

# Continuity of Operations Plan (COOP) for Martin 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	Primary phone	Secondary phone	Email
THOMAS F J MARTIN			<a href="mailto:tfmartin@wisc.edu">tfmartin@wisc.edu</a>
Declan James			<a href="mailto:djames1@wisc.edu">djames1@wisc.edu</a>
Masaki Yamaga			<a href="mailto:yamaga@wisc.edu">yamaga@wisc.edu</a>
Muralidharan Mani			<a href="mailto:mmani3@wisc.edu">mmani3@wisc.edu</a>
Stephanie Maciuba			<a href="mailto:smaciuba@wisc.edu">smaciuba@wisc.edu</a>

#### External resources

• **Bio safety contact** – UW Madison Biological Safety Office  
[biosafety@fpm.wisc.edu](mailto:biosafety@fpm.wisc.edu)

• **Chem safety contact** – UW Madison Chemical Safety Office  
[chemsafety@fpm.wisc.edu](mailto:chemsafety@fpm.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.

- (PI) Thomas Martin [tfmartin@wisc.edu](mailto:tfmartin@wisc.edu)
- Declan James [djames1@wisc.edu](mailto:djames1@wisc.edu)
- Masaki Yamaga [yamaga@wisc.edu](mailto:yamaga@wisc.edu)

## Communication Plan

- a. email
- b. telephone

## Remote Data access, exchange, and security

- email
- BOX

## Research Priorities:

The lab's major projects are on CAPS and Munc13-4 proteins that are each involved in critical membrane fusion processes of secretory granule exocytosis and endosomal membrane fusion, respectively. Two grant proposals are submitted (May 18) and planned (July 5) to continue funding on these projects that were previously supported by GM119158 and DK025861.

- For S. Maciuba, completing thesis research on CAPS2 in epithelial secretory cells and writing thesis.
- For M. Mani, completing pilot studies for July 5 grant submission, constructing figures for same; in longer term, completing studies for manuscript and grant application (submitted May 18) on role of Munc13-4 in endocrine cells.
- For M. Yamaga, completing work on CAPS-Rab3 interactions for manuscript and May 18 grant submission.
- For D. James, completing work on CAPS-Rab3 interactions for manuscript and May 18 grant submission; completing manuscript for precursor grant on CAPS-SNARE interactions; in longer term, returning to Munc13-4 project toward cryo-EM of Munc13-4.
- For T. Martin, continued supervision of the research, authoring research manuscripts, and breeding Munc13-4 KO mice (with help from M. Mani and D. James).

## What to do if someone feels unwell?

- Have them doff face mask and leave lab to quarantine at home until they are no longer experiencing symptoms or seek medical care.

## 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 - 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.

**General SOPs for Minimizing community spread:**

- maintain social distancing
- personal hygiene and wearing face masks
- monitor symptoms

**Maintaining the community of the lab:**

- Weekly or more frequent lab meetings by Microsoft Teams or Webex.
- Frequent communal email exchanges to entire lab.
- One on one virtual meetings upon demand.

**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.

- Lab members out sick contact PI; PI contacts other lab members to inform them about sickness.
- PI contacts lab members to inform them about procedures (remain absent from lab; monitor temperature; possibly seek testing; contact medical help if deemed appropriate; continue to monitor symptoms).
- PI discusses ongoing experiments by sick individuals to determine whether these can be terminated or completed by other lab members. Any supplies expected will be taken care of and stored by other lab members.
- PI receives daily updates from sick individuals.

**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.

- PI contacts all lab members to make them aware of suspension. Discusses what experiments need to be terminated or suspended. Critical cell cultures would either need to be maintained or suspended by freezing.

- PI makes arrangements with essential department support staff to check low temperature freezers and to top off liquid N2 refrigerator during suspension.
- PI checks mouse colonies and checks with animal care personnel for limited suspension.

**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 cell cultures are suspended (frozen), equipment needs to be idled (mainly CO2 incubators and biosafety cabinet).
- PI will plan for vulnerabilities in equipment (check on low temperature freezers and liquid N2 refrigerator). He will check to see if essential workers in the Department are available to check on these Julie Kennedy [jakennedy4@wisc.edu](mailto:jakennedy4@wisc.edu)
- PI will check with animal caretakers to determine whether inspection, cage changing, and feeding will continue. If not, T. Martin will take over these tasks.

**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)?

- Lab shutdown is not anticipated to generate hazards to campus or public since biological and chemicals are secure.
- There are few hazardous materials dealt with in the lab and these will be secured.
- The main longer-term problem will be maintaining the viability of freezers, liquid N2 refrigerator, and care of mice.

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.

- Thomas Martin [tfmartin@wisc.edu](mailto:tfmartin@wisc.edu)