July 21, 2020

Dear Engineering Faculty and Staff,

In late May, we rolled out a system to capture, process and approve laboratory research restart plans. Moving forward, activating any new research plans and non-research functions (e.g. instruction, staff activities, etc.) in order to return to campus will occur via a system developed and implemented by CALS. This system is easier to use than the system first implemented, and has been broadly adopted across the campus.  COE will utilize this expanded system for reactivation of all operations going forward.  We greatly appreciate the graciousness of the CALS IT team in permitting us this access and configuring their system for our use.

As a reminder, faculty and staff who are currently working remotely **must continue to do so** unless approved to return to campus by the appropriate associate dean (Grace Xing, associate dean for research will continue to approve research plans; Alan Zehnder, associate dean for undergraduate programs will approve instructional and non-research faculty plans; Erin Mulrooney, associate dean for administration will approve staff/administrative plans). Plans will first require review and approval from within departments, some of whom will use committees for this purpose.  Sign-off will occur by the department director/chair and administrative director (for academic units) or function leader (for College administration). If you have research, instructional or administrative work that ***must*** be done on campus, use the process described below to apply for permission.

Below are key points for the revised process. [A link to the system can be found here (click on “Start Reactivation Plan” icon after logging in).](https://cornell.us15.list-manage.com/track/click?u=7c080c2d90b51e1bb068e976f&id=57dd3e3a19&e=4b51d99810) (**Please note:** the system should be entered through Chrome or Firefox – Internet Explorer does not allow for full functionality of the system.)

**Guiding principles for re-opening:**

Goal: Safe environment for students, faculty and staff; 100% compliance with required CDC, Federal, NYS and Cornell policies, and recommended best practices.

1. Faculty, staff and students who can work remotely **should continue to work remotely** in order to support campus de-densification efforts.
2. Faculty, staff and students must receive authorization prior to accessing any COE space or spaces that were not previously authorized. The online [Daily Check](https://dailycheck.cornell.edu/) must be completed, as well as maintaining a log of contacts while on campus.
3. Departments are responsible for density compliance, PPE provision and collaboration on joint spaces.
4. Successful reengagement will require continued compliance by all members of the community. Occasional non-compliance should be respectfully addressed at the time of infraction. Report repeated non-compliance to the individual’s supervisor or advisor.  Report any continuing issues to the department director/chair or administrative director or appropriate associate dean.

**Plan submission/reactivation process:**

1. Requests for reactivation will fall into two categories:
   * **Research** (several departments with faculty who supervise laboratory-based research operations have already done this in the older system; new requests will go through this new system)
   * **Non-research** (including the activities of faculty and academic personnel who do not supervise laboratory-based research, and department staff). **We are asking for separate plans to be submitted for faculty and instructional staff versus administrative staff**.
     + Please go through your departmental Administrative Director or program director who will coordinate plan submissions.
     + Once you have approval to submit a plan, on the first line of your description, indicate **FACULTY/INSTRUCTIONAL** or **ADMINISTRATIVE STAFF**.
2. [A guide to use the system, including a process map and system FAQs](https://launch.cals.cornell.edu/static/uploads/Research%20Lab%20Reactivation%20System%20Help%20v09.pdf) can be found here.
3. Requests to reactivate a research program will be submitted in the new system but still follow the routing and approval processes implemented previously for all laboratory-based research. Research plans are approved at the college level and will continue to route to the OVPR upon approval. [Research restart FAQs can be found here](https://docs.google.com/document/d/1OXDHK1UVFfAZ89zOjXy9w0tJ4xYX-VbAxAHR3BfQx70/edit).
4. Requests to commence non-research activities require a pre-approval step – to occur electronically through the [Reactivation Portal Tool](https://launch.cals.cornell.edu/)– as follows:
   * A short description of the proposal must be prepared outlining the activity proposed for reactivation and the reason why this work must occur on campus.  *Before entering the system*, department personnel should first discuss their proposal with their department director/chair and administrative director.  Upon concurrence of the department leadership, the proposal may be sent to the college via the system in the pre-approval step.
   * Proposals will be submitted to college “gatekeepers” (Dawn Esposito, director of administration for BME will serve as the gatekeeper for academic departments; Erin Mulrooney will serve as the gatekeeper for administrative units) and will be reviewed to assess if the activity should be considered for reactivation.
   * If approved, the proposed activity will advance in the reactivation tool for full plan development and processing. If denied, the work will need to continue remotely.
   * A plan-specific review committee will be identified for each department, taking into consideration the reactivation proposal, work location, and organizational leadership.  This should occur at the department level and include the chair, manager and facilities coordinator or manager at a minimum.
   * Plans approved by departments/administrative units will be approved at the college level (by Facilities and by the appropriate associate dean) and will continue to route to the Vice President and Chief Human Resources Officer, and the Deputy Provost for their information.
5. All submitted plans (research and non-research) will generate an email to each individual on the plan requiring that they complete a certification process/Personnel Questionnaire. To avoid conflict, issues arising from responses to the Personnel Questionnaires will be addressed by the appropriate program director or department director/chair.
6. Personnel newly seeking approval may not return to campus until they receive final electronic notification that they have been approved.  Once approved, those in the plan will begin receiving daily check-in notifications from Workday.  Check-ins are required on any day an individual intends to visit campus.
7. **Questions on system mechanics may be directed to Manuel Calimlim (mlc23).**

If there is any level of regularity in coming to campus (e.g., once a week to pick up mail), those regular activities should be entered into this system.  For a one-off visit to pick up materials from an office, please work with your Administrative Director or program director for approval.

We have developed [Engineering-specific FAQs](https://www.engineering.cornell.edu/reactivation-portal-plan-faqs) for the Reactivation Portal that may be helpful as we begin populating this system; please submit any additional questions or suggestions to Wendy Bakal (wpb48).

Respectfully,

H. Grace Xing  
Associate Dean for Research, Graduate Studies and Entrepreneurship

Alan Zehnder  
Associate Dean for Undergraduate Programs

Erin Mulrooney  
Associate Dean for Administration