

Continuity of Operations Plan (COOP) for Hector F. DeLuca

Individual Lab COOPs should be shared with the Department Chair/Center Director, and the Administrator in case the lead faculty/PI are not available.

(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

- Agnieszka Flores szczepanska@wisc.edu (essential for preparing chemical standards necessary for HPLC work critical for animal experiments)
- Billy Blaser wardle@wisc.edu
- Bradley Reynolds breyolds3@wisc.edu
- Elizabeth Duchow educhow@wisc.edu
- Ellen Lake (608) emlake@wisc.edu (essential to animal work under extended circumstances; needed during Phase 1 re-opening to assist in reducing animals numbers and analyzing backlog of critical samples)
- Grace Zhu jgzhu@wisc.edu
- Izabela Sibilska sibilska@wisc.edu
- Juli Hansen jkhansen2@wisc.edu
- Amy Irving airving@wisc.edu
- Lori Plum laplum@wisc.edu
- Mark Duchow mduchow@wisc.edu
- Mindy Kendrick , makendrick@wisc.edu
- Steve Marling marling@wisc.edu

2. Non-essential Personnel

- Deb Noltner dnoltner@wisc.edu

External resources

- Biosafety: general contact biosafety@fpm.wisc.edu; Christina Pier pier@wisc.edu
- Chemical Safety: general contact chemsafety@fpm.wisc.edu; Tilak Chandra tilak.chandra@wisc.edu
- Animal Facility: Dustin Irving dirving@wisc.edu
- Biochemistry Building Concerns: Julie Kennedy jakennedy4@wisc.edu
- IT Concerns: Kerry Tobin kwtobin@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) – Hector F. DeLuca, deluca@wisc.edu
- b. Lori Plum, laplum@wisc.edu
- c. Amy Irving, airiving@wisc.edu

Communication

- Contact Information for all lab members is below. Email communication is preferred for record-keeping purposes, but others forms of communication are fine if deemed necessary. Please include Lori Plum on all relevant email correspondence and text exchanges during this time.
- Agnieszka Flores szczepanska@wisc.edu
- Amy Irving airiving@wisc.edu
- Billy Blaser wardle@wisc.edu
- Bradley Reynolds breyolds3@wisc.edu
- Deb Noltner dnoltner@wisc.edu

- Ellen Lake emlake@wisc.edu
- Elizabeth Duchow educhow@wisc.edu
- Grace Zhu jgzhu@wisc.edu
- Izabela Sibilska sibilska@wisc.edu
- Juli Hansen jkhansen2@wisc.edu
- Lori Plum laplum@wisc.edu
- Mark Duchow mduchow@wisc.edu
- Mindy Kendrick makendrick@wisc.edu
- Steve Marling marling@wisc.edu

When deemed necessary, we will set up videoconferencing via ZOOM or Web-ex for lab meetings.

Remote Data access, exchange, and security

- Data will be exchanged primarily through GOOGLE DOCS and email
- BOX will be used for larger files if necessary
- Use of VPN to maintain secure access to campus IT systems (see <https://it.wisc.edu/services/wiscvpn/>).

Research Priorities:

The majority of my research involves the use of animals. Many of these animals take months to years to generate. In addition, many experiments run for several months in a given batch of animals. Given the uncertainty of the current situation, we have stopped initiating any experiments that last more than a week and we have stopped ordering new animals. In addition a plan has been prepared for culling animals and reducing staff if it is deemed necessary. We currently have a plan that involves two tiers of people so that if somebody should come down with the virus, we can have replacements. Right now the 1st tier is Lori Plum, Bradley Reynolds, Steve Marling, Liz Duchow and Mark Duchow. If one of these individuals gets sick with coronavirus, then the next tier will be implemented and will include: Grace Zhu, Billy Wardle, Mindy Kendrick, Juli Hansen and Izabela Sibilska. If this situation extends beyond three weeks, a rotation will take place between the two tiers. This will also enable maximum utilization of the animals in a timely manner.

We also realize how dependent we are on the personnel in the animal facility and will need to help as much as possible so that the facility does not have to shut down. A few individuals (Bradley Reynolds, Steve Marling, Lori Plum, Grace Zhu, Mindy Kendrick and Juli Hansen) are being trained to help cover various aspects of maintaining the animal facility.

