

**Subject:** Guidance for reducing on-campus research activities // ACTION AND RESPONSE REQUIRED BY FRIDAY MARCH 20, 2020

**Date:** Tuesday, March 17, 2020 at 4:06:22 PM Pacific Daylight Time

**From:** Wolf-Dietrich Heyer

**To:** Stephen Kowalczykowski, Neil Hunter, John R Roth, Martin Privalsky, Su-Ju Lin, Lifeng Xu, Douglas Nelson, Valley Stewart, Scott Charles Dawson, Rebecca E Parales, Kazuhiro Shiozaki, Mitchell Singer, Wolf-Dietrich Heyer, John Meeks, Chester W. Price, Michele Igo, Katherine S Ralston, Mariel Vazquez, Sean R Collins, Jacqueline H Barlow, Miriam E Martin, Michael A Savageau, Sam Diaz-Munoz, Priya S Shah, Jarue Manning, Chang-il Hwang, Paul Baumann, Linda Baumann, Merna Villarejo, Mark Wheelis, John Ingraham

**CC:** Eva Jakab, Bradford Luten

**Attachments:** Reducing On-Campus Research Activities.pdf

Dear colleagues

We all have received the attached guidance from campus about reducing on-campus research activities.

The guidance is broad and not very specific. An overarching goal is to encourage as much as possible work at home and making sure everybody feels safe and nobody feels unduly pressured. Another goal is develop plans that social distancing is rigorously implemented.

As an example, I post below the message to my lab putting this guidance into specific action.

Please respond to me by Friday March 20 the latest that you instituted a plan in your laboratory that is compliant with the attached guidance and that you developed a laboratory-specific plan for a possible mandatory shutdown.

The situation is fluid and expect further changes.

Thank you and stay healthy  
Wolf

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**From:** <academic-senate-request@ucdavis.edu> on behalf of Prasant Mohapatra  
<pmohapatra@ucdavis.edu>  
**Date:** Tuesday, March 17, 2020 at 9:39 AM  
**To:** academic-senate Sympa List <academic-senate@ucdavis.edu>, academic-fed Sympa List  
<academic-fed@ucdavis.edu>  
**Subject:** Guidance for reducing on-campus research activities

Dear Colleagues:

I am attaching the current guidance for reducing on-campus research activities.

We will posting updates at:

<https://www.ucdavis.edu/coronavirus/news/updates>

<https://www.ucdavis.edu/coronavirus/news/updates/#ResearchContinuity>

Prasant

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Sample email to MMG lab:

Dear All

Please read the attached guidance in detail. We preempted some of these

issues in our group meeting. MMG is implementing specific plans to maintain operations, and there may be additional guidelines regarding research operations.

We need to adopt the following guidelines immediately:

1. All undergraduate students should stay away from the lab until further notice. It is finals week and then spring break, so I hope this will not affect them too much. If you have ongoing experiments as a UG student, please contact your mentor on how to bring them to an ordered end.
2. All meetings are conducted by Zoom, including 1-on-1 meetings with me.
3. Work as much at home as possible.
4. Do not plan huge long term experiments now, as a campus closure could happen.

Most importantly, for the time being, **do not feel obliged to come into the lab**, especially if you have child care issues or live with a senior (parents, grandparents), etc. or feel sick or were exposed to sick people. Many of us currently have remote work that can be done from home, or with limited visits to the lab, e.g. data analysis, drafting figures, writing thesis chapters, etc.. This is a great time to catch up on reading, writing, and making perfect figures.

As you all know, the most critical issue during the next few weeks is social distancing and rigorous hygiene so please do your utmost best to follow the guidelines:

1. Maintain 6 feet between individuals.  
**We have plenty of space in the lab to spread out, but it makes sense to limit the number of people to two per room (LS3157, LS3149) and 3 in the large room (LS3143), i.e. work in shifts. People sharing the same desk cubby (Shih-Hsun and Shanaya, Ash and Steven, Hang and Joao, Rodrigo and Rita, Tamires and Jie) should not be at their desks at the same time, because the distance is too short. Joao is currently staying at home, so Hang is fine. Rodrigo or Tamires can move into the free desk cubby in LS3143 that we are better spread. Some people may have more pressing needs to be in the lab, for example to finish critical experiments. So, please negotiate with each other and Cc. me so I know what is going on.**
2. Regularly wash hands with soap, making bubbles for 20 seconds. Wash hands after touching any surfaces, door handles, etc.
3. Don't touch your face. Try it for 5 min and see how hard that is.

4) Cough/sneeze into your elbow or a tissue. Then wash your hands.

5) Disinfect door handles and other common surfaces, such as microscopes, desks, benches and keyboards, regularly.

70% ethanol or any household disinfectant is fine. Also, wear gloves when you have to touch any such surfaces.

6) Do not socialize in groups of any size, beyond your immediate family, and maintain distancing and hygiene regimens at

home wherever practical, especially if other members of the family are going out to work.

**The only truly pressing issue for the lab is to keep the liquid nitrogen tank filled and monitor the freezers that they function.**

Please let me know if you have any additional concerns or suggestions. Please stay in touch with the entire lab so that we know who is around, who is sick, who needs help. We discuss Friday at group meeting, how to help those, who need support with transportation, etc. **Let me know, if you have a need.**

Many thanks and stay healthy

Wolf