

Research Continuity Guidance for Wake Forest University

Wake Forest University has implemented a “distance-working” plan that strongly discourages faculty, staff, & students from working on campus (either Reynolda or Wake Downtown). This means that everyone should work remotely, with the exception of personnel that need to carry out *essential functions and tasks*. This is to help the members of Wake Forest University assist our own community, as well as the greater communities of Winston-Salem and the state of North Carolina to contain the spread of COVID-19, and protect our health. Toward this goal, this document is intended to help us to be able to continue critical functions while minimizing the spread of the coronavirus.

At this time, all researchers should implement plans to move to remote work as soon as they are able. All research laboratories and facilities should ramp down non-essential research activities. Essential research activities that will continue on campus must be communicated to your Department Chair, so they are aware of continuing activities by any faculty, staff, and/or graduate students who may be deemed “essential personnel.” This communication should consist of a plan and brief justification of what activities are critical. Examples of essential activities include maintaining unique cell lines, maintaining instruments that can’t be easily shut down, maintaining animal populations, maintaining research for which shutting down would be excessively costly or would result in significant loss of data, or would pose a health or safety risk if not continued on-site.

Research laboratories and all investigators should immediately implement plans to:

1. Communicate with their Department Chairs the nature of the research that they deem essential, if any. This should include plans for ensuring the safety of the essential personnel (faculty or staff) required for those activities to continue.
2. Implement approaches to maintain critical research functions while protecting the health of workers and human subjects, which include strategies for de-densifying essential personnel (i.e., distance-working and social distancing for in-lab personnel), scheduling shift work when possible, and putting in place operating procedures recommended by the CDC to ensure a working environment that will mitigate spread of the virus, including routine cleaning of all work surfaces, frequent washing of hands, avoiding touching one’s face, etc.
3. Research operations deemed non-essential must be ramped down, shifting to conducting remote work if possible, which may include drafting proposals, manuscripts, software development, numerical calculations, experimental design, and data analysis. For more details, and details specifically regarding graduate students, see the ORSP [website](#) on Research and COVID-19.

Researchers are directed to existing resources and guidance from federal agencies and the Wake Forest Office of Research & Sponsored Programs. These resources, and others, are compiled and updated at this [website](#). Questions should be addressed to Keith Bonin, Associate Provost for Research and Scholarly Inquiry (bonin@wfu.edu), or Lori Gabriel, Executive Director of ORSP (gabrielj@wfu.edu).