**Harvard Medical School**

**Information regarding Staff Presence in Research Labs, Cores and Animal Facilities after HMS Research Shutdown (March 18, 5 p.m.)**

Due to the coronavirus outbreak, HMS is planning to shut down research operations entirely on the quad. This means the expectation is to completely shut down each lab and core facility, with **virtually no one** **entering a lab or research core after close of business on Wednesday, March 18** (i.e. after 5 p.m. on Wednesday, March 18, labs and research cores will be empty).We anticipate this will be the situation for 6-8 weeks.

A small number of exceptions must be justified:

* Those who are essential to care for animals; process human samples; replenish liquid nitrogen, or to respond to a lab/freezer emergency
* Those who appeal to complete a limited number of essential experiments
* Those who are working on research directly related to the COVID-19 pandemic

If you are a lab PI or research core director who anticipates having **any staff** in your research lab or core after Wednesday, March 18, you must submit the exception petition below.

**Petitions must be submitted by 12 Noon on Tuesday, March 17, 2020 via an** **email to your department chair**. **Please also cc your department administrator and** [**researchoperations@hms.harvard.edu**](mailto:researchoperations@hms.harvard.edu)**.**

Please save the petition as “Petition\_PILastName\_PIFirstName.docx” or “Petition\_CoreName.docx”.

The petitions will be reviewed by department chairs and notifications will be made by **12 Noon on Wednesday, March 18, 2020, at the latest**.

**Harvard Medical School**

**Petition for Staff Presence in Research Labs, Cores and Animal Facilities**

**after HMS Research Shutdown (March 18, 5 p.m.)**

**1. Name of PI Lab or Research Core:**

**2. HMS Department:**

**3. Primary Lab or Core contact** (Last name, First name, Email):

**4. Secondary Lab or Core contact** (Last name, First name, Email):

**5. Describe the activity(ies) that requires staffing (i.e., the critical experiments, LN2 replenishment needs, COVID-19 project, etc.)**. Please include in the description what data/investment will be lost if research is stopped immediately, if applicable. Not more than ONE paragraph.

**6. Identify the persons who would be in the lab, how frequently they would be there (e.g., 1x per week or 5-7x per week), until when they would be there (e.g., all anticipated 6-8 weeks or just a few days to finish up an experiment – please include a specific date), how long per day they would be present (e.g., 1-2 hours), how they currently get to campus (e.g., walk/bike, public transport, personal car), and what they will do.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **First name** | **Last name** | **Email** | **Frequency in lab/core** | **Until when (date)** | **How long per day** | **Trans-port** | **Activity** |
| John | Doe | John\_doe@hms.harvard.edu | 1x per week | All 6-8 weeks | 1-2 hours | Car | LN2 replacement |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**7. Other comments on staffing or other concerns.** Not more than ONE paragraph.