Overview

The response to the COVID-19 pandemic at Boston College can be categorized into four general phases:

Phase I: An initial ramp down of essential research activities on campus.

Phase II: Governor Baker’s execution of the shelter in place order: only essential staff and research personnel permitted on campus and in research laboratories to only engage in critical building and instrument/equipment maintenance functions to ensure minimal disruptions and loss of resources and equipment.

Phase III. Gradual, monitored restarting of some research in laboratories and core facilities pending University approval.

Phase IV. Beginning of a return to normal operations with permanently enhanced safety guidelines.

Introduction

Research operations at Boston College have been fully ramped down since March 24, 2020. The Baker-Polito Administration has recently provided guidelines allowing the reopening of laboratories in Massachusetts to begin starting May 25, 2020. Although the situation remains unpredictable, we are asking the research community to partner with us to begin the re-opening of research laboratories and core facilities, as directed by the Governor and with approval from the University. The eventual complete re-opening of research on campus will be much slower than the process we implemented to ramp down the research activities and may take weeks to months; it will be phased, monitored, and guided by public health and University advisories. As a research community, we must recognize and be prepared to adjust research activity in response to the evolving nature of the COVID19 pandemic.

We describe below a set of general requirements in laboratory research-intensive buildings (Merkert, Devlin, McGuinn, and Higgins Halls) as we begin the transition from Phase II to Phase III, a gradual, monitored restarting of some research activities and eventually careful expansion at a later date (Phase IV). While we hope to move forward and bring more researchers back to campus, the University reserves the right to return to phase II if the situation dictates this. Our guiding principle is and will continue to be to mitigate health and safety risks to our employees and students based on the advice of medical experts and public health officials.

To reduce the risks of employees potentially being exposed to SARS-CoV-2 in the workplace or exposing others, our goal is to keep the density of our workforce in the laboratories and core facilities as low as possible at any given time and to create a monitored, daily plan that maintains self-monitoring of symptoms and physical distancing practices. The most important four elements that will help keep you and others safe are: (i) wearing a face covering at all times; (ii) regular hand washing; (iii) keeping your distance from other people; and (iv) daily self-monitoring of symptoms. Compliance with the instructions outlined below, as well as those from your chair and University administration is required for continued access; violation may result in the immediate revocation of laboratory access privileges. Although, as described below and in Appendix IV, each laboratory PI will be required to produce an individual plan for the gradual, ramping up of research activities, several common considerations outlined below. Each PI should use their best judgement when customizing implementation of the information presented below. Overall directives from the University and other operational divisions (e.g., Environmental Health and
Safety) on health monitoring and campus access, and the Boston College “Guide for Returning to the Workplace” (Human Resources) be sought out and followed. Guidelines for human subject and animal research are provided in Appendix I and II, respectively and can be found on the VPR webpage. Details on the re-opening of key core research support facilities are provided in Appendix III. In order to reduce our risks as much as possible, this must be a partnership and we urge you to reach out to the Offices of the Vice Provost for Research and Environmental Health and Safety if you feel you need additional guidance.

Boston College research continuity information related to the COVID-19 pandemic will continue to be posted on the VPR website.

Phase III General Principles

1. Whenever possible, continue to conduct your research remotely. Research that requires access to campus or local field sites will require all faculty to register themselves and their trainees and staff to their departmental chair and the VPR in order to gain approval to access campus for research or to do essential local field work (restricted to Massachusetts until further notice).

2. Strict physical distancing, face masks, symptom monitoring (see #3), frequent hand washing, and other safety measures for limiting virus spread must be followed.

3. You must conduct symptom monitoring, utilizing this self-checklist, prior to reporting to work. If you have to stay home based upon the checklist, or testing positive for COVID-19, you must inform your supervisor and the Department Administrator. The Department Administrator will notify the Human Resources Liaison who will then notify HR. You will need to follow all guidance from your physician and/or HR before returning to work. For more information, refer to the Guide for Returning to the Workplace FAQ.

4. No visitors, visiting trainees, guests, or pets are allowed at work. Outside visitors for seminars, colloquia, and other short-term visits are prohibited. Undergraduates and high school students are not allowed in research laboratories until further notice. Any outside contractors or vendor representatives required to enter research buildings or labs must follow all appropriate infection mitigation procedures and be entered into the appropriate COVID-19 Building _ Department _ Office Log.

