

**Continuity of Operations Plan (COOP) for  
Lim Lab  
Department of Biochemistry**

**CONTACTS AND BACKGROUND**

**Staffing**

1. Essential personnel for Phase I

<b>Name</b>	<b>Email</b>
Ci Ji Lim	<a href="mailto:Ciji.lim@wisc.edu">Ciji.lim@wisc.edu</a>
Xiuhua Lin	<a href="mailto:xlin269@wisc.edu">xlin269@wisc.edu</a>
Qixiang He	<a href="mailto:qhe56@wisc.edu">qhe56@wisc.edu</a>

2. Non-essential Personnel for Phase I

<b>Name</b>	<b>Email</b>

3. Added essential personnel

<b>Name</b>	<b>Email</b>

4. Subtracted essential personnel

<b>Name</b>	<b>Email</b>

**Request that undergraduate:**

**External resources**

- **Bio safety contact** – Ci Ji Lim, [ciji.lim@wisc.edu](mailto:ciji.lim@wisc.edu)
- **Chem safety contact** – Ci Ji Lim, [ciji.lim@wisc.edu](mailto:ciji.lim@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. Ci Ji Lim, [ciji.lim@wisc.edu](mailto:ciji.lim@wisc.edu)
- b. Xiuhua Lin, [xlin269@wisc.edu](mailto:xlin269@wisc.edu)

## Communication Plan

All members of the lab communicate via text, video or phone calls.

## Remote Data access, exchange, and security

All personnel are using the Biochem server for Data access and exchange.

## Research Priorities:

### What to do if someone feels unwell?

The following plan assumes that proper social distancing and hygiene has been practiced in the lab and in the research building at all times so that the prospects of COVID spread are minimized. The lab has a contactless thermometer that will be used to check all researcher temperatures every day. If any researcher in the lab exhibits an elevated temperature or feels unwell, they will conform to the following protocol:

1. They will immediately seek testing for COVID-19.
2. They will remain at home and quarantine; if symptoms are severe they will consult with a doctor.
3. They will notify researchers in the lab and on the floor. Any researchers who have been in the lab at the same time (within the past two weeks) will also stay home and quarantine until the affected researcher has a COVID test result. A positive COVID test will be reported to the lab PI, department chair and to other department PIs.
4. If the COVID test is positive, all researchers in the lab will quarantine for two weeks. The lab itself will be closed and locked. Any shared facilities that the researcher has used will be disinfected.
5. Research in the lab will resume only if (a) no other researcher develops symptoms in that two week interval, (b) no other cases have been reported on the same research floor, and (c) after disinfection of all common lab surfaces.

## OPERATIONS UNDER DIFFERENT RISK LEVELS

1. Operation as normal Normal operation is not anticipated for the foreseeable future.
2. Operation with limited risk – e.g., no known cases in the municipality.
  - 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.

Ci Ji Lim is the one essential person in the lab and comes to the lab as necessary to complete essential tasks, such as routine equipment maintenance but does not engage in any experiments.

All lab personnel now have offices at home and are working on projects that can be done by computer, including writing, data analysis and learning new skills from online tutorials.

**General SOPs for Minimizing community spread:**

- a. When in the lab, all lab members will maintain social distancing and not enter other labs.
- b. When more than one person is in the lab, all lab members will wear a mask.
- c. When entering a common space, all lab members will wear a mask.
- d. Each door handle and other common surfaces will be sterilized upon entry and exit.

**Maintaining the community of the lab:**

The group meets regularly – at least once a week – via Webex/Zoom to discuss lab issues of all types. The PI communicates with lab members regularly by email, phone and slack. Email, text and slack communications also occur between lab members and with the PI.

**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.

- In general, the plan would conform to the steps listed above for individuals who feel ill or who experience an elevated temperature. Any researcher who feels ill will seek testing for COVID-19. Positive tests will be reported as described above.
- If several members of the lab are out sick and test positive for COVID 19, the entire lab will quarantine for two weeks after ensuring that lab freezers and equipment items are secured and ongoing experiments are halted.
- Research in the lab will resume only if (a) no other researcher develops symptoms in that two week interval, (b) no other cases have been reported on the same research floor, and (c) after disinfection of all common lab surfaces.

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

- Once suspension is announced, ongoing experiments will be halted, reagents and freezers secured. Equipment will be shut down or placed in an idle state for the period of suspension. The laboratory will be locked.
- All researchers will remain at home, except one essential person needed for minimal stock or equipment maintenance (stocks not yet frozen).
- Any researcher who experiences symptoms related to COVID-19 will seek testing and report the result to the PI.
- Positive COVID test results will be reported to the department chair and department PIs.

**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.

- Ongoing experiments will be halted. Reagents and freezers will be secured. Equipment will be shut down or placed in an idle state.
- The only work to be continued will be essential work to maintain storage temperatures.
- Researchers will remain at home.
- PI continues to communicate with all lab members via email, Slack and Webex.

**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)?

- Critical reagents in the Lim lab are in the –80 degree freezers or incubators, which are all on emergency power. None of these place the community at risk.
- All lab equipment will be shut down, except the freezers, refrigerators and incubators.
- No staff is required during a shutdown, but twice a week checks to ensure continuing freezer and incubator function are highly desirable.

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. . Ci Ji Lim, [ciji.lim@wisc.edu](mailto:ciji.lim@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.*