



Date: March 17, 2020
From: Gillian Small, Ph.D.
To: FDU Faculty
Re: Suspension of Research Activities on FDU New Jersey Campuses

As the COVID-19 pandemic continues to evolve, the University is responding in ways to best protect the health and safety of our community. At this time, all faculty who are currently conducting research on a New Jersey campus should immediately begin preparing to **suspend all ON-CAMPUS research activities by 4 PM on March 19**. Please follow the guidelines outlined below.

- Faculty should prepare/archive data, samples, equipment and other infrastructure for an extended and more extensive shutdown. Only occasional presence of personnel will be possible for a period of up to 8 weeks or more, and must be arranged in advance with Gail Lemaire, and coordinated with Public Safety.
- Our intent is to keep power on in the science buildings on both campuses, and at the School of Pharmacy and Health Sciences. Critical samples that can be stored in sub-zero freezers should be in place by 4 PM on Thursday March 19.
- Any critical research equipment should be powered down by 4 PM on March 19.
- Faculty should ensure that containers of chemicals and hazardous waste are properly labeled, closed and placed in appropriate storage areas away from incompatible hazards.
- Ensure that all water sources are turned off (e.g. circulating water baths, aspirators, etc.).
- Turn off and unplug non-essential electrical research devices, particularly heat-generating equipment such as hot plates, stir plates and ovens.
- Backup data and turn off non-essential/non-critical computers, but please do not unplug the computers. Store lab notebooks and computers in secure areas.
- Researchers who are engaged in Human Subjects Research should plan for alternatives to in-person study visits, (e.g., remote — by phone or online — options for questionnaires, surveys, check-ins, screening, etc.). These changes must then be submitted to the IRB as a modification to the study.