

**Continuity of Operations Plan (COOP) for
Hoskins 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
Aaron Hoskins	ahoskins@wisc.edu
Joshua Paulson	jpaulson1@wisc.edu
Harpreet Kaur	hkaur8@wisc.edu
Xingyang Fu	xfu47@wisc.edu
Karli Lipinski	kalipinski@wisc.edu
Ye Liu	yliu846@wisc.edu
Sierra Love	sllove2@wisc.edu
Kathy Senn	senn2@wisc.edu
Junqiao Zhu	jzhu366@wisc.edu
Lukas Voigts (undergraduate)	ljvoigts@wisc.edu
Tristan Argall (undergraduate)	trargall@wisc.edu
Joey Kwong (undergraduate)	jkkwong@wisc.edu
Cade Harkner (undergraduate)	charkner@wisc.edu

David White	dwhite7@wisc.edu
Merissa Brousseau (rotation student)	mcbrousseau@wisc.edu

2. Non-essential Personnel

Name	Email
Yichen Sun (undergraduate, will be doing computational work 100% off-site and not be permitted in the laboratory)	sun286@wisc.edu

External resources

- **Facilities** – Julie Kennedy jakennedy4@wisc.edu
- **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) Aaron Hoskins [-ahoskins@wisc.edu](mailto:ahoskins@wisc.edu),
- b. (lab manager) Joshua Paulson-jpaulson1@wisc.edu
- c. (postdoctoral scientist) Harpreet Kaur-hkaur8@wisc.edu

Communication

- Slack group messaging system for all lab members (contains contact information for lab members)
- Email – email list of all lab members
- Video conferencing (e.g. Webex) for remote lab and subgroup meetings held each week

Remote Data access, exchange, and security

- Cloud data storage: Box, Departmental File Server, G Suites (university-sponsored Google Drive)

- The department has an IT group to assist with any computer programs gaps and will address any needs in consultation with the PI (or other lab member, staff in department etc.)
- Lab members use VPN to maintain secure access to campus IT systems (see <https://it.wisc.edu/services/wiscvpn/>).

Research Priorities:

Researchers are funded by the National Institutes of Health, EvansMDS, and UW-ICTR. We have ongoing projects on studying the mechanisms and regulation of spliceosome assembly, structure and function of splicing factor complexes, and discovery of novel splicing inhibitors for human cancer or antifungal treatments. 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 or roommates 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.
- Heightened communications - Look for text and email messages from PI

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

Lab staffed only by essential employees, limited hours. Lab meetings and other group meetings held by videoconferencing.

- General SOPs in place for minimizing community spread (see below).
- Minimal workflows in place - only the following tasks are completed
 - Critical research tasks related to completion of funded research grant aims
 - Maintenance checks of nonessential equipment and spaces (weekly)
- Lab meetings held weekly via videoconferencing.

Heightened communications – Look for regular text and email messages from PI.

General SOPs for Minimizing community spread:

Current SOPs in the lab require daily surface sterilization of work spaces using 70% EtOH, frequent hand washing, and strict compliance with current university guidelines:

- 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/reboot-phase1/>
- Recommendations to bring labs back on-line: <https://d1cjb8q1w2lzm7.cloudfront.net/wp-content/uploads/sites/22/2020/05/EHS-ADM-GUI-002.pdf>.
- This COOP plan, which will be distributed to all researchers.

Laboratory requirements for use of personal protective equipment within the worksite is already specified in the lab Biological Safety and Chemical Safety protocols and will be continued. 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 ensure adequate distancing.
3. Only healthy personnel, regardless of the level of symptoms, are allowed to enter the lab spaces. Personnel will use facemasks (guidance on face coverings: <https://facilities.fpm.wisc.edu/returning-to-campus-safely/>).
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 and common touch areas will be sterilized with 70% Ethanol prior to assuming work and after completion of work. Specific examples of this are listed below.
6. In-person communication will occur only when necessary and will use at least 6 feet distancing.
7. Short-term occupancy of small rooms (such as equipment or storage rooms and bathrooms) will be limited to 1 person at a time and a suggested 10 minutes between occupancy.

8. *Electronic scheduling tools (e.g., Google Docs)* will be used to control and limit access to shared common equipment and spaces.

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

Instrument	Location	Sanitization procedure
Autoclave	2nd floor BSB hallway	Wipe down before/after use
Sonicator	BSB 2210	Wipe down control panel, door handle before/after use. Gloves only.
Shakers/incubators	2nd floor BSB hallway, BSB 2212	Wipe down control panel, door handle before/after use. Gloves only.
Scintillation Counter	3 rd floor BSB hallway	Wipe down computer before/after use. Gloves only.
PrepCentrifuge	2nd floor BSB hallway	Wipe down control panel, door handle before/after use. Gloves only
UltraCentrifuge	BSB 2212	Wipe down control panel, door handle before/after use. Gloves only.
Gel Imagers/Light Boxes	BSB 2210	Wipe down control panel, door handle before/after use. Gloves only.
Electrophoresis Equipment	BSB 2212	Wipe down control panel, door handle before/after use. Gloves only
PCR Machines	BSB 2212, 3 rd Floor Radiation Room	Wipe down computer before/after use. Gloves only.
FPLC/HPLC	BSB 2212, Cold Room	Wipe down computer before/after use. Gloves only.
Microscopes	BSB 2228, B2409	Wipe down computer before/after use. Gloves only.

Maintaining the community of the lab:

- We encourage everybody to check in with each other via group communications (e.g. lab Slack).
- Remote meetings will be held via 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.

