

# Continuity of Operations Plan (COOP) for

## Butcher Lab

### Department of Biochemistry

(please check specific department/college/university policies as needed, see <http://covid19.wisc.edu>;  
Lists of items are not exhaustive but intended to help think through local situation)

This template addresses three areas: (1) Contacts and background information, (2) Planning to operate under different risk levels, (3) Planning to operate with disruption or shutdown.

#### CONTACTS AND BACKGROUND

##### Staffing

##### 1. Essential personnel

Name	Email
Yuichiro Nomura	ynomura2@wisc.edu
Saeed Roschdi	roschdi@wisc.edu
Riley Petersen	rjpetersen2@wisc.edu
Rahul Vivek	rvivek@wisc.edu
Cristian Escobar Bravo	cristian.escobar.b@gmail.com

##### 2. Non-essential Personnel

Name	Email

##### External resources

- **Bio safety contact** – Karen Demick (karen.demick@wisc.edu)
- **Chem safety contact** – Tilak Chandra (tilak.chandra@wisc.edu)

##### Continuity of authority

Who is responsible for the lab, and who are two backup decision-makers in case the responsible individual is unable to make decisions on operation or shutdown? Provide name, email, and best emergency phone number for each.

- a. (PI) Sam Butcher—sebutcher@wisc.edu
- b. Yuichiro Nomura—ynomura2@wisc.edu
- c. Saeed Roschdi—roschdi@wisc.edu

### **Communication Plan**

The laboratory will use Microsoft Teams to communicate as a full group every other week and to meet individually with the PI every week. Sub-group meetings are held as needed.

Lab members also communicate via email and the phone numbers listed above, as well as a laboratory SLACK group.

### **Remote Data access, exchange, and security**

All users will transfer collected data on appropriate laboratory instruments or other computers. Researcher computers are backed up in Box accounts that provide both local and remote access, using a version control system. Files related to active projects and group presentations are shared via the Files feature of Microsoft Teams. Raw and analyzed data will be shared among project participants to ensure a viable transition of the project to another researcher if needed.

### **Research Priorities:**

Researchers are funded by National Institutes of Health and by PTC Therapeutics, Inc. We have ongoing projects on structure and function relationships in the U6 snRNP, U4/U6 di-snRNP, Lsm1-7, pUG RNA, TDP-43, and small molecules that recognize RNA. Each of these research project has a hierarchy of priorities that are reflected in the time requested to be made available for each researcher.

### **What to do if someone feels unwell?**

Researchers will be asked to review campus policies related to temperature taking and monitor their temperatures on days they are planning to work on-site. Researchers will notify the PI if they have a fever of 100.4°F (38°C) or higher or other symptoms (e.g. shortness of breath, cough), and stay home.

Researchers that feel unwell or have family members that feel unwell will self-isolate at their personal residence. If the symptoms last longer than one day, the researcher should have a free COVID-19 test performed to inform subsequent decisions.

### **OPERATIONS UNDER DIFFERENT RISK LEVELS**

#### **1. Operation as normal.**

Labs/offices staffed during business hours and after hours. Lab meetings in person.

2. Operation with limited risk – e.g., no known cases in the municipality.

Labs/offices staffed during business hours and after hours with essential personnel members only.

- General SOPs in place for minimizing community spread (see below).
- Particular vigilance for
  - Personal hygiene
  - Space hygiene
  - Social distancing
  - Symptom monitoring (see above)
- Lab meetings per videoconferencing.

3. Operation with heightened risk – e.g., known cases on campus.

- Labs will be staffed only by essential employees who need to work at the bench and for limited hours. Lab meetings will be held by video conferencing during regular lab meeting schedule.
- General SOPs in place for minimizing community spread (see below).

