

Continuity of Operations Plan (COOP) for Wildonger Lab

Department of Biochemistry

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

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

- 1. Jill Wildonger (PI), wildonger@wisc.edu
- 2. Dena Johnson-Schlitz (research specialist), johnsons@wisc.edu
- 3. Harriet Saunders (graduate student), hsaunders2@wisc.edu
- 4. Josephine Werner Mitchell (graduate student), jpwerner2@wisc.edu
- 5. Jessica Liang (undergraduate student), jliang78@wisc.edu

2. Non-essential Personnel

External resources

- Facilities: Julie Kennedy, jakennedy4@wisc.edu.
- Biosafety: Karen Demick, karen.demick@wisc.edu
- Chemical Safety: 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. Jill Wildonger (PI), wildonger@wisc.edu
- b. Dena Johnson-Schlitz (research specialist), johnsons@wisc.edu
- c. Harriet Saunders (graduate student), hsaunders2@wisc.edu

Communication

- 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, Zoom, or Skype) for remote lab meetings
- Slack for daily communication

Remote Data access, exchange, and security

- Cloud data storage: Box, 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. We have ongoing projects on molecular motors and microtubules in neurons. Each of these research projects 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?

If a lab member feels unwell, has symptoms suggestive of COVID-10, or has been in contact with someone that is ill or tested positive for COVID-19, alert Jill immediately and please do not come to the lab. Jill 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 on hold or 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 tasks that require regular staffing: fly stock maintenance
 - Critical research tasks related to completion of funded research grant aims
 - Non-essential spaces and critical check-ups for spaces/equipment:
 - Equipment corridor - freezers and incubators - check weekly
 - Lab space - freezers, CO₂ tank (fly room) - check 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/>
- OVCRGE 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 will be sterilized with 70% Ethanol prior to assuming work (see below for further details).
6. In-person communication will occur only when necessary and will use at least 6 feet distancing.
7. Electronic scheduling (e.g., Google Docs) will be used to control and limit access to shared equipment and spaces.
8. 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.

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

Instrument	Location	Sanitization procedure
Autoclave	2nd floor BSB hallway	Wipe down before/after use
Fly Dissection Equipment	2 nd Floor Fly Room	Wipe down common touch areas, 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.
Tabletop Ultracentrifuge	BSB 2210	Wipe down touch screen before/after use. Gloves only.
PrepCentrifuge	2nd floor BSB hallway	Wipe down control panel, door handle before/after use. Gloves only
Fly Incubation Cabinets	2 nd Floor BSB hallway	Wipe down door handle before/after use. Gloves only.
Gel Imagers/Light Boxes	BSB 2210	Wipe down control panel, door handle before/after use. Gloves only.
PCR Machines	BSB 2206	Wipe down control panel, door handle before/after use. Gloves only

Microscopes	BSB 2210B	Wipe down computer before/after use. Gloves only.
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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 campus guidance described in “OVCRGE guidelines on phased resumption of research” and “Recommendations to bring labs back on-line.”

The Wildonger lab has 2036 sq ft of lab space, and requests maximum occupancy of 5 researchers at any time. We will provide researchers sufficient time to complete experiments; data analysis will be completed remotely. We expect that most researchers will be in the lab all day. Researchers will be able to define preference for early evening shift work and work on weekends.

- Harriet Saunders requests on-site permission to complete experiments needed to assure progress on her dissertation, anticipated completion May 2021. Harriet requests 44 hours per week of laboratory access.
- Dena Johnson-Schlitz requests on-site permission to complete experiments needed to assure progress on NIH grant R01 NS102385 (MSN239539). Dena requests 44 hours per week of laboratory access.
- Josephine Werner Mitchell requests on-site permission to complete experiments needed to assure progress on NIH grant R01 NS102385 (MSN239539) and her dissertation. Josie requests 44 hours per week of laboratory access.
- Jessica Liang requests on-site permission to complete experiments to assure progress on NIH grant R01 NS102385 (MSN239539). Jessica requests 10 hours per week of laboratory access.

- Jill Wildonger requests on-site permission to complete experiments needed to assure progress on NIH grant R01 NS102385 (MSN239539) and for performing maintenance and husbandry of the laboratory fly stocks. Jill requests 29 hours per week of laboratory access.

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 Jill, 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. Jill 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 Jill (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 Jill in the event that immediate cessation would cause a significant disruption of research and a waste of materials and/or time.
3. Essential personnel will be responsible for maintaining fly stocks.
4. Essential personnel will be responsible for ensuring all equipment (freezers, incubators in lab space and equipment corridor) and the cold room remain operational.
5. No equipment in the Wildonger 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 Jill.
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, Jill or other essential personnel will end the experiment.
3. Essential personnel will be responsible for maintaining fly stocks. Fly stock maintenance is the only essential activity in the Wildonger lab.
4. Essential personnel will be responsible for ensuring that all equipment and the cold room remain operational.
5. No equipment in the Wildonger lab requires regular maintenance.
6. Restarting research: lab members will communicate their status to and coordinate their plans with Jill before returning to the lab.
7. No equipment in the Wildonger lab needs extra attention before restarting.
8. 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 CO₂ tank in the fly room; kept off and secured to the wall
2. Animal care - Maintenance of Drosophila stocks (as described above)
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 - NA
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: Jill Wildonger (PI), wildonger@wisc.edu
2. Secondary: Dena Johnson-Schlitz (research specialist), johnsons@wisc.edu
3. Tertiary back up: Harriet Saunders (graduate student), hsaunders2@wisc.edu