

## Memorandum

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**To:** All Faculty and Staff subscribed to the ERA listserv  
**From:** Michele Masucci  
Vice President for Research  
**Subject:** Notice to Temple Research Community - Update on COVID-19 Research  
Continuity Planning  
**Date:** March 16, 2020

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Dear Colleagues,

A Temple University is continuing to respond to the rapidly evolving circumstances presented by the COVID-19 pandemic. As a result, the university is requesting that all research principal investigators (PIs) begin preparing for all on-campus research to be restricted to **essential activities only** beginning March 17, 2020 until further notice.

This involves ramping-down all research and creative activities, including non-laboratory research and scholarship, non-essential laboratory and basic science research; and non-essential clinical, social, educational and behavioral research, along with other human subjects research with the following exceptions:

- Research related to COVID-19 will be considered essential research and may be continued.
- Activities to maintain research capabilities, including maintaining animals, unique reagents, and essential equipment, materials, and core facilities can be supported through designating essential personnel involved in providing continuity for those activities. Please discuss these needs with the Associate Dean for Research or equivalent administrator in your school or college.
- Clinical, social, educational or behavioral research that is of significant value and benefit to the study participants may continue with the approval of your Associate Dean for Research or equivalent administrator.
- Your Associate Dean for Research may approve a contingency plan that supports access to supplies and to research facilities if deemed essential for research continuity.

The Office of the Vice President for Research (OVPR) will remain open, working remotely as appropriate. All OVPR services related to grants management, commercialization, research development, and regulatory affairs will continue. OVPR will provide additional guidance to schools and colleges to outline the further reduction of research activities as needed. The Office of the Vice President for Research will also provide information about how to ramp-down laboratories that are considered non-essential as needed.

The Office of the Vice President for Research has provided guidance on the continuation of regulatory affairs programs including the University Lab and Animal Resources (ULAR) Program, the Institutional Review Board, and the Institutional Biosafety Committee. New submissions, amendments, renewals, and other reportable information connected should be submitted as required.

All OVPR notifications related to COVID-19 are found here:  
<https://research.temple.edu/ovpr-updates/covid-19>

In order to minimize the disruption to your scholarly, creative and research activities, including working with your students and research team members, please use the Temple University services provided to enable remote work and access. More information about those resources can be accessed here:  
<https://its.temple.edu/tech-resources-working-remotely>

We encourage you to prioritize activities that can be continued on a remote basis, such as: writing papers and grant proposals, conducting research involving human participants through remote communication tools if feasible and appropriate, and completing data analysis. Please ensure your ability to do this work by using Temple University's tools for collaboration, data storage and access, and applications as relevant to your work.

Please do not make any immediate changes to the support of your staff, students, and postdocs provided through funded grants. More information about federal guidance on funded research will be provided by OVPR as available. Temple University is actively working with research sponsors as part of our business continuity activities to ensure that we continue to operate in a compliant and appropriate manner.

Please develop a **contingency plan** for your research immediately and provide that plan to your Associate Dean for Research or equivalent administrator.

### **Essential Research Activities**

- Laboratory work specifically related to COVID-19 is expanding and should continue.
- Critical procedures, processes or equipment management that require regular personnel attention to maintain laboratory viability may continue. Examples include but are not limited to: liquid nitrogen tank filling, animal support, long-term animal experiments, maintaining shared computational equipment, biohazard waste disposal protocols, and use and analysis of human tissue samples through core facility supports.
- Essential research experiments that are at a critical phase, meaning that abandoning them would cause a major or irreversible loss in project momentum, may be continued. This high-priority work should be a limited set of the current laboratory bench-based experimentation or clinical, social, behavioral, and educational research activities.
- Animal use and care activities as defined by the Temple University ULAR contingency plan.

### **Additional Guidance for Personnel Access to Labs**

- Begin restricting lab access now through discontinuing undergraduate student and visitor access to labs by **March 17, 2020 until further notice**. Work with students to develop research plans that can permit their meaningful continuation with the project to support their academic experiences as defined in course work or through their paid role in your research setting.
- Continue to charge your grants as normal.
- Discontinue working in the lab if you or team members demonstrate symptoms of illness consistent with COVID-19.
- We sincerely desire that you stay safe. Please wash your hands frequently and practice social distancing. Continue to use protocols to disinfect common spaces

and touch points like doorknobs, sink handles, freezer doors, telephones using appropriate disinfectants as applicable in your research facilities and spaces.

- Please continue to monitor university-wide announcements, here: <https://www.temple.edu/coronavirus>

### **Research Facilities Continuity Planning**

All funded investigators are encouraged to develop a research continuity plan that addresses the following concerns as appropriate to the specific focus of your work:

- Personnel Planning
- Animal Planning
- Facilities and Supplies Planning
- Procedures and Communications strategy
- Identification and prioritization of essential needs
- Training needs and questions
- Lab operations needs

Your Associate Dean for Research or administrative equivalent may provide additional guidance related to the development of your research contingency plan. All plans will be kept on file in your school or college.

Current updates from Temple's Novel Coronavirus (COVID-19) website can be found [here](#) and continued research operations updates can be found [here](#).

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