

Subject: [som-faculty] Important Guidance Regarding Laboratories and Service Centers
Date: Tuesday, March 24, 2020 at 11:12:27 AM Pacific Daylight Time
From: deansoffice_som
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CC: Pooneh Fouladi, Ruth O'hara
Attachments: ATT00001.txt

Dear all,

We cannot emphasize enough that COVID-19 spreads easily, and many individuals with the virus have no or mild symptoms, but they can still transmit the disease. Social distancing is the best tool we have at the moment to combat COVID-19 transmission.

We need to reiterate strongly that only essential procedures for maintaining laboratory viability are permitted at this time. These activities are for the purpose of caring for our animals and cells, for critical equipment maintenance and allowing us to return to research in the future. They are not for the purpose of conducting and/or continuing ongoing or new experiments. Exceptions can be made for critical COVID-19 research as identified on your laboratory level continuity plans.

We are concerned that some of our post-doctoral fellows, graduate and medical students are being told they are obliged to come to campus to perform laboratory-specific critical procedures. No student or post-doctoral fellow should be required to go into the laboratory. It is very important that you make this clear to your graduate and medical students and post-doctoral fellows. PIs with concerns about the availability of essential personnel to carry out any laboratory-specific critical procedures should contact the Senior Associate Dean for Research in the School of Medicine, Ruth O'Hara, via pooneh.fouladi@stanford.edu

With respect to Service Centers we have taken a similar approach. Service Centers will be maintained with essential personnel in the service of essential laboratory maintenance efforts, not in support of ongoing, continuing or new experimental studies. Exceptions can be made for critical COVID-19 research as identified on your laboratory level continuity plans.

As stated previously, only designated essential personnel dedicated to essential laboratory maintenance efforts should be permitted into the laboratories. All others should stay at home. While we recognize that the determination of essential personnel will vary from laboratory to laboratory, we need to minimize the number of essential personnel designated in any one laboratory. Essential personnel should spend the minimum amount of time possible in your laboratory. You should also minimize the number of individuals in your laboratory at any moment in time.

Essential laboratory maintenance efforts include conducting critical maintenance procedures that require regular attention from a person to maintain laboratory viability. For example, providing animal support, maintaining shared computational equipment, and maintaining equipment that requires gas or cryogen monitoring/service, such as deep-storage freezers, electron microscopes, mass spectrometers, and incubators.

Veterinary care will continue, as the health and welfare of research animals are essential. Essential personnel, designated by the PI, are expected to continue coming to the animal facilities as required by APLAC protocols, and perform procedures necessary for animal health and welfare.

Please remember that all essential laboratory maintenance efforts, and all designated critical personnel who are conducting them, should be entered in the Essential Research Smart Sheets and need to be validated by the administration (Chair, then Designated Dean, then finally the VPDoR).

If you have any questions or concerns, please do not hesitate to contact Senior Associate Dean for Research, Stanford School of Medicine, Drs. Ruth O'Hara via pooneh.fouladi@stanford.edu.

Thanks for everything you are doing at this very challenging time.