



DIVISION OF RESEARCH

June 7, 2020

Dear Campus Research Community,

On Monday, June 8, 2020, the research enterprise will move into Phase 1, Limited Occupancy Phase. Observe these rules for your safety and the safety of the entire community.

- Researchers must work remotely if they are not approved by the deans to be on campus in Phase 1.
- Researchers must not come to campus if feeling unwell.
- Researchers must complete the [COVID 19 Employee Screening Checklist](#) for symptom tracking/monitoring prior to coming to campus every day.
- Researchers must complete the [Employee Building Visitation Log](#) daily for contact tracing purposes.
- Researchers must not come to campus if living with or caring for someone with COVID 19 or if awaiting a COVID 19 test result.
- Researchers must wear face coverings/masks in university buildings. Please bring your own face coverings.
- Researchers must practice good hygiene (frequent handwashing) and must clean and disinfect all high contact surfaces.
- Researchers must abide by the following social distancing restrictions in research spaces: no more than 25% occupancy and not to exceed 1 person/ 200ft².

You will receive the following additional information this week:

- COVID-19 campus safety awareness training for all employees (Please note that much of this guidance was provided to researchers in the very detailed Phase 0/Phase 1 Safety Assuredness plans)

Important FAQs are posted to [this web page](#), under the section titled "FAQs on the Phased Reopening of Campus Research Activities." Please continue to submit your questions to [askresearchadmin.edu](#).

Stay healthy,

A handwritten signature in black ink, appearing to read "L. Locascio".

Laurie E. Locascio

Vice President for Research