**COVID-19 Research Continuity Plans \_\_\_\_\_\_\_\_\_\_\_\_ Lab, Research Group, or Unit\***

**Physical location of research spaces \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staffing:**

1. Mission-critical research and personnel to conduct it

(Mission-critical research activities defined as follows: maintenance of essential lab or project functions including hazardous research, sensitive instrumentation, care of research animals, cultures, strains, etc., and completion of previously initiated studies involving valuable reagents, etc.) [Involved personnel potentially include PI(s) and others such as research associates, post-docs, technical staff, senior grad students]

* (Principal Investigator) – cell phone:
* (Other – specify) – cell phone:

[Add lines as needed]

2. Other personnel

(Personnel who contribute and are important to the program but do not have leadership or other critical responsibilities.)

* Name (specify role) – cell phone:
* [Add lines as needed]

**Continuity of authority:**

In the event that PI is out, individuals to contact for assistance:

* Senior lab personnel (specify role) – cell phone:
* Department safety officer and/or department head – cell phone:

**Communication:**

* Electronic list/listserve/app with contact information for all research group members (identify)
* Email – email list/calendar
* Zoom or Skype meetings for lab meetings
* Other (e.g. Slack)

***In case you feel unwell or have been in contact with somebody that is ill or tested positive for COVID-19, alert PI immediately and please do not come to the lab.* PI and other group leaders will communicate with the group. Follow the campus guidelines** [**www.ksu.edu/covid-19/**](http://www.ksu.edu/covid-19/)**.**

**Research Priorities:**

1. *Research that must be physically maintained or shut down in orderly fashion with appropriate lead time*: Identify projects in this category such as animal research, cell or microbial cultures, plants, projects involving delicate instrumentation (e.g. magnets or lasers). Describe required activities to maintain and/or shutdown and identify responsible individuals.
2. *Research that can be performed electronically or at remote locations*: Specify.

[Includes activities such as bioinformatics, crystallography, statistical analyses, as well as manuscript drafting, literature research etc.] Plan to conduct these activities from off-campus, even if you are Manhattan-based. [If specific software is needed that cannot easily be used off campus due to licensing or other issues, contact Information Technology Services and/or the Office of the Vice President for Research for assistance.]

1. *Backing up of research data and ensuring remote access*: Specify.

[Ensure that all research data are backed up and continued access to data is warranted through technology such as Google Docs, Dropbox, etc, which also allows remote file sharing among laboratory members. All laboratory personnel should have a laptop that can be used for working remotely if required. Work with IT support staff to make sure all individual laptops have appropriate software.

**Lab facilities/operations at different pandemic 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 restrictions announced by University other than social distancing and no large meetings**

Labs/offices staffed during business hours and after hours with essential personnel members only.

* General SOPs in place for minimizing community spread (see next page).
* Particular vigilance for

i) Personal hygiene

ii) Space hygiene

iii) Social distancing

iv) Symptom monitoring (see chart above)

* Lab meetings per videoconferencing.
* Heightened communications - Look for text and email messages from University, PI, and other leadership.

1. **Operation with heightened risk – e.g., University has announced reduction in operations\***

**(\*K-State as of 3-16-2020)**

All experiments should undergo orderly shutdown with exception of ongoing animal experiments. Do not initiate new animal studies.

i) Maintain critical spaces that must be staffed daily:

* Animal spaces – include location and responsible individuals.

ii) Periodically monitor non-essential spaces and critical check-ups for spaces/equipment

* Identify locations of and items such as liquid nitrogen supply and freezers, mechanical ultra-low freezers. Identify monitoring schedule, e.g.check weekly, and individuals with responsibility for same
* General SOPs in place for minimizing community spread (see next page).
* Lab meetings per videoconferencing.
* Heightened communications, especially when accessing campus. Look for text and email messages from University, PI, and other leadership.

**General SOPs for minimizing community spread:**

[Describe current SOPs used in the lab such as daily surface sterilization of work spaces using 70% EtOH and frequent hand washing. Describe additional steps to increase social distancing:

Examples  
1. Strictly enforce *access to all laboratory spaces by authorized lab personnel only*. All other personnel entering laboratory spaces must first seek permission from leadership. This includes Facilities personnel as well as personnel from external contractors. Exceptions are emergency situations that pose immediate risk, such as fire.

2. Occupancy of all labs assigned to or shared by the group will be limited to ensure adequate distancing to 6 ft, as currently recommended by the CDC. Specifically: [Identify maximum occupancy of various spaces based on room size]

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.

6. *Working surfaces will be sterilized* with 70% Ethanol *prior to assuming work*.

7. *In-person communication will use at least 6 feet distancing*.

8. If sick, *paid sick leave* will be provided for that employee.

**Maintaining the community of the research group:**

* [Identify recommended check-in procedures and scheduled meetings]

In addition to these measures, we will comply with all regulations, implemented by the university, and accessible through <https://www.k-state.edu/media/update/coronavirus/index.html> and <https://www.k-state.edu/covid-19/researchers.html>

