

Coronavirus/COVID-19  
Department of Biology Guidance  
March 12, 2020

The situation and recommended actions surrounding the Coronavirus/COVID-19 are rapidly evolving. The UW's [Advisory Committee on Communicable Diseases](#) is monitoring the situation and coordinating with state and local health departments. Information, including FAQs, can be found <https://www.washington.edu/coronavirus/#operations>. Information and updates can also be found from [UW Environmental Health & Safety](#), [Public Health-Seattle & King County](#), the [Washington State Department of Health](#), and the [CDC](#).

**We are following the guidance provided by the President, Provost, and Advisory Committee on Communicable diseases that has been broadly communicated. Outside from those specifics (and the information below) labs, research groups, committees, staff groups, etc., have discretion on whether to continue holding meetings and activities, but the suggestion is to permit remote participation and remote work if/when possible.**

Below is a summary of the current information and recommendations that David and I have (much of which has already been communicated in a variety of messages over the last few days).

#### **General Information**

1. Precautionary measures for individuals include:
  - a. Stay home if you are sick & avoid close contact with others.
  - b. Wash hands with soap and water for at least 20 seconds; if water is not available use hand sanitizer that is at least 60% alcohol.
  - c. Avoid touching your eyes, nose, or mouth with unwashed hands.
  - d. Avoid contact with people who are sick.
  - e. Cover your nose and mouth with a tissue or sleeve when coughing or sneezing and then immediately throw the tissue in the garbage.
  - f. Again, stay home if you are feeling unwell.
2. The UW has authorized expanded use of sick leave (see <https://www.washington.edu/coronavirus/#staff>).
3. Supervisors are encouraged to provide telework options to employees, including student employees, whose job duties can be performed remotely without hampering operations. Supervisors are being granted maximum flexibility to implement remote work options, and to think broadly about remote work to include, for instance, professional development activities that can be performed remotely, updating required trainings, revising lab SOPs, etc.
4. Campus tours and admission information sessions are not being held from March 6 through April 10.
5. The current recommendation is to avoid bringing large groups of people together for events and gatherings if feasible. We are being asked to cancel non-essential large events and gatherings and/or to offer remote participation.
6. If campus operations are suspended, it is unlikely that vendors will be able to deliver to campus. See information below for purchasing/procurement.

### **Information for Instructors**

In-person instruction is halted effective Monday, 3/9/2020 for the rest of the current quarter.

Information and resources for teaching and grading during the Coronavirus outbreak have been posted by the Center for Teaching and Learning at <https://www.washington.edu/teaching/topics/teaching-and-learning-when-classes-cant-meet/>.

We do not yet know what the status is for spring quarter.

### **Information for researchers and labs**

While there are currently no plans to restrict access to UW research spaces, the Office of Research has issued some specific guidance for researchers and labs, including:

1. Identify emergency/essential personnel and ensure that they are aware of their responsibilities in the event of suspended operations.
2. Remind lab personnel of your communication plan or create one if not already in place.
3. Identify priorities in case of restricted access.
4. Ensure remote access to files, data, servers, etc.
5. Prioritize experiments.
6. Plan for remote proposal submission.
7. Check travel restrictions before making travel plans.

More information for research groups and labs can be found at

<https://www.washington.edu/coronavirus/2020/03/03/mitigating-impacts-to-research-activities-due-to-covid-19/>.

### **Procurement/Purchasing**

If campus operations are suspended it is unlikely that vendors, UPS, FedEx, etc., will deliver to (or pick up from) campus. If operations are suspended, we will continue to provide purchasing/procurement support to the best of our ability. Ordering may be slower than usual, and orders will likely need to be delivered to the home address of a lab member. If orders are delivered to a home address the recipient must sign/date the paperwork (packing slip, etc.) and email it to [biopurch@uw.edu](mailto:biopurch@uw.edu) or deliver hard copy to Brianna's mailbox (this is crucial for auditing reasons). Please note that in the event of suspended operations ARIBA orders cannot be placed because they can only be delivered to campus locations.

Another option is to place orders yourself and submit petty cash reimbursement requests. You will still need to sign & date packing slips and return them along with a petty cash reimbursement form and invoices to Brianna.

Perishables: Staff will verify if you wish to continue placing your perishables orders. You may be asked to provide an end-user phone number in case vendors will continue to deliver to campus if operations are suspended. You will be responsible for picking up your order from the loading dock. As FedEx/UPS will not be able to access the building.

Other options include: waiting until campus operations return to normal; order yourself, ship to a home address (see above for paperwork requirements), and request reimbursement via petty cash; our staff may be able to place orders using their UW purchasing cards, but a home address for shipping and a home phone number will be required (staff will forward any delivery information since signatures may be required).

It is NOT guaranteed that FedEx and UPS will continue deliveries to campus. They have reported that they will try.

The above is a summary of everything that has been communicated over the last week or so, along with a few new items. Please let David or me know if you have any questions or concerns.

Finally, our best wishes that everyone in our community stays healthy and well.