

Appendix C

Animal Resource Center Plan

Marquette University Ramping Research Plan

Marquette University is committed to following best practices at all times. We are continually monitoring the recommendations from the regulatory and health authorities to determine the necessary and proper steps to mitigate the spread of the Coronavirus Disease 2019 (COVID-19). With the Animal Resource Center (ARC) still in operation, this document will serve as a guide when working in the ARC.

The standard operating procedure (SOP) to approve essential research and for continuing research activities under the stages as listed in the *Ramping Research Plan* the following must take place:

1. Research faculty must discuss any animal research activities or plans with their Department Chair. Coordination and approval with the ARC Management staff must take place to ensure compliance with all safety and social distancing guidelines, PPE requirements, and ARC facility needs.
2. Plans for essential work must be reviewed and approved by college leadership.
3. All plans will be reviewed and approved by the Vice President of Research and Innovation.

The following general guidelines must be followed:

- Physical distancing measures must be strictly maintained in and animal resource center housing/procedural/surgical space. Physical distancing means at least 6 feet of distance between individuals within the lab, office areas, and ARC facilities. Achieving this expectation may require work schedules that are staggered in time and space. Achieving this expectation in the open lab environment and for shared facilities will require coordination with other labs working in nearby spaces. It is expected that the controlling organizations and occupying departments of a given space will work together to ensure that schedules or shifts for lab personnel will enable physical distancing and appropriate decontamination to be achieved.
- Social distancing guidelines must be followed in all ARC facility rooms. Occupancy signs for all ARC facility spaces will be posted and must be adhered to. Where it can be done, the ARC will create one-way entrances and exits into the ARC facility spaces.
- Personnel entering or working in any animal research spaces must wear a face mask or face covering. Consistent and regular handwashing is expected. PPE requirements for working with animals will be strictly enforced.
 - Laboratory Animal Allergies Statement - It is not best practice to use any PPE that was worn in the ARC facility outside of the ARC facility in common use hallways, corridors, laboratories, or offices. Separate PPE must be used.
- Animal workspace, procedural benchtop, surgical areas, equipment, etc. must be wiped down by the worker with 70% ethanol or similar antimicrobial solution prior to commencing work, and after finishing work. PIs are responsible to educate and train

personnel in their lab to ensure compliance. Dennis Daye, Director of Environmental Health & Safety, may be consulted for advice on appropriate decontamination solutions.

- Labs should be able to procure necessary supplies, including proper PPE and those necessary from proper decontamination of surfaces.
- High traffic areas within the ARC will be cleaned and disinfected by a combination of ARC/FPM staff. ARC facility door handles and other frequently touched fixtures will be wiped down with an antimicrobial solution on a regular basis or more frequently when needed.
- ARC staff will continue with the COVID-19 maintenance schedule (two staff in the ARC facility each day with husbandry changes conducted Tuesday-Thursday). The ARC will have students schedule to assist with husbandry tasks when needed. ARC will continue to utilize PPE such as scrubs, gloves, and masks to conduct any husbandry work in the animal rooms. This schedule will be reviewed as we move into each phase until ARC staff can return to work 100%.

The users of the ARC must comply with the university guidelines as documented in the *Ramping Research*.

- **Under Principle #2**
 - Department Chairs that utilize any ARC facility will provide a list of name of laboratory staff and students to the ARC Director.
 - These individuals will need to be organized by lab. This will assist the ARC Director and ARC Manager in providing the correct ARC access privileges.
- **MU-RR Stage 1**
 - Once additional Stage 1 activities area approved, all listed personnel must complete the university required training to return to campus and complete and sign the *Working in the Animal Resource Center COVID-19 Safety Guidelines* sheet. Access to the ARC will not be provided until proper paperwork and training is complete.
- **MU-RR Stage 2**
 - It is estimated that we will resume usage to equivalent to **33% usage** of the ARC facility at this stage by research faculty, staff, and students.
 - The SOP to approve any animal research activity will be maintained as noted above.
 - It will be expected for all research faculty, staff, and students to comply with all posted and written safety guidelines.
- **MU-RR Stage 3**
 - It is estimated that we will resume usage to equivalent to **66% usage** of the ARC facility at this stage by research faculty, staff, and students.
 - The SOP to approve any animal research activity will be maintained as noted above.
 - It will be expected for all research faculty, staff, and students to comply with all posted and written safety guidelines.

- **MU-RR Stage 4**
 - It is estimated that we will resume to equivalent to **99% usage** of the ARC facility at this stage.
 - Restarting to return to full animal research operations at this time. The return to the new normal protocols may be gradual and, in some cases, it may require additional sub-phases, which can be defined under guidance of Department Chair, ARC Management, and the Vice President of Research and Innovation.
 - It will be expected for all research faculty, staff, and students to comply with all posted and written safety guidelines.

