recognize that the 15 days is a minimum, but the laboratory shutdown may be longer. You will always have a chance to revisit this form and update.

If YES, sign and date this form, and provide a copy to your supervisor and the Office of Research Compliance.

Signature: Date:

If NO, continue you Question 2.

**2. Are you able to transition *some* of your team to remote work for at least the next 15 days\* (i.e., data analysis, data interpretation, writing, literature review, etc.)?**

* YES
* NO

List the team members that you are able to transition to remote work and provide a short description of what you’ve asked each member to work on. *Be sure to abide by contract terms and consult with Human Resources with any questions.*

*[Feel free to expand this field or attach a document/plan]*

List the team members that you are NOT able to transition to remote work, and provide a short description of what your plan is (i.e., leave options, temporary layoff, appeal as essential staff and seek approval for continued in-laboratory work, etc.). *Be sure to abide by contract terms and consult with Human Resources with any questions.*

*[Feel free to expand this field or attach a document/plan]*

**3. Would closing your laboratory or field-work lead to significant financial or data loss?**

* YES
* NO

If NO, please sign and date this form, provide a copy to your supervisor and the Office of Research Compliance, and temporarily halt studies until research operations return to Level 1 as designated by the Vice President for Research, Economic Development and Graduate Education.

Signature: Date:

If YES, please proceed to Question 4.

**4. Briefly describe the research activities that needs to continue, and a plan to ensure social distancing (i.e., 6 ft perimeter from other humans during work) and other recommended measures to mitigate risk. Identify up to 3 trained laboratory or field work members as “essential staff” that will maintain the work/equipment/colony/etc. Describe additional mitigation plans to ensure safe and responsible conduct of the research during this limited access (if granted). Finally, acknowledge that there could be additional disruptions to other campus and non-campus services that could further disrupt your mitigation plan, and that you will update this plan regularly if such circumstances arise.**

*[Feel free to expand this field or attach a document/plan]*

Signature: Date:

**Administrative Signatures Only**

**Level 2 Plan Authorization:**

Department Head or Director:

Name: Signature: Date:

Director, Office of Research Compliance:

Name: Signature: Date:

**Level 3 Plan Authorization:**

Department Head or Director:

Name: Signature: Date:

Director, Office of Research Compliance:

Name: Signature: Date:

Vice President for Research, Education and Graduate Education:

Name: Signature: Date:

**Level 4 Plan Authorization:**

Department Head or Director:

Name: Signature: Date:

Director, Office of Research Compliance:

Name: Signature: Date:

Vice President for Research, Education and Graduate Education:

Name: Signature: Date:

President:

Name: Signature: Date: