

**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, CO<sub>2</sub> 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)