5. Individuals entering any building other than the location of their primary office or lab, must be entered into the appropriate COVID-19 Building _ Department _ Office Log.

6. Entry into research-intensive buildings will be card access. Access restrictions may well change, in particular once classes begin.

7. Laboratory personnel must feel safe, and are encouraged to contact their departmental chair or Office of the Vice Provost for Research if they feel direct or implied pressure to risk their own safety. A two-tiered approach will be implemented for students, staff, post-docs to report concerns and/or complaints. Individual are asked to immediately report concerns/complaints to the appropriate Department Chair or Jiin-Yu Chen (Director, Research Integrity & Postdoctoral Affairs) in the Office of the Vice Provost for Research.

8. Because lab configurations and experimental work in each group are different, every laboratory PI must submit a detailed protocol (refer to Laboratory/Local Field Research Continuity Plan in Appendix IV) to ensure worker safety. The protocol must be approved by your departmental chair before research activities can resume.
9. Training will be provided by EH&S (BioRAFT) to all laboratory workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission. Additional guidance on personal hygiene and safety measures can be found in the Boston College “Guide for Returning to the Workplace”.

10. Authorized lab personnel, postdocs and graduate students will have limited access to the core facilities (refer to Appendix III), will be required to use appropriate PPE, and will conduct regular disinfection procedures of surfaces in labs. Core facilities will operate on a restrictive basis with the core facility directors, graduate students, or authorized staff carrying out approved experiments. Researchers will not be able to directly access the core facilities without permission and will need to arrange in advance with the core facility directors to get experiments done or samples processed.

11. Because laboratory workers are prohibited to eat and drink in research laboratories, a space should be identified by the departmental chair for eating and drinking, but with the limited occupancy and appropriate signage for social distancing, sanitation practices, and other approved hygiene and safety SOPs. The use of break rooms, meeting rooms and communal spaces in buildings/departments will be restricted according to social distancing and directives by the departmental chair.

12. Given the unpredictability of the ongoing pandemic, everyone should be prepared for the possibility that progress may be slow, or things may have to ramp back down again. Therefore, laboratory work should focus as much as possible on critically important existing projects, rather than new projects, or projects that cannot be stopped again on short notice.

13. In event of a positive case, there must be an immediate full stop of work and a deep cleaning and disinfection of the research laboratory and/or core facility and associated workspaces in accordance with current guidance.

14. Supervisors must post visible signage throughout the laboratories and associated spaces to remind workers of the hygiene and safety protocols.

**Physical Distancing**

- Work from home activities should continue as much as possible for tasks such as data analysis, and manuscript/grant writing.
- In person laboratory work should be limited to the most critical and time-sensitive experiments, all other research should be postponed.
- Access to research laboratories will be limited and coordinated with research groups working in shifts. PIs will be responsible for determining which individuals will be allowed to work in each designated shift for their group. Each laboratory must monitor daily check-in and check-out of laboratory personnel, laboratory staff density and safety.
- There should be a system established by each PI for logging lab occupancy and to ensure that nobody is working alone without supervision or monitoring.
- Where in person laboratory work is required, physical distancing on campus and in buildings is required, with at least a 6-foot separation between people. Regular cleaning of shared spaces/doors/instrumentation/individual work spaces and desks is mandatory. If you are working at a typical lab bench, no other person may also be working in the same bay (i.e.,...
laterally). Nobody may be working in the bays directly in front of you or behind you during your shift.

- PIs should consider different types of engineering controls to promote physical distancing including: set up shift scheduling where small groups or cohorts of staff work alternating schedules; provide time between each shift to minimize staff overlap and allow for cleaning of the work environment at regular and appropriate intervals; reduced seating, relocation of routinely used equipment into a shared zone (per safety considerations); demarcate shared space versus private space (e.g., individual work bench areas); and emphasis on cleaning/disinfection of all shared spaces. If furniture or instruments need to be moved please place work orders with Facilities.

- Also, in order to clean effectively, all materials away and keep their work areas neat.

- Consider shared responsibilities and cross-training to reduce the number of people required in the laboratory at any one time.

- Avoid shared utilization of phones, computers, desks, research reagents, equipment, or laboratory materials, or disinfect between use.

- In person group meetings are not allowed and must be held remotely. Individuals should not congregate or meet in person.

