



June 3, 2020

Dear Colleagues:

In our last communication from [May 29, 2020](#), we provided guidance for operating in Phase 0: a planning and preparation phase to ready your research laboratories and other spaces for restarting research. We provide that guidance again below along with new links and resources to help you prepare to return to campus to conduct your research safely.

President Jarrell has authorized UMB to move to Phase 1, the Limited Presence Phase, on Monday, June 8. Although we are working in coordination with the University System of Maryland, and the two other large research universities in the system, University of Maryland, College Park and University of Maryland, Baltimore County, in restarting research activities, those institutions will make the appropriate announcements separately to their respective communities.

Phase 1 pertains to preclinical laboratory-based research and includes the following strict requirements for occupancy: no more than 25 percent occupancy of laboratories and research spaces with a minimum of 200 square feet per person to maintain social distancing.

To conduct research under Phase 1, you must have completed all of the necessary steps outlined below. Completing these steps does NOT authorize the resumption of research.

[Phase 0: Preparation Phase guidance, and required links and resources](#)

1. Read the [Preparing for Phase 1: A Primer](#) which provides a brief summary of the main steps you should take before returning to campus to conduct research.
2. [Instructions](#) for registering your personnel in the mandatory SAFE on Campus REDCap monitoring system.
3. After completing the [Laboratory Re-Occupancy Planning Form](#), submit it to your chair/director for approval. [A sample](#) version of this form is provided to assist you.
4. Successfully complete the Office of Environmental Health and Safety Mandatory Training Module [here](#).
5. Read the UMB's Office of Environmental Health and Safety COVID-19 Research Safety Plan [here](#).

Responsibility for implementing and monitoring these steps rests with your chair/director. Please turn to them for further guidance.

We emphasize that the success of this program depends on compliance by all of us, on the self-monitoring of our health and exposure risks, and on the candid attestation of our health status.

Please note that our facilities and operations teams are working hard so that buildings are prepared for Phase 1 but we ask returning employees to be patient as Phase 1 is implemented. Appropriate signage to guide you in the proper distancing and movement throughout the research buildings is currently being installed. Please follow all instructions as they are critical for your health and the health of your employees and our community. Our ability to return to more normal research activities depends on our adherence to these steps and our ability to prevent a COVID-19 outbreak on campus.

When you return to campus, please note that the Pratt, Plaza, Grand, and Lexington garages remain open 24/7 for parking accommodations, and Pratt parkers may be redirected to the Grand Garage in the event the garage fills. Parking and Transportation Services will monitor garage occupancy levels daily and re-open additional facilities as needed. Please contact [parkingcashier@umaryland.edu](mailto:parkingcashier@umaryland.edu) with questions or concerns.

Sincerely,

**Laurie E. Locascio, PhD**

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Chair, UMB Research Advisory Task Force*

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This note was authorized for distribution to the University of Maryland, Baltimore community by the Office of the President.