

GRL Phased Coronavirus Response Plan

	Planning – In China & Spreading	Developing Risk – Cases in the UK	Medium – Cases in & around Camb	High – Cases on Campus	Recovery
	<p><i>The assumption will be that the campus will function as normal but in line with guidance issued by Public Health England and subject to the availability of appropriate supplies. An action starting on one stage will continue in all subsequent phases until or unless there is a contradictory action. Additional detail can be found in departmental plans.</i></p>				
Governance	<p>Incident Management Group (SN)</p> <ul style="list-style-type: none"> Establish Incident Management Group Gather intelligence Review travel policy to high risk areas Request staff test remote working arrangements Communications framework set up Provide internal situation updates Engage third parties (e.g. EBI, BIC, Illumina, GEL) on updates Communicate guidance on site access to visitors (All Staff) BCP reviewed and refreshed Publish Business Continuity Plan to all staff (RB) <p>Operations Board (MD)</p> <ul style="list-style-type: none"> Contact with key external stakeholders 	<p>Incident Management Group (SN)</p> <ul style="list-style-type: none"> Internal communications framework established Regular updates provided to staff 	<p>Incident Management Group (SN)</p> <ul style="list-style-type: none"> Confirm response regime to cases reported on campus 	<p>Incident Management Group (SN)</p> <ul style="list-style-type: none"> Authorise transport for critical staff Track progress of potential cases and case management on campus Follow Public Health England advice on: <ul style="list-style-type: none"> deep cleaning locations or site; closing locations or site 	<p>Incident Management Group (SN)</p> <ul style="list-style-type: none"> Establish campus resumption schedule, taking into account cleaning requirements and availability Approve resumption schedule Prepare communications on plans and schedules to return to work and resume normal business activities.
Cellular Operations	<p>Cellular Operations Principles (AA)</p> <p>Prioritise work based on:</p> <ul style="list-style-type: none"> scientific value; ability to redo or recover work <p>Stop work at recoverable points where possible.</p>	<p>Cellular Operations (AA)</p> <p>Cellular Steering Committee prioritises cell culture work.</p>		<p>Cellular Operations (AA)</p> <p><i>In the event of a whole or partial site closure:</i></p> <ul style="list-style-type: none"> Maintain existing web and informatics services Work is significantly scaled back Most cell culture work will stop All cytometry services would cease. 	
Sequencing	<p>Sequencing Principles (IJ)</p> <ul style="list-style-type: none"> Get submitted work to a safe point Samples maintained during the close down would be processed by the programmes. 	<p>Programmes (HoOps)</p> <ul style="list-style-type: none"> Establish recoverable and unrecoverable science if campus implements full or partial shut down 		<p>Sequencing (IJ)</p> <ul style="list-style-type: none"> Effectively cease all operations. Get single cells to a safe point. Limit access to freezers and fridges, pipettes, thermocycler, minor lab equipment to conserve power 	
Animal Welfare	<p>RSF (AR)</p> <ul style="list-style-type: none"> Freeze down strains Maintenance of good stock records Sub-Model Organisms Committee consider level of priority 	<p>RSF (AR)</p> <ul style="list-style-type: none"> Restrict visitor access to the RSF Review frozen mouse strains. Continue freezing of critical strains Discuss reducing microinjection work with research groups Timetable routine events in line with campus response Inform HO of contingency plans Discuss plans with Licence Holders 	<p>RSF (AR)</p> <ul style="list-style-type: none"> Prepare 'maintenance-only regime' Maintain contact with Home Office Advanced purchasing to stockpile diet and bedding supplies for mice 	<p>RSF (AR)</p> <ul style="list-style-type: none"> Introduce maintenance-only regime Ensure essential husbandry Split up mice pairings Stop microinjection work & rederivations Reduce scientific procedural work Review colonies and cull if necessary Maintain supplies in the RSF 	<p>RSF (AR)</p> <ul style="list-style-type: none"> Check pathogen status of building Clean down of the barrier area Discuss colony status with research teams Screen mice for health status.