- Particular care must be taken in public areas such as hallways, stairwells, and lavatories.

- Signage will be provided and should be posted clearly denoting capacity, access rules, and safety processes (e.g., wiping down equipment, work areas, hand washing, mask wearing etc.) within research laboratories and buildings.

- Online calendars for research laboratories and shared instrumentation/core facility use should be implemented.

- When using a public restroom, you must wear a mask or appropriate face covering, maintain physical distancing, and wash your hands as noted above.

- Elevator use: priority should be given to people transporting material and equipment, and anyone with physical limitations necessitating elevator use. All others should use stairs.

- Shipping and deliveries should be completed in designated areas, outside the facility if possible.

- Restrict access of office workers and support personnel to lab facilities.

**Personal Protective Equipment (PPE)**

- Masks/face coverings are mandatory in accordance with the [Massachusetts Mask and Face Covering Order](https://www.mass.gov/gazette/2020-massachusetts-law/20200525202005250009-2020-05-25-mas). Anyone entering campus and a science/research building/laboratory must wear a face mask. Each person will be issued one mask per day, except in exceptional circumstances.

- Wear PPE as required for work in a laboratory environment or in common/public areas.
• N95 masks should be reserved for activities for which they are required. You must be medically cleared, fit-tested and trained to wear an N95 respirator for your work. Contact EHS for information.
• Gloves, eye protection, face shields, and lab coats should be worn whenever appropriate.
• All PPE should be used appropriately and maintained, and not shared between individuals.
• The University will provide COVID-19-related PPE. Routine laboratory safety equipment will continue to be the responsibility of individual PIs and/or departments

Sanitization
• Regular and thorough hand washing is required, in particular before and after conducting any laboratory work.
• Conduct cleaning and disinfection of laboratories at least daily, and more frequently as feasible/needed. Each lab will be issued a bottle of disinfectant.
• All work-related surfaces, shared surfaces or lab equipment must be regularly cleaned with appropriate procedures and cleaning products and as per cleaning and disinfection guidelines and as per cleaning and disinfecting guidelines posted in the labs.
• High-touch surfaces should be sanitized regularly, such as tables, keyboards, sinks, doorknobs and light switches.
• Per Massachusetts requirements cleaning logs must be maintained that include date, time, and scope of cleaning, and this will be the responsibility of each PI/core head.

Equipment Concerns
• Plan ahead to ensure availability of parts, consumables, and reagents needed for equipment restart and operation.
• Verify or resume delivery of gases and cryogens (e.g. carbon dioxide and liquid nitrogen).
• Equipment should be thoroughly cleaned (e.g., with 70% ethanol or equivalent solution), checked for performance, and have all required calibrations and quality control monitoring run before commencing regular operation.
• Water lines, coolants, hydraulics, and lubricants should be checked before equipment restart.
• Equipment should be cleaned regularly, especially between users, however instrument vendors may need to consulted to ensure compatibility with cleaning supplies.
• Vendor service visits may not be possible for some time after research ramp-up begins.
• Check chemical storage areas to be sure that all chemical containers are intact and properly stored. Be careful when opening refrigerators. Make sure materials in all storage areas are secure.
APPENDIX I

Guidelines for Continuation of Human Subjects Research

Overview

When the campus community enters Phase III of Boston College’s COVID-19 response statuses, a gradual, monitored restarting of some research in laboratories and core facilities will be initiated. This will eventually be followed by Phase IV: beginning of a return to normal operations with permanently enhanced safety guidelines.

On March 17, we posted an update on human subjects research guidelines, which included the following:

- Ongoing research activities involving face-to-face interactions with participants, including new enrollment into these studies, were stopped immediately. For any studies that could be changed to remote/virtual participation (via Zoom, etc.), researchers were encouraged to submit an amendment requesting to do so.
- Approved research activities that do not involve face-to-face interactions could continue.
- Pending and new IRB submissions that did not involve in-person data collection continued to be reviewed and approved. For studies involving travel or face-to-face interactions, the Office for Research Protections would review the study, but specifically noted that the study was not approved for starting enrollment of subjects until COVID-19 restrictions were lifted.
- All on-campus labs engaging in human subjects data collection in person had to stop in-person interactions with participants immediately.

