

# PRINCETON UNIVERSITY *Office of the Dean for Research*

**To:** PIs who oversee research laboratories on campus

**From:** Pablo G. Debenedetti, Dean for Research

**Subject:** Completing your Research Lab Operations Plan

**Date:** May 29, 2020

---

Dear Colleagues,

I trust that this message finds you and your loved ones safe and well.

I am pleased to announce an important first step towards the eventual phased resumption of on-campus research. I ask that you complete a Research Lab Operations Plan (RLOP) for your lab. Facility Directors should complete a plan on behalf of their operations (e.g., NMR facility, clean room).

If you do not oversee an experimental lab on-campus (e.g., if you do exclusively theoretical or computational work) you do not need to complete a RLOP. **All work that can be done remotely must continue to be done remotely.**

Your RLOP will document how your lab will perform research operations during the COVID-19 pandemic. Lab plans need to include information about your operations during a phased resumption of research, as well as essential and suspended operations in the event of a future reduction in research activity.

You must document how you will **maintain at least 160 ft<sup>2</sup> per researcher in your lab at all times.** Princeton's [Plan for Phased Resumption of On-Campus Research](#) provides guidelines for conducting safe research during the COVID-19 pandemic, and details the phased approach to the resumption of on-campus research. I encourage you to reach out to your Department Manager who should be able to provide you with floor plans for your lab.

The process that we are initiating today will eventually take us from the current Level 3 of Research Operations (Essential Research, in which only a limited number of essential research and COVID-19 projects are allowed to continue) to Level 2 (Phased Resumption).

Your completed plan needs to be shared with the department chair/institute director for review, feedback and approval prior to being uploaded in SHIELD, the research health and safety management system, for final approval by the Dean for Research. The following links will guide you through your RLOP preparation and submission.

- [Research Lab Operations Plan template \(.doc\)](#)

- [RLOP instructions and review process](#)
- [Instructions for plan submission in SHIELD](#)

Should you have any questions, please contact your Department Chair or Department Manager; you can also e-mail questions to [researchplan@princeton.edu](mailto:researchplan@princeton.edu).

Best wishes,

Pablo

--

\*\*\*\*\*

Pablo G. Debenedetti, Dean for Research  
Class of 1950 Professor in Engineering and Applied Science  
91 Prospect Avenue  
Princeton University  
Princeton, NJ 08540