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Service Continuity	All Departments (Directors) <ul style="list-style-type: none"> Prioritise remote / on site operating activities and dependencies Test remote working plans Take mobile equipment home (All Staff) Establish necessary policy variations Monitor stock levels of critical supplies. Ask Procurement about supplier status 				
	Human Resources (CW) <ul style="list-style-type: none"> Compile Critical Staff Access List 	Human Resources (CW) <ul style="list-style-type: none"> Validate Critical Staff Access List Circulate Critical Staff Access List to Security Highlight advice and guidance for vulnerable staff 	Human Resources (CW) <ul style="list-style-type: none"> Provide advice and support to line managers and staff as required Coordinate FAQs for Helix Encourage line managers to be supportive of staff who wish to work from home Staff on Critical Staff List notified 		
	Scientific Facilities (TS) <ul style="list-style-type: none"> Check work instruction manuals (WIMs) are up to date and accessible. Consult service users on their requirements. Train Critical Staff on methods and procedures where appropriate. 	Scientific Facilities (TS) <ul style="list-style-type: none"> Check stock level of appropriate consumables, constituents and PPE for media, waste, glassware services. Monitor stocks of LN2 for tanks Rehearse users in using essential services Advise FM Engineering of the rooms to be supported in the event of power outages Minimise access to freezers and cryobanks to conserve power. Update Critical Equipment Callout List 	Scientific Facilities (TS) <ul style="list-style-type: none"> Top up levels to appropriate levels of stock holding. 		Scientific Facilities (TS) <ul style="list-style-type: none"> Assess status of SF equipment. Arrange service visits if necessary. Consult service users on their requirements and advise on the interim practical service provision and service levels.
		Health & Safety (SR) <ul style="list-style-type: none"> Facilitate mask fitting Liaise with Occupational Health Service on sanitation control procedures & disseminate information accordingly Review PPE needs for all essential workers and advice on stock levels. Buy additional PPE masks 	Health and Safety (SR) <ul style="list-style-type: none"> Brief first aiders / first responders on potential case management Contact insurers, regulators and key stakeholders. 		
					Nursery (JR) <ul style="list-style-type: none"> Close nursery when all children collected. Perishable supplies disposed of.
		Public Engagement (KR) <ul style="list-style-type: none"> Review Public Engagement events (e.g. Open Saturdays) and contingency plans 		Public Engagement (KR) <ul style="list-style-type: none"> Cancel events as directed by IMG Manage communications with attendees Manage delegates taken ill on campus 	

