

Preparing:

ITEM	Complete	N/A	Notes
Review your emergency/disaster response plan and update it accordingly.			
Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed.			
Identify all essential activities and the minimum frequency that they must be done			
Identify personnel able to safely perform essential activities. Include a back up plan in case of staff shortages.			
Coordinate with your facilities operations regarding availability of infrastructure support, such as boiler operations, maintenance staff. Plan work schedules accordingly			
Ensure you have proper approvals for essential workers to gain access into your facility in the event of a UH shutdown.			
In special circumstances, an exemption for animal care procedures may be requested through UH IACUC. Contact the Animal Welfare Program.			

Communications:

ITEM	Complete	N/A	Notes
Ensure the emergency contact list (PI, Supervisor, Veterinarian, Regulatory, others) is up to date and posted prominently throughout the facility. Keep your upper administration informed.			
Ensure the contact list of individuals associated with the project is saved securely and may be remotely accessed by everyone in the project. Include home and cell phone numbers			
Test your phone tree or email group to facilitate emergency communication amongst individuals in the project. Initiate a buddy system.			
Train your staff on your most current emergency/disaster response plan. Post the plan so everyone who needs to know may access it remotely.			

Shipping/Receiving:

ITEM	Complete	N/A	Notes
New animal orders may be temporarily curtailed.			
Inter- and intra-institutional animal shipments may be temporarily curtailed.			
If possible, maintain a 6 month inventory of essential supplies such as feed and bedding in stock.			

Research Activities:

ITEM	Complete	N/A	Notes
Avoid starting experiments and surgeries that involve long term care of animals. No infectious inoculation studies (per IBC, unless an exemption is authorized by UH).			
Consult with AVS about current animal care recommendations.			
Contact AVS if you are indisposed and need assistance with your biomedical research animals.			
Order, secure, and conserve critical personal protective equipment (PPE) and supplies for your project.			
If trained animal care staff and/or resources become scarce, reduce your animal numbers to the least possible numbers.			
If animal welfare becomes an issue due to lack of adequate care staff and/or resources, euthanasia of animals may be the last resort.			

Decontamination:

ITEM	Complete	N/A	Notes
Increase sanitation with appropriate disinfectants (e.g. 70% alcohol, 10% bleach, Clidox®) of work surfaces, door handles, key pads, commonly touched surfaces.			
All individuals working in your facility wash hands regularly and avoid touching your faces.			
Should an individual test presumptively positive for the virus in your facility, be prepared with a contingency plan for clean-up. Contact your facilities operations, and the appropriate UH and State agencies.			

Security

ITEM	Complete	N/A	Notes
Ensure controls are in place to identify and exclude from entry into your facility any individuals who must be *self- quarantined due to travel and/or illness.			
Restrict access to your facility to authorized personnel and animals only.			

* Self-quarantine criteria described by the UH Office of Human Resources (OHR), March 13, 2020, includes the following: 1) an employee or a member of an employee’s household returns from a CDC Level 3 location (<https://wwwnc.cdc.gov/travel/notices>), 2) an employee or a member of an employee’s household tests positive for COVID-19, or 3) an employee has been confirmed to have been exposed to an individual who tested positive for COVID-19. Under any of these circumstances, the employee shall stay at home for 14 calendar days and follow the guidelines set forth by OHR.

For further assistance during the COVID-19 pandemic, please contact:

Animal and Veterinary Services Program

<https://researchcompliance.hawaii.edu/programs/animal-veterinary-services/>

Animal Welfare Program <https://researchcompliance.hawaii.edu/programs/animal-welfare/>

Biological safety Program <https://researchcompliance.hawaii.edu/programs/biological-safety/>

EHSO <http://www.hawaii.edu/ehso/>

For further information on the COVID-19 pandemic visit:

CDC <https://www.cdc.gov>

Hawaii State Department of Health <https://health.hawaii.gov/docd/advisories/novel-coronavirus-2019/>