**Preventative Actions**

Mitigate the risk of COVID-19 infection in your personnel

* Increase social distancing
* Disinfect shared use equipment that is touched by humans, such as microscopes, instruments, and human subject research materials
* Use remote collaboration tools when possible
* Decrease density in lab spaces and increase disinfecting of work surfaces
* Identify strategies to increase social distancing when working with human subjects
* Focus on research activities that can be performed with reduced face-to-face interactions
* Stagger work on shared equipment and prioritize experiments

Be proactive to ensure that essential supplies, consumables and services are available

* Maintain enough inventory of critical supplies that may be impacted by global shipping delays.
* Consider stocking up on consumable supplies, particularly those with a long shelf life.
* Keep in mind that availability of supplies may lag the resolution of the health crisis. Consider maintaining supplies of those reagents that can be safely stored in order to ensure availability for the duration of a period of disruption that could last several months.
* If your lab relies on regularly scheduled supplies such as liquid nitrogen, compressed gases, dry ice or helium coordinate those deliveries with Anthony Tharp if need assistance

Develop a Business Continuity Plan

* Identify procedures and processes that require regular personnel attention (e.g., cell culture maintenance, animal studies). Create a list of critical experiments and equipment that would require daily or weekly interventions.
* Identify any research experiments that can be ramped down, curtailed, or delayed.
* Identify key personnel able to safely perform essential activities to ensure the continuity of your laboratory’s research capability.
* Ensure that individuals performing critical tasks have been adequately trained and understand whom to contact with technical or safety questions.
* Avoid performing high-risk procedures alone. When working alone is necessary, exercise extreme caution.
* Ensure that research team members notify colleagues of their schedule when working alone for an extended period of time.
* Cross-train research staff to substitute for others who may be out sick or unable to come to work.
	+ Ensure staff have the appropriate, up-to-date training.
	+ Document critical step-by-step instructions for laboratory procedures.
	+ Encourage all personnel to be familiar with each other’s work if an absence would threaten the loss of experiments (such as which cells need transferring to new media, etc.)
* Ensure that you have access to up-to-date email and telephone contact information for your critical staff.
* Coordinate with colleagues who have similar research activities to identify ways to ensure mutual support and coverage of critical activities.
* Create an accurate inventory of laboratory chemicals and sensitive laboratory instrumentation and equipment.
* Ensure that high-risk materials (radioactive, biohazards, chemicals) are properly secured.
* Review contingency plans and emergency procedures with researchers and staff.