

## ARTP Center Operations During Covid-19

March 20, 2020

Thank you for participating in our Zoom discussion yesterday. The highest priority for all of you is keeping yourself, your family, and our community safe during this challenging and evolving situation.

The ARTP will continue to support the research mission of the college, university, and our community by ensuring operations continue as much as is reasonably possible.

Please know that the OSP and OCSE are both prepared for full remote support and continuation of services including invoicing, budgeting, orders, and deliveries as well as proposal and report preparation. You may want to review the OSP Covid-19 response materials.

During this time period, ARTP will focus on the essential operations (procedures, processes, equipment maintenance) necessary to maintain lab viability. All directors should know who is responsible for what and have a contingency plan, if possible. No external visitors or customers except by appointment and only if it is necessary.

ARTP personnel consist of directors, staff, and paid student workers (UG and G). Please plan on minimum staffing (one or two) in the centers and institutes (whether this is staggered or alternate days). For all staff, remote work (report preparation, data analysis) is encouraged as much as possible. We expect staff to be accommodated if they need to work remotely.

Lee Bledsoe at CHL sent this to me yesterday afternoon: ***“Autumn and I will be working opposite days in the lab so we will have contact with no one. BSAs don’t even enter our lab. We have established protocol for sanitizing upon arrival and departure to protect ourselves and have more than enough bleach and other supplies to maintain that for several weeks.”***

If faculty members or graduate students work in your lab independently, please ensure the minimum number allowed to be present at any time is communicated to those who need research access as well as posted clearly. If it is at all feasible to move to an appointment or scheduled time for these researchers, I encourage you to do so.

Please make sure your listed ARTP contact number or email address is answered in a reasonable timeframe during working hours (8 – 4:30 M-F).

WKU Shipping and Receiving is open (M-F) and can be contacted at 5-4262. If a package is delivered, they will call the department number. If someone is actually in the office, they will deliver a package. If not, they will hold it. Alternatively, you can pick items up directly from Shipping and Receiving. I would call first since they will only have one staff member each day. I would be very, very careful with items that are perishable. Please make sure orders are necessary. Regular orders may need to be adjusted up or down depending on your individual situation.

Ajay and I are available by email or phone or Zoom to assist you. We will keep you informed and updated. ARTP will continue to support the research mission of WKU. We appreciate this situation is a great hardship for all of you. Thank you for your patience and please stay safe.

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