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Dear Deans, DHs, Directors and PIs,

We are facing unprecedented complex, ever-changing, challenging times at NMSU. As persons responsible for the critically important research enterprise of our university, we must now put the safety and health of faculty, students and staff above all else.

To that end, and until further notice, the following is required:

1. NO students, graduate or undergraduate, who traveled abroad or out-of-State during Spring Break can return to your laboratories and work spaces until they have completed a mandatory, two-week period of self-isolation to ensure that they are not infected with SARS-CoV-2.
2. DO NOT remove any graduate or undergraduate student from your grant or contract payroll.
3. NO travel abroad or out-of-State.
4. All grant or contract activity that can be performed at home should be prioritized.
5. PIs who must access labs or workspace will inform their supervisor (Director, DH, Associate Dean for Research) and get approval through email noting who will be accessing and when. Please record, via a sign-in sheet, record of texts, or otherwise, the entrance and exit of each of your supervisees to campus each day. This information will be needed for contact tracing should a case be detected on campus.
6. Keep track of your sponsors' webpages; they contain the latest information on how to manage your grant and contract requirements as the SARS-CoV-2 outbreak limits access to the work place. Most funding organizations are offering extensive flexibility in submission deadlines, reporting deadlines, budget deadlines, etc. Moreover, some are offering supplemental funding to cover extended time for personnel who were unable to perform duties for a period of time but were nonetheless paid. You are encouraged to contact your funding agencies to discuss these options.

Since most undergraduates will not be able to return to housing on campus, please be particularly flexible in offering undergraduate researchers alternatives to being in the laboratory.

In the event the University announces Level III status, prepare for closing of all laboratories and work spaces. Only essential personnel needed to maintain critical laboratory organisms and animals will be allowed on campus. If you have laboratory organisms and animals in your laboratory and have not done so already, contact your Director and/or Associate Dean for Research to plan for a phased shut-down.

Be safe and healthy,

Luis

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