Return to Face-to-Face Interactions in Human Subjects Research

At this time, and likely for the foreseeable future, the Office for Research Protections will not be able to approve participant enrollment for any research involving in-person data collection and/or domestic or international travel. If your project involves both in-person and virtual data collection, we can approve participant enrollment for the virtual data collection portion. When the Office for Research Protections, in consultation with the VPR and the Provost, determines that in-person human subjects data collection can begin again for select protocols where virtual data collection is not possible or not preferable, the following measures will be in place until we have completed Phase IV and are back to normal working conditions:

- For researchers collecting data at a site (such as a school, hospital, or non-profit), you must get a new site permission letter from the host location stating that the site is allowing you to be physically present to collect data again, and specifying any safety measures that will be required by the director of the site. The PI should also indicate in their protocol submission that they have discussed these measures with the site contact. We understand that getting a new site permission letter may be burdensome for researchers, but for the protection of human subjects, it is important to ensure that data collection sites are willing and prepared to invite external researchers to return.
- Study personnel and participants must pass self-screening prior to in-person interactions. If someone does not pass the screening, they cannot be present during data collection. Passing this screening requires an answer of “no” to all of the following questions:
  - Have you recently started experiencing any of these symptoms?
    - Cough
• Shortness of breath or difficulty breathing
• Fever (100.4 degrees Fahrenheit or higher)
• Chills
• Repeated shaking with chills
• Runny nose with new sinus congestion
• Muscle aches
• Fatigue
• Sore throat
• Headache
• New gastrointestinal (GI) symptoms
• New loss of taste or smell

• Social distancing practices must be maintained between study personnel and participants throughout in-person interactions, unless participation requires closer contact. Researchers will need to notify the IRB in their protocol if closer contact is needed, such as EEG studies, fMRI studies, etc.
• Face masks must be worn by study personnel and participants throughout in-person interactions. If study participation requires contact closer than 6 feet, researchers will need to notify the Office for Research Protections (Erin Sibley) to gain approval and further guidance on safety measures.
• Researchers should note that the site at which they collect data may have other requirements for PPE use or data collection procedures. They must explain how these guidelines differ from BC’s guidelines in their IRB applications so that the Office for Research Protections, in consultation with the PI and the site, can determine the procedures that are most appropriate for keeping both the research team and participants safe.
• Study spaces, facilities, and equipment must be thoroughly cleaned and disinfected before and after in-person interactions.
• Adequate supplies of equipment, disinfectants, and PPE must be ensured before the study begins, and must not detract from the local community’s ability to respond to the epidemic.
• For CDC-defined high-risk populations, in-person data collection may not resume until the VPR’s office announces that these populations may resume participation in face-to-face data collection.

The situation is rapidly changing, so these guidelines may change as well. Additionally, we understand that many researchers are collecting data across many states, each of which may have their own transition plans for reopening the economy. We plan to abide by CDC and WHO recommendations regarding up-to-date information regarding COVID-19.

Alternatives to In-Person Data Collection

Many Boston College researchers have taken advantage of platforms such as Zoom to collect data while maintaining social distancing orders. We encourage you to continue to use alternatives to in-person data collection whenever possible so that your research program may move forward. Please note that if you would like to explore an alternative data collection method, you should check to see if it is already included in BC’s approved technology list which is overseen by Information Technology Services. If it is not, you will need to submit a technology acquisition request form to Information Technology Services.
Craft a Plan Specific to Your Protocol

Please refer to the above guidelines “Boston College guidelines for return to research laboratories and core facilities” to assist you in developing a specific research plan that will work best for their own protocols and their research team. As noted above, PIs and their co-researchers should be prepared to rapidly ramp down on short notice. If you are collecting data virtually at a site, you should work with your contact there to put a plan in place for how you will handle interruptions in data collection while minimizing risk to and burden on participants. If a research team member becomes sick or tests positive for COVID-19 this should be reported to the PI immediately. If there is any concern that a research participant may have been exposed to the sick team member or PI, the IRB should be contacted immediately.

Consider your short-term and long-term research plans and how feasible it will be to collect the data remotely, and/or implement any other measures that will help research to continue as seamlessly as possible in the event of illness or a sudden research ramp-down. For example, this is not the time to plan a longitudinal study that can only be completed with in-person data collection visits.