Compliance Regulation

Marquette University is committed to following best practices at all times while on campus and within the Animal Resource Center. If any deviations or non-compliance to the university and Animal Resource Center policies are noted the following will take place:

1. PIs and/or the Department Chair will be notified;
2. If non-compliance is again noted, Animal Resource Center facility access will be removed.



Working in the Animal Resource Center COVID-19 Safety Guidelines

Marquette University is committed to following best practices at all time while on campus and within the Animal Resource Center. We are continually monitoring the recommendations from the regulatory and health authorities to determine the necessary and proper steps to mitigate the spread of the Coronavirus Disease 2019 (COVID-19). With the Animal Resource Center (ARC) still in operation, this document will serve as an agreement between you the user and the Marquette ARC facilities that you will adhere to the following safety protocols and guidelines.

Maintain a Healthy Environment in the ARC

- ✓ Faculty, staff, and students who have symptoms of acute respiratory illness will stay home and not come to work until they are free of fever (100.4F), chills, cough, and any other symptoms for at least 24 hours without symptom-altering medicines.
- ✓ Faculty, staff, and students who have an immediate family member who has been diagnosed with COVID-19 are required to self-quarantined for 14 days.
- ✓ Faculty, staff, and students will adhere to social distancing guidelines and will adhere to maximum occupancy signs posted throughout the ARC facilities.

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Maintain a Clean Environment and Practice Hygiene Etiquette

- ✓ Faculty, staff, and students who utilize equipment and rooms in the ARC facilities will routinely clean all frequently touched surfaces using proper cleaning agents and according to the directions on the labels. Special attention must be given to communal animal resource center spaces for cleaning and disinfecting. Be mindful and clean the entire area and not just where you were working.
- ✓ Faculty, staff, and students will clean hands often with an alcohol-based hand sanitizer or wash hands with soap and water for at least 20 seconds.

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Usage of PPE

- ✓ Faculty, staff, and students who handle and work with animals will adhere to all standard PPE guidelines that are required for working with animals. This includes; masks, gloves, lab coats, scrubs, etc.
- ✓ Faculty, staff, and students that perform animal surgery will adhere to all required sterile surgical PPE. If PPE is not available, you will coordinate with the PI, lab manager, ARC Director and/or ARC Manager for alternatives.
- ✓ Faculty, staff, and students will adhere to university PPE policies while outside the ARC facility and in public places.

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Notice of any COVID-19 Situations

- ✓ If any faculty, staff, and students tests positive for COVID-19, he or she is prohibited from being on the Marquette campus or in any ARC facility area.
- ✓ Faculty, staff, and students must report to their immediate supervisor if he or she has tested positive for COVID-19 or has encountered someone known to have tested positive for COVID-19.

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Compliance Regulation

Marquette University takes seriously the safety of all its personnel on campus and in the Animal Resource Center. If any deviations or non-compliance to the university and Animal Resource Center policies are noted the following will take place:

3. PIs and/or the Department Chair will be notified;
4. If non-compliance is again noted, Animal Resource Center facility access will be removed.

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I am prepared to follow any guidance and recommendations as noted above and understand that these guidelines may be updated at any time.

Participant name (print clearly): _____ Date: _____

SIGNATURE: _____

PI/Laboratory Name: _____



**Animal Resource Center
Stage 1: Expanded Essential Work Request**

Lab Name: ENTER LAB NAME HERE

1. **Description of work and rationale:**
 - a. ENTER TEXT HERE
2. **# animals/cages for breeding (increase # only):**
 - a. ENTER TEXT HERE
3. **# animals/cages for ordered animals:** ENTER TEXT HERE
4. **# surgeries and estimated time in surgical suite:** ENTER TEXT HERE
5. **# of personnel engaged in essential work:** ENTER # OF STAFF HERE
 - a. **First, Last and MUID of personnel that will be on campus**
 - i. LIST EACH STAFF HERE – NEW LINE FOR EACH MEMBER
6. **ARC Facility building and room number being utilized on campus:**
 - a. **Building:** ENTER TEXT HERE
 - i. **Room #(s):** ENTER TEXT HERE
 - b. **Personnel hours/schedule on campus:**
 - i. ENTER HOURS/SCHEDULE FOR EACH STAFF MEMBER HERE

PI name (print clearly): _____ Date: _____

PI SIGNATURE: _____

Department Chair Name (print clearly): _____ Date: _____

Chair SIGNATURE: _____

ARC Director (print clearly): _____ Date: _____

Director SIGNATURE: _____

VP Research and Innovation (print clearly): _____ Date: _____

VP SIGNATURE: _____