



**EMORY**  
UNIVERSITY

# Division of Animal Resources

## Emory Integrated Core Facilities

### **DAR 2020-08: COVID-19: DAR resource scheduling and new user access**

**Date:** July 2, 2020

**From:** Michael J. Huerkamp, DVM, DACLAM, Director, Division of Animal Resources and with the acknowledgment of the strategic input of Dr. Deborah Mook.

To meet the varied needs of our stakeholders, we provide three different versions of our message. The first is a very brief, 25-word summary. The second is a slightly more in-depth 100-word summary. The third is detailed. We hope this approach will help you find the level of information you require.

#### **25 words**

The DAR welcomes users that did not previously have access and provides guidance of how to gain access and schedule work. For training, email: [dartrn@emory.edu](mailto:dartrn@emory.edu)

#### **~100 words**

Checklist to gain access to DAR facilities

1. Complete the tasks from your school or unit to obtain authorization to return to work on campus.
2. Be on an approved IACUC protocol.
3. Complete EHSO required training entitled "EHSO – Returning to Laboratory Research at Lower Density".
4. Complete DAR-specific training
  - a. Covid-19 training
  - b. DAR didactic orientation
  - c. Facility-specific orientation
5. Personnel must provide assurance they will comply with all University, SOM and DAR policies

#### **Further detail**

**To gain access to the DAR facilities**

1. Complete the tasks assigned from your school or unit to obtain authorization to return to work on Emory's campus. Completion of these tasks will result in an email from HR with the subject: "Cleared to Work on Emory Campus". A copy of this email will also be sent to your supervisor.
2. All research personnel with access must be on an approved IACUC protocol.
3. Complete EHSO training entitled "EHSO – Returning to Laboratory Research at Lower Density", found in BioRaft.

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- a. EHSO's checklist for return to research at lower density, with link to training, can be found here: <http://www.ehso.emory.edu/documents/Return-to-Laboratory-Research-At-Lower-Density-Checklist.pdf>.
4. Complete DAR-specific Covid-19 training. This training will be done via Zoom and will assist with details on room scheduling, management of PPE and sanitation.
  - a. Log in to PeopleSoft and click the "Emory Learning Management" tile. <https://hrprod.emory.edu/psp/hrprod/?cmd=login&languageCd=ENG&>
  - b. Log in to the Emory Learning Management System (ELMS).
  - c. Click the "Find Learning" tile.
  - d. Enter 265600 in the search bar.
  - e. Click enroll on a course on the desired date/time. For more details on time, click the course code or the start date.
5. New personnel without previous access must also complete
  - a. DAR didactic orientation
    - i. This is also done through ELMS (see above)
      1. Use course # 265000
  - b. A facility-specific orientation in two parts
    - i. Online through ELMS (see above)
      1. HSRB use course # 265602
      2. Other facilities use course # 265601
    - ii. A facility-specific tour, requiring proof of completion of facility-specific orientation course
6. Personnel must provide assurance they will comply with all University, SOM and DAR policies.
7. The DAR security team will be notified that training has been completed. Provided authorization from your school has been received, access to the facilities will be granted and your name will be forwarded to LITS to be added to the Office 365 scheduling system.
8. Schedule your work in Office 365.

**Scheduling work** (Some information below has been disseminated previously and is included for completeness. Novel information is included in bullet point #3.)

1. To minimize personnel traffic in the animal facility, schedule work in advance in the DAR Calendar in Office 365. A description of the process to schedule a room is on the DAR website (<http://www.dar.emory.edu/pi/index.php>) and will also be provided at the time of training.
2. Rooms with 1-person maximum capacity will require both Animal Care and researchers to schedule their time.
3. For rooms with 2-person maximum capacity, there are now two scheduling possibilities:
  - a. For low traffic rooms: the scheduling system will be reserved for research staff. Animal Care should be able to accomplish most of their work using mobile stations and allow researchers to use the biosafety cabinet. This may require animal care and research staff working simultaneously inside the same room.
  - b. For rooms with high traffic: two dedicated biosafety cabinets are now schedulable. One is stationary and one is mobile, and the cabinets are identified as such in the calendar system. (See: <http://www.dar.emory.edu/pi/docs/DAR-Calendar-Resources.pdf> for a list of schedulable rooms and resources within the DAR).

- c. The DAR has a single room that has a maximum capacity of 3 (identified by a sign on the door). That room is high traffic and now has 2 dedicated mobile hoods as well as a stationary biosafety cabinet. These resources can all be scheduled.
4. Time limits will not be imposed unless they become necessary. Everyone is expected to book the minimum time needed and to be respectful of other user's needs.
5. If rooms have a previously established mechanism for scheduling, that will remain in place.
6. Scheduling support from DAR is based on DAR staff capacity, and can be done using established workflows.

### **Questions?**

For assistance with training, contact DAR's training team: [dartrn@emory.edu](mailto:dartrn@emory.edu)

For assistance with IT, such as in using the scheduling tool, contact DAR's IT team: [darit@emory.edu](mailto:darit@emory.edu)

For other questions, contact Deborah Mook, DVM, DACLAM: [dmook@emory.edu](mailto:dmook@emory.edu)