

Important Information

From: Todd Polley, Director of Operations

To: All Chemistry List Servs

Date: 05/28/2020 at 07:13 P.M.

Contains: Overview of important information related to the low density return to research, including face covering and cleaning supplies distribution and a map of one way staircases in Atwood Chemistry Center and Emerson Hall.

Dear colleagues,

As some of us return to work next week, I want to reinforce that your health and safety is THE priority. I will be excited to see you, but the Department will be a different place. Where, in the past, we have asked you to stay, gather, and connect with each other, we are now encouraging you to get your work done and go home. The Department will eventually get back to physically gathering as a community, but, until then, I ask for your patience. We will do our best to keep moving forward, together, but there will be some bumps in the road.

IMPORTANT INFORMATION:

- **Face Covering Distribution** - Chemistry will place two face coverings per person in a bag labelled with the PI's name, and the bag will be placed in the PI's laboratory. If you cannot find the bag, please email Todd Polley (tpolley@emory.edu).
- **Cleaning Supplies Distribution** - The University's most recent guidance states that research laboratories are responsible for purchasing their own disinfecting supplies. Chemistry will therefore provide you with some ethanol, paper towels and spray bottles (once they arrive) to get you through the next week or two, but you should incorporate disinfecting supplies into your laboratory's regular purchases. The ethanol and paper towels will be placed in the PI's lab with the masks.
- **Research Supply Orders** - The Stockroom will remain closed for off-the-shelf shopping. Therefore, all research supplies must be ordered from outside vendors. Order requests should be emailed to Steve Krebs (skrebs@emory.edu) or printed to the stockroom printer. Received packages will be placed on a shelf labelled with the PI's name in Atwood room 112. Please pick up all packages for your group, if possible, to limit trips to Atwood 112.

- **Keys and Electronic Access** - Since the Stockroom will be closed, key and electronic access requests should be emailed to Steve Krebs (skrebs@emory.edu). Steve will schedule a time for the exchange of keys and deposit.
- **Grad Student and Postdoc Mail** - Since the Stockroom will be closed, we are asking that you have your mail sent to your home addresses.
- **Service Cores** - Due to the strong recommendation of upper administration, service core directors (Mass Spec, NMR, X-ray) will be running samples for customers during the initial phase of the research ramp-up (until June 21). Graduate students will not be allowed in the core facilities.
- **Facilities Work Requests** - Building requests, maintenance issues, and concerns should be emailed to Jan McSherry (jmcsher@emory.edu) with your name, phone number and room number.
- **Electronics Work Requests** - Since the Electronics Shop will be closed, equipment repair requests that require laboratory visits should be emailed to Tim Stephens (tstep01@emory.edu) with your name, phone number, room number, PI name, equipment type, and problem you're experiencing.
- **Way Finding** - The University will place way finding and other health/safety signs throughout Atwood/Emerson in the coming weeks. In the meantime, you will find temporary signs indicating that bathrooms and elevators are single occupancy, and stairs are one direction (up or down). Please refer to the map below for "up" and "down" stair locations.

As always, please let me know if you have any questions or concerns. Thank you.

Todd

Please visit Chemistry's COVID-19 Response webpage for additional information - <https://covid.emorychem.science/>.

Atwood Chemistry Center



Emerson Hall

