

Define your plan for robust communication with your group.

Consider the following questions in developing your response:

- *Will you communicate via Text? Telephone? Email? Whatsapp? Etc.*
- *Have you asked lab members to store data remotely, for example in Box? DropBox?*
- *Will lab members work on manuscripts? Grant applications?*
- *Do they have remote access to needed data?*

Confirm that you have discontinued face-to-face group meetings and have a plan to minimize personnel interactions in the laboratory while keeping within reasonable business hours.

Consider the following questions in developing your response:

- *How will you maintain continuity of group meetings?*
- *What mechanism do you have to minimize personnel interactions? Does this require setting non-overlapping schedules? Specifying lab spaces for individuals to work?*

Confirm that you have a plan in place to “ramp down” experiments.

Have you instructed lab members to

- *finish ongoing experiments and not start new ones?*
- *freeze down cells?*
- *reduce mouse breeding to the minimum needed to maintain strains?*

Provide a list of 1-2 specific individual(s) essential employees* (defined below) needed to maintain “critical research”, whose duties cannot be deferred during an emergency closure.

Include name, title, email address and cell phone number of the 1-2 individual(s). These names will be shared with the University and each individual will receive a letter validating their essential employee status, in case such a document is needed if there are government-directed closures. **Essential Employee: An individual needed to maintain, and/or supervise the potential reduction of animal colonies, tend to critical cells that cannot be frozen, or who you may need to order/replenish gases such as liquid nitrogen, CO₂ etc (please ensure that they know the vendor and PO number to order). Ensure that they know what to do if operations are interrupted or suspended.*

Define processes for shutdown of essential equipment in your laboratory in the event that it becomes necessary to suspend research activities.

Please list essential equipment and specify how the equipment will be shutdown (e.g. disconnect it from power; contact manufacturer for proper shutdown procedure; etc)