

June 19, 2020

Dear Medical School Faculty, staff and trainees involved in laboratory-based research,
At this time we are planning to move the Medical Campus laboratory-based research from the orange level (30% of normal lab activity) to the yellow level (60-80% of normal lab activity) next Friday, June 26 at the earliest. This move does not include other types of research (clinical or office-based research).

June 26 is the earliest day a department or a lab could start the transition from orange to yellow. It is not required that every department and every lab transition on this date, nor does the transition need to be done all at once. This transition date could be postponed if the public health situation in St. Louis changes.

A few key points about the transition:

- The yellow level is set at 60-80% of normal lab activity, but this activity should be spread out over an extended day (eg 16 hrs) and week (eg 7 days). Normal lab activity is defined as the total number of hours that were worked in the lab in a typical week by all personnel, pre-COVID-19.
- At any one time, the number of people in the lab should be 50% or less of the lab's pre-COVID density. Labs should be working in shifts to achieve >50% density. Importantly, this is not about the absolute density in any one lab, but it is about the density in our buildings and on our campus. Shared equipment/lab support rooms, elevators, rest rooms, corridors and break rooms are areas of potential congestion so we need to spread out our on-campus population at any given time.
- All PIs and labs should review their lab plans to determine if there are any parts of the plan that need to be adjusted. It is likely that the schedule for the lab (Appendix A of the planning documents) will need to be redone. Department heads will provide specific instructions to PIs on submitting modified plans.
- All PIs must ensure that every person working in their lab has been provided with a copy of their lab plan and schedule, plus the plans for shared areas.
- We recognize that schools, many camps and day care centers, are not yet operating. PIs are encouraged to take into consideration various concerns of their personnel, such as childcare, transportation, or other circumstances, while constructing schedules.
- Labs are encouraged to develop training videos for protocols, so that when new people join the lab, time of close contact between the trainer and the trainee can be minimized.

- Labs should still be prepared to ramp down again, if the public health situation changes and/or the city, county or state imposes more restrictions.

Reminders:

- We here at Washington University School of Medicine are leaders in health care. We should all be leaders in reducing the spread of COVID-19. To keep you and your colleagues safe and healthy:
 - Wear a mask whenever you are inside a parking lot, link or building.
 - Keep a minimum distance of 6 ft between you and others.
 - Do not come to campus if you are sick
 - Wash your hands frequently
- Occupied workstations should be a minimum of 6 ft apart.
- If you want to bring back furloughed staff, discuss the process with your HR representative. It requires a minimum of one week's notice, and we recommend bringing people back on a Monday.
- Everyone should use the WashU screening website prior to coming to campus screening.wustl.edu/Screen. If you arrive on campus between 6:30 AM and 3:00 PM, Monday through Friday, stop at a screening station before going to your lab.
- For more details on the ramp-up process, see the OVCR website research.wustl.edu/covid19/lab-research-ramp-up/
- If you have concerns about the ramp-up, please discuss with your PI, your division chief, your department chair, or submit your concern on the OVCR website research.wustl.edu/covid19/report-concerns/
- Continue to read the WashU Med COVID-19 updates that come out from updates@wusm.wustl.edu on Mondays and Thursdays for the latest information about the campus.
- For information on where you can park, see facilities.med.wustl.edu/parking-transportation/

Sincerely,

Jennifer Lodge, PhD
Vice Chancellor and Associate Dean for Research

David H. Perlmutter, MD
Executive Vice Chancellor for Medical Affairs and Dean