MEMORANDUM
TO: Core Research Facility Directors
FROM: Jill Pipher
RE: Brown University Research Cores External Users Procedures
Last Updated May 19, 2021 with Summer 2021 Deadlines

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I.   Introduction

This document outlines procedures for Core Research Facilities to allow external users under [Stage 2 of Resuming Work in Research Facilities](#). Brown University's first priority is the health and safety of every member of the Brown community, and that priority has guided and will continue to guide all of the University's decisions and response to COVID-19. Stage 1 of resuming research at Brown has proven to be an effective approach to permitting researchers to safely resume non-remote research in accordance with state and federal public health guidelines. Because of this success and as the state of Rhode Island progresses through the phases of Governor Gina Raimondo's Reopening Rhode Island plan, on July 6, 2020 the University moved to Stage 2 of resuming research.

External users are individuals who are not Brown faculty, (including post-doctoral research associates and fellows), staff or students.

II.   Core Facility External User Addenda Requirements and Procedure

A core facility that wishes to accommodate external users must have an approved lab safety plan that addresses how it will manage these visits. If your current approved plan does not address this, please submit an addendum to be reviewed and approved by the Research Continuity Committee, the Provost, and Executive Vice President for Finance and Administration. Your external user addendum should be a Word document or PDF and should include the following:
   - Plans for managing external users while maintaining social distancing, room density requirements, and face covering requirements of [Stage 2 of Resuming Work in Research Facilities](#).
   - Details about how external users will enter and exit the building, and including the name of the Brown employee who will escort the external user.
   - Details about how you will coordinate room densities with other occupants of your building if applicable.
   - Details about how your core's contact tracing record system will include external users.

- Plans for external users to provide confirmation that they have read and understand your core lab safety plan and Brown University's COVID-19 Campus Safety Policy

Reviews will occur biweekly through August 2021 and take 7-10 days following the submission deadlines. Please email your addendum to resuming_research@brown.edu with the subject "Core Facility External User Addendum | NAME OF YOUR CORE FACILITY".

The deadlines to submit are:

- Noon (12:00 pm) Thursday, May 20
- Noon (12:00 pm) Thursday, June 3
- Noon (12:00 pm) Thursday, June 17
- Noon (12:00 pm) Thursday, July 1
- Noon (12:00 pm) Thursday, July 15
- Noon (12:00 pm) Thursday, July 29
- Noon (12:00 pm) Thursday, August 12
- Noon (12:00 pm) Thursday, August 26

III.   Individual External User Approval Procedure

Once your external user addendum is approved, you may accept requests from external users for access to the core facility. These requests will be reviewed by the Research Continuity Committee within a few days. Please submit one narrative Word document or PDF for each user request. **Requests must be submitted each week by noon on Fridays** via email to resuming_research@brown.edu with the subject line "DATE (MONTH/DAY) | Core Facility External User Requests| NAME OF YOUR CORE FACILITY". Please send one email per week with all the requests as attachments.

External user requests should include
- User Name (s), title, institution
- User core access dates and times (to allow for review should be at least two weeks after the submission date)
- Any additional information required by your specific core safety plan

Depending upon one's intended work in the core facility, external users may need to comply with additional EHS safety training requirements. Contact EHS (safetytraining@brown.edu) for inquiries and for access to the EHS trainings. If users require EHS safety training, they also must complete Brown's Covid Campus Safety training. Additionally, any external core users whose visits will require overnight stays and/or multiple days of access must also be approved as Essential Research Visitors. Please follow the guidelines available on the **Stage 2 of Resuming Work in Research Facilities** webpage for details and instructions on submitting a visitor request. Upon approval of your external user requests HR will provide details about how the external user can access and complete the Campus Safety training.