

Coronavirus Update: Lab Access Procedures Complete

March 21, 2020 -- As a result of the coronavirus and UCF's efforts to help mitigate the spread of the disease, all faculty with a laboratory were directed to fill out the Lab Access Survey and had until 5 p.m. on March 16 to submit. If you cannot conduct your lab work remotely, did not submit a plan or did not receive an email approving your plan you may not access your lab or conduct work in your lab.

Additionally, we remind you that this pandemic is serious. Anyone who has flu symptoms, who has a positive test or who has had close contact with a known positive case should not come to campus or any of its labs. The health department's advice for persons who have had contact with someone who is awaiting test results or has flu symptoms is to stay home and monitor for symptoms. For the latest UCF updates [click here](#).

Below is a copy of the note emailed to faculty who submitted the survey on time and asked for no exceptions. It was sent by Dr. Elizabeth Klonoff, Vice President for Research and Dean of the College of Graduate Studies.

First of all, let me apologize for this impersonal message, but I wanted to get it to each of you as quickly as possible. Thank you for filling out the Lab Access Survey.

Our goal is to help keep you and your Lab team safe during this fluid situation necessitated by the Coronavirus pandemic. We know these are extraordinarily stressful times. We appreciate your patience and understanding.

Your plan for staffing your lab during remote operations has been approved and the names you provided will be on the authorization list. Beginning immediately, remember to have only your team for the day and time you designated and no more than those folks in the lab at any given time. Go to your secondary and tertiary teams as needed. And remember to host lab meetings using one of several remote options – Zoom, Skype and Teams.

Be advised, each of you should have a plan in place to check in with your personnel using the lab each day. The plan must include:

- Asking each person if they are healthy enough to be in the lab and if they are experiencing any symptoms consistent with a cold or the flu. If they feel ill they should not work in the lab that day and report this to the PI.
- Asking each person if they have traveled or come into contact with anyone who may have the virus and responding by using Health Department and CDC protocols.
- Making sure each person using the lab must wash their hands upon entering the lab, and last thing before leaving the laboratory. Each person is responsible for

cleaning what they have used (chairs, tools, equipment) before they exit the lab for the day and documenting it on a log placed near the exit to the laboratory for the next team or person who comes in to the lab. The log entry should include the date and signature of the person making the log entry.

Some of you asked if your authorized users could work longer shifts to complete work. Yes, that is allowed as long as you maintain the minimum number of people in the lab identified in the survey.

Keep in mind this is a temporary procedure is based on what we know at this time. Things may change again based on directives beyond our control that focus on preventing the spread of this disease. These procedures implement social distancing and are for the safety of our faculty, staff, and students. We reserve the right to limit or stop research that is not consistent with these procedures, poses a health threat to personnel or when mandated by federal or state agencies.

Should you need to make an unexpected and critical change to personnel on the list please email: kelli.marini@ucf.edu . Dr. Elizabeth Klonoff, the Vice President for Research and Dean of the College of Graduate Studies, will be making those determinations on a case by case basis.

As the university transitions to remote operations tomorrow, here is some other helpful information.

- The [Office of Research](#) remains open and operational at this time and proposals and other services are continuing. However, if federal agencies are closed, proposals will most likely remain in a queue, pending resumption of agency operations. While it is inevitable that there will be disruptions to research projects, we want to mitigate such disruptions to the maximum extent where possible.
- We have prepared some research specific FAQs you can [find here](#).
- If you have not already done so, come up with your continuity plan for your lab.
- Make sure you communicate your continuity plan and your expectations for remote work during this time with your lab team. Make sure to go over the staffing plan.
- Please promote social distancing, 6 feet distance from each other and no gatherings of 10 people or more.
- If you are feeling ill, stay home and don't come into the lab.

Lastly, here are some contacts to keep handy:

1. Financial questions related to research: <https://fa.ucf.edu/coronavirus-faq/>
2. Proposal questions: proposals@ucf.edu
3. Environmental Health and Safety: ehs@ucf.edu

