July 6, 2020
Dear Chairs and Institute Directors, cc Deans and DFOs/DFAs,

We cannot stress strongly enough how much we appreciate all of your efforts to establish a culture of safety to keep everyone safe and research on track. Thank you for all that you are doing. This week's letter contains updates on the following:

1. Developing and promoting a culture of safety
2. Safety-related supplies for research buildings
3. OMB guidelines update (researchers, document your efforts)
4. STAY SAFE outdoor space use pilot program
5. Merger of Humanities and Arts recovery groups

We hope that you all had a safe and happy 4th of July holiday! In many parts of the country the number of COVID-19 cases is rising, as states mostly continue to open for business. In developing the plans for our campus, the COVID-19 policy group consults with Risk Management, Office of the General Counsel, and EH&S, as well as County health officials. Cases are increasing in our local community too, although they still remain relatively low. It is essential that the research community continues to adhere to the guidance on density, distancing, facial coverings and use of HealthCheck so we can continue to ramp back up safely and without shocks or reversals. Stanford EHS has published their plans to address potential COVID cases in labs, and is ready to respond as needed.

How academic units are developing and promoting a culture of safety

We have heard from some of you, and from faculty and trainees, about things your units are doing to promote a culture of safety. Thank you for these efforts! These include:

- Forming return-to-research committees with faculty, trainee and staff representation that can address building-specific issues;
- Implementing clearly-stated processes for reporting concerns and lack of compliance (at the individual, lab, or building level);
- Conducting regular walkthroughs of buildings to check up on compliance and note possibilities for improvements to be made; and
- Communicating regularly with the community about the importance of safety and compliance, especially wearing masks, maintaining distance, cleaning surfaces, and washing hands.

Safety-related supplies for research buildings

Availability of safety-related supplies in research buildings is essential for safety. Currently, everyone who enters a Stanford facility is required to wear a face covering in accordance with university and county requirements. Stanford will provide a cloth reusable face covering to each faculty, staff member, and researcher to help with the transition from remote to on-site research activities. Departments
interested in purchasing additional cloth face coverings may order from OT Sports and USA Marketing, which are EH&S-approved suppliers.

In addition, we strongly encourage departments to order as early as possible all supplies using the same vendors they have in the past given the expected longer lead times. Departments can order hand sanitizer, gloves, cleaning products, and disposable face coverings from supplies including Fisher Scientific, VWR, Sigma, and Office Depot.

Additionally, departments can request a limited supply of protective products for use from the EOC Logistics and Safety teams while they wait for the delivery of their orders.  

**How to request:**
- **Face Coverings**: Email health-alerts@stanford.edu to request face coverings (reusable or disposable), N95 respirators, or face shields.
- **Hand Sanitizers/Disinfectant/Gloves/Thermometers**: To request a one-month supply, submit the request using the [Supply Request Form](#).
- **Other items**: For assistance finding suppliers for any items, submit the request using the [Supply Request Form](#).

**OMB guidelines update**

As we mentioned in our June 21 message to chairs, the OMB issued a memo ([M-20-26](#)) on June 18 to extend some but not all of the flexibilities that were implemented in March to provide administrative relief for grants impacted by COVID-19. Under the new guidelines, federal agencies can continue to allow charging of salary and benefits to federal grants consistent with the recipient institution’s policy for salary continuation.

The OMB extension also includes a new statement that recipients must first exhaust other available funding sources to sustain the workforce and implement necessary steps to save overall operational costs. In the immediate, this requires Principal Investigators to document their efforts to exhaust other funding sources and reduce operational costs. Examples include: documenting efforts to perform research activities that could be performed from home and reducing certain discretionary spending, such as travel or meeting expenses.

We will continue to provide additional guidance as we work with the federal agencies to understand and interpret these new requirements. Meanwhile, *consider reminding all members of your team to document their work.*

**STAY SAFE outdoor pilot program**

A new Exterior Campus Space committee has been formed to provide guidance on the use of campus outdoor spaces. The committee’s objective is to provide outdoor use opportunities which encourage safe interactions that support academics and research as well as enhance community for faculty, students, and staff. This will involve an extension of the STAY SAFE program, which has been piloted for buildings with limited research, into the exterior environment. STAY SAFE will provide guidance, in accordance with local ordinances and Stanford policies, for safe behavior in community spaces, cafes
and dining spaces, shuttle stops, meeting and classroom breakout spaces, casual social spaces, and recreation areas.

A pilot for this exterior effort will be implemented in the Biology/Chemistry/Computer Sciences Quad starting soon. This area of campus has a variety of settings (e.g., café, shuttle stop, common spaces associated with research, common spaces associated with academics, bike parking, common lawn area, etc.) which will provide insight as to how the program is working. One important component includes designating areas in the Nolop Courtyard at the Bass Biology building to allow researchers to convene in small groups. These areas will be signed, reservable, and outfitted to encourage use.

We will be asking for feedback in the coming weeks on how we can accommodate the community’s needs to safely use exterior spaces so that the STAY SAFE program can be further implemented through the campus.

Humanities and Arts groups merge

There have been two university-wide working groups focusing on recovery in the humanities and arts: the Arts Planning group (chaired by Steve Sano) and the Humanities & Arts working group (chaired by Stephen Hinton). Because of significant overlap in their agendas and also in their membership, these two working groups will merge to form a single group. In the coming weeks the expanded Humanities & Arts group will be coordinating its efforts in a detailed review of the Research Recovery Handbook. Chairs and directors are encouraged to solicit any recommendations, queries or concerns from their units, and to forward this information to the group’s chair (email: shinton@stanford.edu).

Stay safe and be well,

Kam, Stacey, Tim, and Russell

Kam Moler, Vice Provost and Dean of Research; Professor of Applied Physics and of Physics

Stacey Bent, Vice Provost of Graduate Education and Postdoctoral Affairs; Jagdeep and Roshni Singh Professor of Engineering

Tim Stearns, Chair of the Faculty Senate; Frank Lee and Carol Hall Professor of Biology and Professor of Genetics

Russell Furr, Associate Vice Provost for Environmental Health and Safety