**Coronavirus Emergency Planning – Research Template**

This document is a tool to help guide the research community as they review their emergency preparedness plans.

Planning Scenario: Assuming increasing restrictions and/or the inability of staff to come to work (e.g. due to self-quarantine or sickness), consider how your current scientific activities map to the levels below. See tables on Page 2.

Levels of activity

1. Level 1 - Work can be conducted remotely
2. Level 2 - Work can be delayed or stopped but requires onsite presence to continue (e.g., non-essential lab experiments)
3. Level 3 - Long-term experiments or activity that would generate significant financial loss if not completed
4. Level 4 - Essential activities that must continue (e.g. vivarium, human samples that can't be recovered, maintenance of liquid nitrogen freezers)

For each level, think through the following considerations:

* **Science**: Categorize your current science projects/activities across the four dimensions above.
* **Support**: For each, plan for what you need to maintain these functions (e.g., access to materials, support for critical equipment, cross-training of additional lab members to perform specific tasks, or individuals who need building access)
* **People**: Map your people onto the levels so you are prepared to act if Partners needs to institute increasing levels of work from home guidance. Be clear about who can handle critical activities.
* **Designate personnel necessary to critical functions**: During a state of emergency we are able to get selected people on site; who, if anyone, on your team would be considered necessary to maintaining critical lab functions?

**Coronavirus Emergency Planning**

**Group/Lab/PI(s)/Platform/Program(s)**:

**1. Science categorization**

The point of this exercise is for you to think about how you need to protect your research assuming increasing restrictions and/or the inability of staff to come to work. You do not need to write an exhaustive list of every project if it does not pertain to this concern.

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| --- | --- | --- | --- |
| **Scientific Activity** | **Level** | **Support Needed\***  **(level 3 and 4)** | **Justification/Notes** |
|  |  | Liquid nitrogen  Remote IT support  Platform support – indicate  Reagent stocking  Other |  |
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|  |  |  |  |

* Examples: critical internal or external resources such as platform services, gases, liquid nitrogen, solutions, materials or supplies

**2. Personnel necessary to critical functions (Level 4)**

Do you have personnel who would need onsite access to maintain level 4 activities? List these personnel in order of prioritization if possible. You should also note if there are others outside your group who could potentially fill in for your essential personnel.

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| --- | --- | --- |
| **Level 4 Activity** | **Personnel List** | **Justification for why essential and frequency with which they would need access** |
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**3. Freezer Concerns**

Do you have any liquid nitrogen freezers or -80C freezers?

Liquid nitrogen (LN2) supplies might be interrupted, despite every best effort to identify alternative sources. We recommend keeping LN2 freezers topped off in case of a sudden loss of LN2 delivery, and suggest you move everything to lower level racks where possible. Consider a -80C freezer cleanout, in order to create space to move your most crucial LN2 materials in an absolute crisis.

**4. IT / Computational Resources for Remote Work**

Do you have any special computational needs to enable work from home? The PHS IS (Partners Remote Work Technology Guide) is forthcoming.

Consider if you or your lab has any special computational needs to enable work from home? For example, will you need access to VPN and or other data platforms? How many users could you imagine your group needing at any one time? Do you have any special on-prem IT equipment or software within your lab that you will need to access (custom servers, microscopes, flow cytometers, etc.)?

**5. Reagents**

Please review your laboratories’ needs in the event access to some reagents were disrupted for some period of time, considering the impact that would have on work. Please do not stockpile. Also, please do not stockpile beyond the financial resources of your lab or in a way that exceeds the expiration date such that reagents could become useless.

**6. Internal Lab/Program/Platform Communications**

Please decide how you would like to continue to communicate within your lab/program/platform. Specifically, if your lab decides to continue meetings and the need arose to do this virtually, please make arrangements now. For example, if you choose to use Zoom, make sure that everyone has it downloaded on their laptops and go through a trial run of hosting a virtual meeting.

**7. Animals**

The institution has a plan in place to ensure that our animal facilities are fully functional, and that any disruption will not disrupt the housed animal populations.

**8. Ongoing experiments**

It is challenging to provide guidance with regards to whether to start new experiments or how to think about ongoing ones. We encourage individuals to start thinking about this and forming a plan. With regards to ongoing experiments, imagine ways in which you could stop and store experiments if the need arose quickly to suspend scientific activity. With regards to starting new experiments, consider carefully the cost and value of the experiment and the consequences should it be shut down suddenly. This is a difficult balance as our intention is not to recommend that all science comes to a halt.

**9.** **Contracts and commitments to outside agencies**

If you have contracts or commitments that are milestone driven and thus time sensitive, we encourage you to be proactive about contacting your funder or funding agency and alerting them that there is a possibility that the current coronavirus epidemic may impact the timeline with which you can accomplish your deliverables.

Please be sure to include your post-award administrators on any of these communications. For industry sponsored clinical trial research agreements, please contact JROC at [researchcontracts@wusm.wustl.edu](mailto:researchcontracts@wusm.wustl.edu).