As always, our office is here as a resource to help you navigate alternative data collection methods. We understand that these are stressful times for human subjects researchers, and we want to offer our support in any way we can. If you have any questions about best practices, ways to obtain consent remotely, or anything else, please email us at irb@bc.edu or call us at 617.552.4778.
APPENDIX II

Guidelines for Return to Research in the Animal Care Facility

For an overview of BC’s guidelines for return to research in laboratories and facilities, please see the “Boston College guidelines for return to research laboratories and core facilities.” It outlines physical distancing guidelines for labs, a self-monitoring measure that should be used daily by all lab employees, requirements for PPE, sanitization, and lab equipment.

As research was ramped down at Boston College due to the COVID-19 pandemic, our priorities were to reduce the density of staff required in the ACF. With that in mind, we took the following steps:

- PIs with labs in the Animal Care Facility (ACF) were asked on March 13th to reduce their animal inventory to the minimum that was not disruptive to research productivity.
- Animals generated in approved breeding protocols were moved to experimental protocols.
- PIs were asked to slow or delay breeding activities, and to delay the purchase or transfer of animals to a later date.
- The IACUC carried on with protocol review and administration.
- The four full time staff members in the ACF continued to work on basic husbandry tasks to keep animals healthy, but staggered their shifts so that a maximum of two people worked at a time, in order to minimize potential exposure to the virus. They have been working diligently to sanitize common spaces and high-touch areas.

As BC makes plans to gradually resume research across campus, we make the following points specific to the ACF:

- ACF staff will continue to work a staggered schedule for as long as possible without sacrificing the quality of care for animals. Our top priority is to continue the provision of critical services that ensure animal welfare while maintaining the safety of our workers.
- As the possibility remains that a new phase of public health emergency may create the renewed need to work remotely, animal researchers should consider the ramifications on their animal subjects of another ramp down before initiating new projects or breeding protocols involving large numbers of animals.
- IACUC approval processes remain the same, and any changes to research protocols must be submitted to IACUC for review and approval prior to implementation.
- During this time of gradual return to research, studies may only be performed on animals in-house. As BC lifts its restrictions on deliveries and purchases, we will revisit this guideline and consider safety issues and staffing issues in determining when new animal ordering may resume. At this time, any requests for exceptions should be directed to your department chair, who will then forward the request to the VPR.
• Breeding colonies must remain in maintenance-mode only. At this time, any requests for exceptions should be directed to your department chair, who will then forward the request to the VPR.

• Orders will continue to be placed for critical supplies needed for animal health and well-being, such as food and bedding. If your experiments require the use of anesthetics, analgesics, or other drugs, ensure you have an adequate supply prior to initiating these experiments.

• In-person training such as ACF Orientation will not be held in person, which means no new researchers without orientation training may enter the ACF. Any other necessary trainings will be held over Zoom or another virtual platform.

• ACF staff and researchers using the facility must communicate quickly with ACF staff if they become ill, test positive for COVID-19, or come into contact with someone who tests positive for COVID-19 to ensure the safety of people and animals in the ACF.

• Laboratory safety must be considered during times of low staff density. Those working with hazardous chemicals or materials are encouraged not to work alone and not to work at off hours when fewer people are present.
APPENDIX III

Guidelines for Return to Core Facilities Operations

Overview
The same four general phases described in the general research laboratory guidelines will be followed in Boston College core facilities and recharge centers.

Introduction
Although all appropriate general research laboratory guidelines will be followed in core facilities and recharge centers, given the specific conditions and considerations within shared user laboratories, further specific information is being provided to assist core facility staff as they begin the process of re-opening, and to inform core facility users in certain new procedures that will need to be followed moving forward as research begins to resume. Given the multi-user nature of many core facilities and recharge centers, issues regarding health assessment, reporting, individual behavior, and sanitization are especially important and need to be taken extremely seriously. While each core facility has developed a specific ramp-up plan which can be found on the core webpages, this document provides general information regarding common aspects of core lab preparation and operation. This information is relevant to all university core facilities and research recharge centers including: The Center for Isotope Geochemistry, Flow Cytometry, the Imaging Facility, the Mass Spectrometry Center, the Magnetic Resonance Center (MRC), Scientific Instrumentation and Machining Services (SIMS), the X-ray Crystallography Center, the Scanning Electron Microscope and Transmission Electron Microscope Facilities (SEM/TEM), the Clean Room and Nanofabrication Facility (CRNF), and the Animal Care Facility (ACF). Issues specific to animal research are not included, as these are covered in separate guidance (Appendix II, above). In order to reduce our risks as much as possible, this must be a partnership and we urge you to reach out to the Offices of the Vice Provost for Research and Environmental Health and Safety if you feel you need additional guidance.