**General SOPs for Minimizing community spread:**

Researchers will review the following UW-Madison guidelines and recommendations before entering department research space:

Overview portal for UW-Madison COVID-19 information: <https://covid19.wisc.edu>

UW Madison guidance on face coverings: <https://facilities.fpm.wisc.edu/returning-to-campus-safely/>

OVCERGE guidelines on phased resumption of research: <https://research.wisc.edu/research-reboot-phase-2/>

Recommendations to bring labs back on-line: <https://d1cjb8q1w2lzm7.cloudfront.net/wp-content/uploads/sites/22/2020/05/EHS-ADM-GUI-002.pdf>.

In summary, researchers will practice state and federal recommendations for minimizing exposure and transmission risks including physical distancing, maintaining cleanliness in all parts of the workspace, and excellent hygiene practice including constant, thorough hand washing and covering of coughs and sneezes. Lab requirements for use of personal protective equipment within the worksite is already specified in the lab Biological Safety and Chemical Safety protocols will be continued.

Researchers will wear face masks whenever present in campus public spaces or whenever two or more researchers are present in the lab as indicated in the campus guidance:

<https://facilities.fpm.wisc.edu/returning-to-campus-safely/>.

**Maintaining the community of the lab:**

The lab will continue to enforce guidelines and practices as outlined in its Chemical Hygiene Plan and BioSafety protocols. Special emphasis will be placed on the potential for any researcher to become unavailable for an extended period, so lab space will be consistently cleaned in an ongoing manner and samples stored at the end of each day.

## **SCENARIO PLANNING FOR DIFFERENT LEVELS OF DISRUPTION**

Instructions: Listed below are three potential scenarios that might result from COVID-19. Under the scenarios listed, provide a step by step response detailing how your lab would respond to the scenario. In addition to the 3 scenarios listed, additional lab specific scenarios can be added, if needed. The section, "other concerns" provide additional information that might should be included in your COOP.

**Current Scenario –Phase 2 Research Restart:** The lab has restarted research activities being carried out prior to the campus shutdown.

Participating researchers have reviewed the campus guidance listed above.

The Butcher lab has 1617 sq ft of lab space in room 145 and 831 sq ft of lab space in connected room 155 (shared with Markley) for a total of 2,448 sq. ft. A total of 12 people may work in this space but the Butcher lab is only requesting permission for 6 people (see below).

All shared use rooms on the first floor including break room 140, room 148 (media prep) and room 154 (autoclaves) will be limited to 1 person occupancy at a time.

The number of people in the lab at any given time will be maintained below the 200 sq ft per person guideline provide by campus to allow planned access for collaborators. Our plan is to provide researchers sufficient time to complete experiments, and then work remotely to analyze their results. We expect that several researchers will be in the lab all day. Researchers will be able to define preference for shift work or work on days of the weekend. Our highest priorities for new research after the reopening are the following:

Yuichrio Nomura requests on-site permission to complete experiments needed for annual progress on NIH grant R35GM118131; progress report due April 2021. Yuichiro requests 40 hours per week of laboratory access.

Saeed Roschdi requests on-site permission to complete experiments needed to assure progress on his dissertation studies. Saeed requests 40 hours per week of laboratory access.

Riley Petersen requests on-site permission to complete experiments needed to complete experiments to assure progress on her dissertation studies. Riley requests 40 hours per week of laboratory access.

Rahul Vivek requests on-site permission to complete experiments needed to complete experiments to assure progress on his dissertation studies. Rahul requests 40 hours per week of laboratory access.

Johanna Virta requests on-site permission to complete experiments needed for annual progress on NIH grant R35GM118131; progress report due April 2021. Johanna requests 40 hours per week of laboratory access.

Sam Hayes requests on-site permission to complete experiments needed for annual progress on grant from PTC Therapeutics, Inc; progress report due August 2020. Sam requests 40 hours per week of laboratory access.

**Scenario 1 - Disruption:** Several members of the lab are out sick / unavailable for an extended period, and some suppliers or internal dependencies are at risk; Add as many steps/bullets as needed.

Ongoing experiments will be stopped or transferred to another researcher to complete under orderly shutdown. Samples will be stored and computer and instruments that do not have an anticipated need in the next 24-72 hours will be shut down.

