

MEMO RE: Preparedness & Contingency Planning Resources

Dear Colleagues:

As the situation continues to evolve rapidly, we strongly encourage our research community to review their emergency preparedness plans and familiarize themselves with their institutional, departmental, and lab safety contacts. This should include developing business continuity and contingency plans for ongoing lab work and preserving valuable research resources. We are continuing to work on detailed guidance and will get that out to you as soon as possible.

1) Emergency Preparedness & Contingency Planning:

Attached is a **basic contingency plan template “Coronavirus Emergency Planning – Research Template”** to help you better define your lab needs and be prepared for future developments:

Scientific activities in your lab can be categorized into four levels:

Level 1: Work can be conducted remotely

Level 2: Work can be delayed or stopped, but requires onsite presence to continue (e.g. non-essential lab experiments)

Level 3: Long-term experiments and activities that would generate significant financial and data loss if not completed

Level 4: Essential activities that must continue (e.g. vivarium, human samples that cannot be recovered, maintenance of liquid nitrogen freezers, etc.).

For each level, think through the following considerations:

Science: Categorize your current science projects/activities across the four dimensions above.

Support: 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).

People: Map people to 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?

2) Human Subjects Research Policy and Guidance:

Attached is a human subjects policy and guidance document “Coronavirus and Partners Human Subject Research”. Additional guidance from the IRB is available at: [Guidance from the IRB](#)

3) **Flexible work schedules**

We recommend that managers begin to work with their employees to discuss what effective 'flexible' and 'work from home' schedules would look like. *Additional guidance from HR on remote guidance is forthcoming.*

In those discussions, please address remote access to essential applications, files and email, laptops equipped with ability to use VPN, and ensuring familiarity with data security policies and procedures. Please ensure that all necessary software that will be used remotely, is up-to-date and appropriately licensed. *Guidance from PHS IS (Partners Remote Work Technology Guide) is forthcoming.*

4) **Important Links**

[Partner's coronavirus website](#) and [FAQs](#) is the most up-to-date source of news and developments, and we urge you to closely monitor this resource. Please review and follow Partner's guidance regarding:

- [attending or hosting meetings or conferences](#);
- availability of virtual meeting platforms and support (*forthcoming*); and
- [travel restrictions](#).

We are committed to supporting our research community to ensure the members of our community, and our valuable research assets remain safe and secure as the situation evolves.

We appreciate your patience as we continue to work on detailed guidance which we will get out to you as soon as possible.

Thank you.

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