Core Laboratory Specific Instructions

- All physical distancing, PPE, and sanitization instructions described in the general research laboratory guidelines will be followed in core facilities at all times
- The Association of Biomolecular Resource Facilities (ABRF) Core Facility Ramp-Up information document should be employed in development of core facility specific SOPs and guidelines
- Signage describing core facility specific guidelines will be posted
- New facility specific SOPs and guidelines will be disseminated to all core users and placed on the webpage of each core facility
- Core staff and users should immediately communicate any concerns regarding health and safety in core facilities to the Executive Director, Research Infrastructure
- During the start of the initial ramp-up period core facilities will not be accessible by users in order to provide facility staff time to ensure proper working order of all instruments, and clean and set up laboratory spaces
• Once some research activity in core facilities can begin to resume this will begin with significantly reduced access, capacity, and throughput

• Online calendars will be generated by core staff and disseminated to facility users to permit scheduling of sample drop-off, and access to facility space and instruments

• In person training of new users will not be permitted during the initial stages of the return to research activities

• All consultations between users and core staff should take place remotely

• Sample drop-off procedures that eliminate in-person conduct will be developed

• Support of users operating instruments should be performed remotely

• Particular caution should be taken when core staff or users (graduate students/post-docs) are present alone in facilities, and supervisors should always be informed before and after individuals work alone

• Instrument operation by core staff in the place of users should be implemented where possible

• All multi-user instruments and workspaces will be sanitized before and after utilization

• Core staff should continue to work from home as appropriate for administrative tasks, remote facility monitoring, user consultations, and other activities that do not require physical presence in the laboratory

• Cores with multiple staff members should consider working in shifts, and cross-training where necessary and appropriate

• Supplies, reagents, and consumables required for ramp-up and operation of core facilities should be ordered as soon as possible to reduce potential delays

• Core facility heads should communicate regularly to share best practices, and potentially develop integrated plans for managing distribution of common items that might be difficult to procure

• Vendor service personnel who are required to enter research buildings or labs must follow all appropriate infection mitigation procedures be entered into the appropriate COVID-19 Building Department Office Log. External users of core facilities may not be permitted during the initial stages of the return to research activities

• Core staff should consider contacting vendors to discuss the potential for remote software controls for equipment or offline data analysis tools

• ITS Technical Consultants may be able to assist core staff with tools for remote monitoring or operation of instruments
APPENDIX IV

Boston College
Laboratory/Local Field Research Continuity Plan
Request for Approval

Person submitting this form (Name, email, and cell phone number)

Faculty (Name, email and cell phone number)

Research Group/Laboratory Name

Department and College

Building and Room Number(s)

Alternate Contact (Name, email and cell phone number)

Describe the critical research activity that requires On-Site Personnel and/or local field research. What is the schedule (days and times) for On-Site Personnel to be on campus and/or in the field? Indicate if access is needed to shared equipment and facilities other than the rooms listed above, e.g. Animal Care Facility, Core Instrumentation Facilities, Departmental shared instrumentation/equipment. What would be the impact if On-Site Personnel are unable to come to campus? (300-500 words).

Note, if local field work is proposed, indicate the location of site research in the state of Massachusetts and described how the research can be performed in accordance with public health guidance and that appropriate measures are taken to minimize the possibility of reintroducing the virus to the local area or that of the field. Include details about ramping down/contingency plans for research activities at the remote field site if they become impossible due to changing conditions at the state, local, or at the field site.
Describe the on-site monitoring that will occur, *e.g.*, for safety of workers, maintenance of equipment etc. Indicate the schedule required.

Identify On-Site Personnel who would require access to the laboratory or field work (Name, email and cell phone number).

Describe the steps that will ensure social distancing and regular cleaning to ensure safety of personnel.

What regular communication will take place with the personnel?

Please list any special issues or concerns your department chair/head, dean, and the institution should be aware of.
Please submit the completed via email to your departmental chair. You will receive confirmation via email and further communication as necessary.