**Scenario 2 - Suspension:** Students not allowed on campus; research and lab activities suspended; infrastructure support systems remain operational; Add as many steps/bullets as needed.

If suspension from the anticipated research restart is needed, the lab will follow procedures used to shut down the lab at campus order on March 16. Completion of this process took 1 day.

Ongoing experiments will be stopped immediately, and biological samples, reagents and other research materials will be stored for long-term viability. Computers and instruments will be shut down. Biochemistry building personnel will ensure operation of fridges and freezers where samples are stored.

**Scenario 3 - Shutdown:** For a campus shutdown planned for longer than two weeks, or else if the campus is inaccessible, we cannot assume critical infrastructure would be available or is at least unreliable. Place all instruments and experiments in a safe idle state that does not require services. Additional details in this scenario relate to equipment shutdown and the like.

If shutdown from the anticipated research restart is needed, the lab will follow procedures used to shut down the lab at campus order on March 16. Completion of this process took 1 day.

All samples and research materials will be stored for long-term viability. Critical materials will be transferred to a freezer connected to a backed-up power supply. All instruments and computers will be shut down.

#### **Other concerns to consider in scenario planning**

What facilities are at risk of harm to the facility, its contents, to campus or to the public (e.g., animals that must be fed, samples that must be secured, equipment or hazardous materials that must be maintained or shut down)?

No materials in the lab pose a safety risk if left unattended.

If the lab must be staffed to avoid risk or harm, who will act as the primary minimum essential personnel to keep it operating? If the lab mustn't be staffed, state that it will shut down to ensure no risk or harm. Provide name, email, and best emergency phone number for each.

The lab does not require staffing to avoid risk or harm. Biochemistry building personnel will monitor freezers and fridges storing research materials. Emergency contact for the lab is Yuichiro Nomura (email [ynomura2@wisc.edu](mailto:ynomura2@wisc.edu))

APPENDUM, INFORMATIONAL, the information below was shared with by Vice Chancellor for Research & Graduate Education on March 15, 2020 with the VCRGE Center Directors to assist them in continuity planning. It is included here to further assist your planning activities.

*Center directors;*

*See the message below from the Chancellor. The message provides guidance to ensure the safety of our community while offering the least disruption to our work. To summarize:*

- *Please maintain your center research activities to the extent possible.*
- *Review your COOP plans and activate as appropriate.*
- *Formulate and disseminate plans that guide ramping down and then suspension of research if needed.*
- *Encourage remote work for those staff that can do so without disruption, while others (i.e., those you identified as essential personnel in your COOP plans) are expected to be on campus.*
- *Continue to practice recommendations and procedures that reduce the spread of the virus.*

*While most research can be conducted with appropriate social distancing and typical hygienic steps, the COVID-19 outbreak has presented us with significant challenges. I thank you for your continued leadership in these challenging times. The RSP webpage, which is updated regularly, is an excellent source of information about sponsored projects: <https://rsp.wisc.edu/COVID.cfm>*

*Some specific actions you can take include:*

- *Identify critical equipment that must remain in service, then plan for how to manage or shut down this equipment if necessary.*
- *Strive to keep all lab activities within reasonable business hours — including those involving work with hazardous material or processes. Doing so enhances the ability of Research Safety to respond if services are needed.*
- *Continue or expand cross-training among your staff to support critical functions.*
- *Identify personnel who are essential to maintain critical research and ensure they know what to do if operations are interrupted or suspended.*
- *Distribute your communications plan to personnel. If necessary, develop this plan and designate contacts to help disseminate information in a timely manner.*
- *Identify priorities and plan for critical experiments in case of limited access.*
- *Take steps to ensure remote access to files, data, servers, etc., except with regard to research with sensitive or restricted data.*
- *Research must be conducted within appropriate space designated for research activities. Personnel should not remove research materials other than laptops, data storage devices, etc. to alternative locations, including home.*
- *Plan for remote proposal submission.*
- *Be sure to check travel restrictions in advance of making travel plans.*