During Phase 1 re-opening, most animals studies will be initiated merely to reduce the numbers of animals in the facility. Exceptions to this include studies surrounding completion of a graduate student's thesis and colony expansion necessary for preservation of transgenic lines and future experiments beyond phase 1. All other research will surround analysis of the backlog of animal tissues to prevent loss of samples.

During Phase 2, the number of animals in the facility will increase slightly due to re-initiating the breeding of some mouse colonies. In general, new animals will only be ordered once other animals have been terminated or are close to termination.

What to do if someone feels unwell?

If you feel unwell or have been in contact with somebody that is ill or tested positive for COVID-19, alert Lori Plum immediately and please do not come to the lab. Lori Plum will communicate with the group. Follow the campus guidelines (<http://covid19.wisc.edu>).

Posters with symptoms have been posted as well as those about handwashing.

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
 - Adherence to mask wearing
 - Symptom monitoring (see above)
- Lab meetings per phone, email or videoconferencing.
- Heightened communications - Buddy system in place for animal work. Look for text and email messages from PI

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

Labs/offices staffed only by essential employees, limited hours. Lab meetings held by phone, email or videoconferencing during regular lab meeting schedule.

- General SOPs in place for minimizing community spread (see next page).

- No undergraduates are permitted in the lab until further notice.
- Lori Plum will serve as a back-up for any member unable to complete an experiment or perform an essential task that can't otherwise be handled by another member working in the same space on the required day(s).
- Some type of phone application or web-based software (likely Google calendar) will be used to document lab occupancy and reserve shared equipment.

General SOPs for Minimizing community spread:

Current SOPs in the lab require daily surface sterilization of work spaces using 70% EtOH, and frequent hand washing. In addition, we will implement the following steps to minimize the possibility for virus transmission:

1. We will strictly enforce access to all laboratory spaces by authorized lab personnel only. All other personnel entering laboratory spaces must seek permission by PI first. This includes facility personnel, as well as personnel from external contractors. Exceptions are emergency situations that pose immediate risk, such as fire.
2. Occupancy of all labs that are assigned to the PI will be limited to a building density of no more than one person per 200 sq. ft (or one person/bay in our labs), and to ensure adequate distancing to 6 ft as currently recommended by the CDC. Specifically:
 - a. Room 275 - max occupancy 6
 - b. Room 265 – max occupancy 3
 - c. Room 259 – max occupancy 3
 - d. Rooms 1404-1424 – max occupancy 6
 - e. All other assigned spaces are limited to one individual and scheduling will be done through the use of some type of phone application or web-based software
3. Only healthy personnel, regardless of the level of symptoms, are allowed to enter the lab spaces.
4. Upon entering any laboratory space, personnel must wash hands immediately and in accordance with CDC guidelines, before touching any surfaces (see above).
5. Working surfaces will be sterilized with 70% Ethanol prior to assuming work.
6. A mask will be worn while in the lab with another member and in all public building spaces.
7. In-person communication will use at least 6 feet distancing.

Resource from OSHA, <https://www.osha.gov/Publications/OSHA3990.pdf>,

Maintaining the community of the lab:

- We encourage everybody to check in with each other via phone, email and text.
- Remote lab meetings will be held via phone, email or video conferencing, at the usual scheduled times.

In addition to these measures, we will comply with all regulations, implemented by the university, and accessible through <http://covid19.wisc.edu>.

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.

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.

1. Depending on the number of individuals out sick, animals may need to be terminated. Refer to the Google.doc for culling priority.
2. Six individuals have been cross-trained on cage changing and supply washing if personnel in the animal facility are unable to fulfill their duties.

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.

1. Two teams of trained individuals are prepared to take care of all animals and a Google Doc has been constructed outlining the priority of culling animals depending on the number of trained staff available as well as required supplies.

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.

1. Six individuals have been cross-trained on cage changing and supply washing if personnel in the animal facility are unable to fulfill their duties.
2. At least two members of the laboratory are prepared to live in the building to care for a manageable number of animals.
3. If nobody is allowed to stay in the building, all animals will have to be terminated.
4. Three large liquid nitrogen dewars with cell lines will be topped off.
5. All -80 freezers will be checked to ensure alarms are engaged. All are also connected to the University alert system.
6. Double check that all vacuum systems are shut down, UV lamps are turned off and chemicals are properly stored.
7. All trash containers will be emptied.

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.

1. Lori Plum laplum@wisc.edu
2. Steve Marling marling@wisc.edu
3. Bradley Reynolds breynolds3@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.*