

Continuity of Operations Plan (COOP) for __Tom Record laboratory__

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 (need to come to the laboratory to perform experiments)

DYLAN PLASKON plaskon@wisc.edu Graduate student

HAO-CHE WANG hwang593@wisc.edu Graduate student

MAXWELL RECTOR mjrector@wisc.edu Graduate student

CLAIRE EVENSEN cevensen@wisc.edu Intern

EMILY ZYTKIEWICZ zytkiewicz@wisc.edu Research Specialist

TRISTAN GUNTHER tgunther2@wisc.edu Intern

ANUCHIT RUPANYA (ARMOR) rupanya@wisc.edu Undergraduate student

ALANA BORDEAUX ambordeaux@wis.edu Undergraduate student

MEGHANA TELUGU telugu@wisc.edu Graduate student hourly

BENJAMIN PALATNIK bpalatnik@wisc.edu Undergraduate Student

WILLIAM LANGHOLZ langholz@wisc.edu Undergraduate Student

TAKAHIRO ISHIKURI ishikuri@wisc.edu Undergraduate Student

QUINN MCBRIDE qmcbride@wisc.edu Undergraduate Student

SAVANNAH PETERSON srpeterson4@wisc.edu Undergraduate Student

RENXI LI rli296@wisc.edu Undergraduate Student

KRYSTA STRONCEK kstroncek@wisc.edu Undergraduate student

JIAYIN TANG jtang73@wisc.edu Undergraduate student

(See <https://ecals.cals.wisc.edu/2020/03/15/hillmer-to-chairs-directors-and-administrators-respond-with-essential-employee-list-by-3-17-20/>.)

- List names, cell phone numbers, and email
- 2. Non-essential Personnel (working remotely)
PROF. TOM RECORD mtrecord@wisc.edu

DR. IRINA SHKEL ishkel@wisc.edu

External resources

List names, cell phone numbers, email: point of contact for Facilities, Biosafety, Chem Safety, Animal Resources, etc.

Radiation Safety: Matt Labron, Health Physicist, University of Wisconsin-Madison Office of Radiation Safety, 1140 WARF Bldg., Madison, WI 53715 (608) 219-2657 matt.labron@wisc.edu

Biosafety: biosafety@fpm.wisc.edu (608) 263-2037

Chemical Safety: Jeff Zebrowski, Chemical Hygiene Officer, Jeff.Zebrowski@wisc.edu 608-890-0993. Or general chemical safety at chemsafety@fpm.wisc.edu 608-265-5700

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) Prof. Tom Record mtrecord@wisc.edu
- b. Emily Zytkeiwicz (Res. Spec.) zytkiewicz@wisc.edu
- c. Prof. Brian Fox Biochemistry Chair bgfox@wisc.edu

Communication

- Group messaging system for all lab members (contains contact information for lab members)
- Email – email list of all lab members.
 - recordlabundergrads@office365.wisc.edu
- Video conferencing (e.g. Webex, Zoom, or Skype) for remote lab meetings

Remote Data access, exchange, and security

- List provisions for cloud data storage systems currently in place (e.g. Box, Google Drive)
 - [Biochemistry Department shared server Y: \\research.drive.wisc.edu\mtrecord](#)
- Any computer programs gaps and needs will be addressed in consultation with the PI (or other lab member, staff in department etc.)

- Use of VPN to maintain secure access to campus IT systems (see <https://it.wisc.edu/services/wiscvpn/>).

Research Priorities:

Examples...

1. *Maintenance of animals, cell lines etc.* including details on essential personnel, lab space, and time commitment.
 2. *Wet-lab experiments:* essential to lab functions, e.g. currently on-going experiments that are challenging to terminate without significant loss of data or high cost.
- Carry out experiments supported by our NIH research grant (R35 GM 118100) while adhering to safety protocols to reduce the risk of transmission of COVID-19.

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 the PI immediately and please do not come to the lab. The PI will communicate with the group. Follow the campus guidelines (<http://covid19.wisc.edu>).

Posters with symptoms should be posted and are available from the CDC and others (see e.g., <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>), as should those about handwashing (see e.g., <https://www.cdc.gov/handwashing/materials.html>).

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.

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

- General SOPs in place for minimizing community spread (see next page).
- Minimal workflows in place
 - Critical spaces that must be staffed daily:
 - Examples: insectary, vivarium, etc.,
 - Non-essential spaces and critical check-ups for spaces/equipment
 - Lab room - liquid nitrogen and freezers - check weekly
 - Lab room - freezers, check weekly
- Lab meetings per videoconferencing.

Heightened communications – Buddy system in place for lab areas and collections. Look for text and email messages from PI.

General SOPs for Minimizing community spread:

Current SOPs in the lab include frequent hand washing, wearing a face mask if another person is present in the same room or hall space, daily surface sterilization of work spaces using 70% EtOH. 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 to 6 ft, as currently recommended by the CDC. Specifically:
 - a. List individual lab rooms and max. Occupancy (Please see the accompanying form.)
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. 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 the group chat.

- Remote lab 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.

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.

- All experiments in our laboratory planned for the current period of re-opening can be shut down within one hour of the report of any disruption.
- No one would re-enter the lab spaces for the period of time necessary for virus to be inactivated.
- The lab would be thoroughly cleaned and disinfected before resuming experiments.

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

As in the recent shutdown, all lab personnel would work remotely to analyze the data obtained in recent experiments and work on manuscript drafts. All instruments in laboratory will be left in a safe, “off” condition that does not require attention or maintenance.

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.

As in the recent shutdown, all lab personnel would work remotely to analyze the data obtained in recent experiments and to continue reading the relevant literature and working on reports and manuscript drafts.

All instruments in laboratory will be left in a safe, “off” condition that does not require attention or maintenance.

Restart will require one day to fully clean the lab, followed by another day to restart and test equipment.

What is the process for safely shutting down and/or securing the lab?

All experiments in our laboratory planned for the current period of re-opening can be shut down within several hours of any notice regarding the need to 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 facilities are at risk; minimal arrangements to take care of 3,5, 7, 8-10 below can be performed in a period of a few hours upon notification of a shutdown, as they were for the current shutdown.**

1. Hazardous gases
2. Animal care
3. Water cooled equipment that can be damaged by loss of water
4. Loss of nitrogen purges
5. Static tanks/containers of chemicals in hoods and loss of exhaust
6. Vacuum systems pump and valve off
7. Turn off UV lamps
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? **Department personnel (Julie Kennedy, Dave Parker) will check on lab regularly during shutdown as they have in the recent shutdown.** 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: Not necessary
2. Secondary walk-thru checker
3. Tertiary back up walk-thru checker

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.*