Current Scenario – Approved Research Restart: The lab requests restart of research activities being carried out prior to the campus shutdown.

- Participating researchers will have reviewed the campus guidance listed above under “OVCRGE guidelines on phased resumption of research” and “Recommendations to bring labs back on-line”

The Hoskins lab has 2670 sq ft of lab space, and requests maximum occupancy of 7 researchers at any time. We will provide researchers sufficient time to complete experiments, who will then work remotely to analyze results. A few researchers will be in the lab all day several times a week. Researchers will not be allowed to work late night shifts or work on weekends at unapproved times.

- Harpreet Kaur requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710). Harpreet requests 10 hours per week of laboratory access.
- Merissa Brousseau requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710) and to complete her IPIB rotation. Merissa requests 15 hours per week of laboratory access.
- Joshua Paulson requests on-site permission to complete experiments and lab managerial responsibilities (cleaning, media preparation) needed to assure progress on a NIH grant (MSN214710) and a EvansMDS grant (MSN228152). Josh requests 35 hours per week of laboratory access.
- Xingyang Fu requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710) and his dissertation (anticipated graduation in 2021). Xingyang requests 50 hours per week of laboratory access.
- Ye Liu requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710) and her dissertation. Ye requests 50 hours per week of laboratory access.
- Karli Lipinski requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710) and her dissertation. Karli requests 50 hours per week of laboratory access.
- Sierra Love requests on-site permission to complete experiments needed to assure progress on a EvansMDS grant (MSN228152) and her dissertation. Sierra requests 60 hours per week of laboratory access.

- Kathy Senn requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710), her BTP training fellowship (MSN175429) and her dissertation. Kathy requests 55 hours per week of laboratory access.
- Junqiao Zhu requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710) and his dissertation. Junqiao requests 25 hours per week of laboratory access.
- Aaron Hoskins requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710) and a EvansMDS grant (MSN228152). Aaron requests 20 hours per week of laboratory access.
- Cade Harkner requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710) and an undergraduate research fellowship from the Dept. of Chemistry. Cade requests 20 hours per week of laboratory access.
- Lukas Voigts requests on-site permission to complete experiments needed to assure progress on a NIH grant (MSN214710). Lukas requests 10 hours per week of laboratory access.
- Joey Kwong requests on-site permission to complete experiments needed to assure progress on a EvansMDS grant (MSN228152) and the Biochemistry Scholars program. Joey requests 10 hours per week of laboratory access.
- Tristan Argall requests permission to complete experiments needed to assure progress on a EvansMDS grant (MSN228152) and a sophomore research fellowship from L&S. Tristan requests 15 hours per week of laboratory access.
- David White requests permission to complete experiments needed to assure progress on a NIH grant (MSN214710) as well as a new industrial collaboration with ReMix Biotech (MSN243202).

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. After conferral with Aaron, other lab members will continue any necessary lab work for sick/absent lab member (and will discontinue any on-going experiments).
2. Any essential activities carried out by sick/absent lab member will be reassigned.
3. Aaron will maintain regular communication with sick/absent lab member to track their recovery.

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. Lab members will communicate their status and plans to Aaron (e.g. whether they are well or sick; whether they will stay in town or leave)
2. Lab members are individually responsible for bringing their experiments to a halt in a safe and timely manner; if this cannot be done by the lab member, a back-up plan will be implemented after conferral with Aaron in the event that immediate cessation would cause a significant disruption of research and a waste of materials and/or time.
3. Departmental facilities personnel (e.g., Julie Kennedy) will be responsible for ensuring sensitive equipment (freezers, cold room) remain operational.
4. No equipment in the Hoskins lab requires regular maintenance.

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. Lab members will communicate their status and plans to Aaron.
2. Lab members are individually responsible for bringing their experiments to a halt in a safe and timely manner; if this cannot be done by the lab member, Aaron or other essential personnel will end the experiment.
3. Departmental facilities personnel (e.g., Julie Kennedy) will be responsible for ensuring sensitive equipment (freezers, cold room) remain operational.
4. No equipment in the Hoskins lab requires regular maintenance.
5. Restarting research: lab members will communicate their status to and coordinate their plans with Aaron before returning to the lab.
6. No equipment in the Hoskins lab needs extra attention before restarting.
7. Benches and common areas will be cleaned.

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)?

1. Hazardous gases - One N₂ tank in the slide prep room; kept off and secured to the wall
2. Animal care – NA
3. Water cooled equipment that can be damaged by loss of water - NA
4. Loss of nitrogen purges - NA
5. Static tanks/containers of chemicals in hoods and loss of exhaust – these will be capped, labeled and disposed of according to guidance from our Chemical Safety contact
6. Vacuum systems pump and valve off - NA
7. Turn off UV lamps - UV lamps in gel running area; none elsewhere
8. Ensure all chemical bottles are in storage cabinets and all bottles have secure lids.
9. Cap all solvent carboys
10. Empty all trash containers – remove any chemical contaminated wipes

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. Primary walk-thru checker: Aaron Hoskins (PI), 617-699-9594, ahoskins@wisc.edu
2. Secondary: Joshua Paulson (lab manager), 608-444-2194, jpaulson1@wisc.edu
3. Tertiary back up: Harpreet Kaur (postdoc), 479-306-0786, hkaur8@wisc.edu

Joshua Paulson	jpaulson1@wisc.edu
Harpreet Kaur	hkaur8@wisc.edu