**NJIT**

**Research Continuity and Recovery Plan**

**Phase-2 Department Research Operation Plan**

**Recovery Phase-2 Protocol**: Most research operations, whether sponsored through external grants and contracts or internally funded, may be restarted through the approval of department chairs using significant social distancing and safety protocols with restrictions on the number of researchers and staff present in laboratories at one time.

* The Phase 2 restart may require developing flexible work schedules, plan for supply chain issues, and prepare core and fabrication facilities in advance of need. To ensure social distancing requirements and to reduce density of research personnel in university research spaces, the lab directors should consider permitting flexible lab access schedules, work shifts or staggered workdays, and extended facilities support to enable more round-the-clock operation of research facilities. Under no circumstances should safety be sacrificed due to lack of adequate supplies, type, and quality of PPE.
* Research that can be conducted completely remotely should continue to be conducted in that manner. In addition, work that can be done remotely in conjunction with necessary on-campus work should be done remotely.

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_

Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Dean Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Overall Comments:

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1. Summary of Phase-2 Research Lab Operations (list all labs with lab directors and their emergency contact information for EHS)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Lab Location  (# , Building) | Director/PI name | # of other faculty/  research profs. in the lab | # of post-docs  in the lab | # of grad students  in the lab | # of  UG students  in the lab | Max # of persons  in lab at one time | Wet  Lab  (Y/N) | PPE avail.  (Y/N) | Week- end access  (Y/N) |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
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1. Summary of Ramp up Phase-2 Research Operation Plan and Approvals (PRO-2 Approval Forms)

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B.1. Lab Safety and Disinfection Plan:

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B.2. Use of Animals:

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B.3. Handling of Hazardous Materials and Cells (as applicable):

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1. Resources and PPE supplies needed for personnel and lab safety protocols for Phase-2 research operations. Please note that research labs are responsible for purchasing appropriate PPE supplies from their own funds in Phase-2 and subsequent research recovery phases.

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1. Anticipated risks and risk management plan in response to COVID-19 outbreak (describe any safety, health and other risks associated with the requested research operation and how they will be minimized through lab safety maintenance, disinfecting and social distancing protocols).

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Please submit a copy of the completed form with approvals from college dean to the senior vice provost for research ([dhawan@njit.edu](mailto:dhawan@njit.edu))