



## Office of the Provost

**From:** Office of the Provost and Office of Research  
**To:** Full-time Faculty, Chairs, Associate Deans, and Deans  
**Date:** March 18, 2020  
**Re:** Guidelines for Faculty and Student Laboratory Research at Pace University

### **Memo** **Guidelines for Faculty and Student Laboratory Research at Pace University**

The response to the Coronavirus pandemic is leading to a global restructuring of how we interact with each other and with our institutions. This impacts the research enterprise especially in the laboratory sciences. The following guidelines, effective immediately, are designed for faculty and students as we attempt to protect ourselves and our communities.

1. Laboratory research operations should be ramped down as quickly as possible and faculty should endeavor to reduce the number of people conducting laboratory research to the minimum required for the essential features of the research. Such features include maintenance of animal facilities, cell cultures or other biological specimens.
2. Any plan to continue laboratory-based research with faculty or with students in Pace University laboratories beyond the essential features noted above will require the approval of the Dean. Such approval will be based upon submission of a document outlining the need for such currently on-going research to continue. It is suggested that no new projects be started at this time.
3. The names of all faculty and students who will be conducting research activities in the labs must be submitted to security ([Vinny Beatty](#)) and to the University Director of Environmental Health and Safety ([Brian Anderson](#)) in order to assure access to the facility.
4. Social distancing and staggered work schedules must be implemented for those with approval to conduct research.
5. Each laboratory must have an emergency contact list with off-campus phone numbers posted on the door. At a minimum, the list should have a primary and a back-up person listed.
6. You will be notified when these restrictions are lifted.

**Office of the Provost and Executive Vice President for Academic Affairs**

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**[www.pace.edu/provost](http://www.pace.edu/provost)**

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