

Office of Research

Archival as of 6.22.2020

Archive page of resources on the Mitigating Impacts to Research Due to COVID-19

Working Remotely (archived 6.22.2020)

- Even with the new directive from the Governor, many in your research group may or should be working at home, if feasible, carrying out work such as data analysis, literature review, manuscript writing, or proposal and progress report writing. All meetings, including journal clubs, must continue to take place remotely. All students, post-docs, staff, and faculty involved in research projects should have access to information they need to carry out work remotely, such as access to literature, access to existing datasets and research-related files, and access to meeting software (such as [Zoom](#)).
- Discuss any new plans with each member of your research team; it may be useful to have a regular remote check-in on weekly plans and progress for those working remotely. ASEs are allowed to have their work reassigned, to allow them to work at home (see [HR policy and advice](#)).
- We recognize that this is a highly challenging time, with many juggling childcare and logistics issues in addition to remote work. HR has developed a set of resources to provide solutions for most child care challenges: [UW Emergency Baby and Kid Sitter Network](#) and [UW HR Working During COVID-19/ Child Care](#). Options exist to help either with identifying low-cost or no-cost options, and HR personnel are available to help you determine your best options.
- Remember to be as accommodating as possible for the members of your research team; each person will have unique circumstances. Regular and frequent communication is key for your research group.

Critical Personnel (archived 6.22.2020)

Critical employees are designated to come to work **physically if work cannot be performed via telework and work can be done safely.** _

Only critical personnel are allowed to come to their usual work location. For research, critical personnel are those who are involved in carrying out approved research and in addition, those who carry out specific critical functions, such as maintaining critical equipment, caring for animals, monitoring safety issues, etc. that require them to come to their usual work location. Note that critical personnel designations and continuity plans should be updated as situations change. Please work with your department administrator or an equivalent administrator to identify such personnel.

The essential personnel designation is invoked when the University is in suspended operations, which is not currently the case. While our current “essential” designations may be informative, they may also be insufficient to respond to COVID-19 specifically. Essential personnel are required to work at their usual location, but others are allowed to do so. In our current operations, as noted above, critical personnel are employees who are critical to the operation of their unit – including research – **and** must perform at least some of their duties on-site.

Locked Buildings (archived 6.22.2020)

UW buildings have moved to a locked mode, similar to on weekends or holidays, so if you have critical personnel identified, they will still have access if you meet the guidelines described above. Your building coordinator should have developed plans for deliveries and emergency access. You will need to call ahead for access to recharge facilities that are in a different building. Note that some of these facilities are curtailing hours and/or services, so it is wise to check in advance.