

March 21, 2020

Dear SUNY Poly Research Community:

We know you may have many questions as you work to navigate the current and evolving novel coronavirus (COVID-19) situation, your research, and your service at SUNY Poly. We thank you for your patience as we provide information and guidance below that we hope will be helpful. Please know this guidance will be updated as needed.

All SUNY Poly GA and RA students should follow the same procedure as outlined in the [posted guidance from SUNY and SUNY RF](#). In discussions with their associated advisor(s) and devising a plan while telecommuting, the student is responsible for production of a final product that can be evaluated (e.g. paper, thesis, data analysis, etc.) by the advisor.

While our campus is open and research labs and related facility can be accessed, **we strongly encourage telecommuting**, or in combination with a staggered work schedule that minimizes on-campus presence and ensures social distancing as recommended by CDC guidelines. We highly recommend a daily wiping of all the work surfaces in your lab with appropriate disinfecting wipes, if your research lab is still being accessed. **As a precaution, we highly encourage all faculty to prepare a plan of placing their research lab(s) in safe mode/idle/orderly shutdown, should these spaces not be used for an extended period of time.**

Please note that sponsored program (pre-award, post award, and contract negotiation, etc.) will continue seamlessly, and no changes to the Sponsored Program Office activities are currently anticipated. You may communicate with your current sponsored program contacts as usual via email.

Please visit the [following link](#) for further guidance and responses to some of the frequently asked questions (FAQ) you may have, which pertain to our GAs, RAs, conduct of research, and research facilities at SUNY Poly. We will update this page as needed and as further direction becomes available. Please note that access to some of the multi-user facilities may be limited (as noted in the FAQ), to support our social distancing practice.

Again, this is a challenging time for many of us. Our hope is that this guidance will help us take a solid step toward helping slow the spread of this virus; protecting the health and safety of our students, faculty, staff, and families; and at the same time continuing our academic and research progress.

Should you have any questions, please contact the Office of Graduate Studies at GraduateStudies@sunypoly.edu and the Office of Research at ResearchAdvancement@sunypoly.edu. We ask that you continue to monitor our [COVID-19](#) SUNY Poly information web page, which contains all communications sent to our University community, as well as helpful links, prevention efforts, and other important updates.

Sincerely,

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Interim VP of Research and Graduate Studies
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