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Facilities Management	Engineering (AH) <ul style="list-style-type: none"> Prepare maintenance rota 	Engineering (AH) <ul style="list-style-type: none"> Ensure sufficient critical spares on site Critical plant maintenance prioritised Sub-contractors contacted Fuel tanks cleaned and filled Fire alarms systems kept operational Identify priority areas for support 		Engineering (AH) <ul style="list-style-type: none"> Make safe /isolate unnecessary plant and equipment. Unoccupied buildings maintained at minimum tick over. Maintenance to RSF / Data Centre/ Ogilvie prioritised. Others = reactive response. Energy saving measures put in place 	Engineering (AH) <ul style="list-style-type: none"> Buildings on line based on criticality. Services based on staff availability. Check all buildings on reopening.
	Facilities Management – Cleaning (JR) <ul style="list-style-type: none"> Notify cleaning staff of plans Plan a phased reduction & resumption in cleaning provision Plan a phased re-opening schedule using best case scenario staffing numbers Discuss contractual implications of reduced requirements 	Facilities Management – Cleaning (JR) <ul style="list-style-type: none"> Establish protocols, staff and supplies for deep cleaning based on advice from PHE 		Facilities Management – Cleaning (JR) <p><i>In the event of a partial site closure:</i></p> <ul style="list-style-type: none"> Providing a cleaning service to operational areas of campus only Re-evaluate service levels as required Waste and recyclable material collection continues <p><i>In the event of a whole site closure:</i></p> <ul style="list-style-type: none"> No cleaning will take place in advance of or during closure All waste removed and areas left ready for re-occupation Develop a plan and schedule for resumption of service 	Facilities Management – Cleaning (JR) <ul style="list-style-type: none"> Inform cleaning staff of return to work schedules Confirm availability of cleaning personnel Obtain advice on priorities and schedule for reopening of area / campus Revise & implement plan for resumption of service Deep clean areas in line with plan Clean and re-stock all areas Check & replenish stock levels Arrange for collection of waste & recycling
	Facilities Management – Catering (JR) <p>Catering will undertake the following:</p> <ul style="list-style-type: none"> Notify catering staff of plans Plan a phased reduction & resumption in catering provision Discuss contractual implications Investigate and prepare for use of local producers and payment methods, including holding additional cash up to £40,000. Plan a phased re-opening schedule using best case scenario staffing numbers. 			Facilities Management – Catering (JR) <p><i>In the event of partial site closure:</i></p> <ul style="list-style-type: none"> Provide reduced catering service <p><i>In the event of a whole site closure:</i></p> <ul style="list-style-type: none"> All areas will be cleaned and perishable goods disposed of Other items secured in storage No catering services provided 	Facilities Management – Catering (JR) <ul style="list-style-type: none"> Inform catering staff of return to work schedules Confirm availability of catering personnel Revise & implement plan for resumption of service Clean & test all equipment Check & replenish stock levels
				Security (JP) <ul style="list-style-type: none"> Co-ordinate response to suspected cases on campus 	Security (JP) <p><i>In the event of whole site closure:</i></p> <ul style="list-style-type: none"> Staff PPE deployed Campus Lockdown macro initiated. Critical Staff given access to campus. Keep in touch with staff working on site in “lone working” conditions Turn off ANPR to control site access

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Travel		All Departments (Directors) <ul style="list-style-type: none"> Buses will continue to run Facilities will request notice added to Richmond app Check the ability of critical staff to get to work. Review staff travel requirements (inc holidays and conferences) 	All Departments (Directors) <ul style="list-style-type: none"> Staff will only travel externally if essential Travel Office will provide guidance on travel options 	Incident Management Group (SN) <i>In the event of partial or whole site closure:</i> <ul style="list-style-type: none"> Consider suspension of bus service Transport provided where necessary for critical staff 	Incident Management Group (SN) <ul style="list-style-type: none"> Bus service resumes
Supplies	Procurement (JR) <ul style="list-style-type: none"> Ask Key Suppliers about their BCPs Find alternatives if needed for BCP purposes (All Directors) 			Stores / Procurement (DS / JR) <ul style="list-style-type: none"> Contact key suppliers to cancel / amend deliveries during the closure period. 	
IT		Information Technology (GW) <ul style="list-style-type: none"> Communicate remote working tools and practices to staff 			
Comms	Communications (SP) <ul style="list-style-type: none"> Establish & maintain central Helix page for advice and guidance Monitor Science Media Centre and inform IMG of changes 			Communications (SP) <ul style="list-style-type: none"> Initiate and update a message on the 0800 number regarding the current situation 	Communications (SP) <ul style="list-style-type: none"> Communicate resumption plans and schedules to all staff and stakeholders
Projects		Strategic Projects (SN) <ul style="list-style-type: none"> Establish contingency plans for strategic projects Establish contingency plans with EBI regarding movement of their Data Centre 			
Conferences / ACSC	Conference Centre / ACSC (LP) <ul style="list-style-type: none"> Liaise with relevant Campus teams and providers. Cancel Campus events as required. Contact attendees about closure. 		Conference Centre / ACSC (LP) <ul style="list-style-type: none"> Notify on-site delegates of plans Suppliers to be contacted regarding purchase and delivery of additional bed linen, towels and toilet rolls 	Conference Centre [Staff or Delegates] (LP) <ul style="list-style-type: none"> Residential staff or delegates 'housekeep' their own rooms. Clean bed linen once per week. Soiled linen stored until re-opened. Minimum breakfast, lunch and evening meal service. Conference Centre [Staff or Delegates] (LP) <ul style="list-style-type: none"> Organise laundry for stockpiled soiled bed linen and towels 	