

CATEGORY	SOME CONSIDERATIONS/SUGGESTIONS – these will need tailored to individual establishment circumstances
GENERIC RESTARTING	Adhere to appropriate government advice at all times – advice differs between the home nations so apply correct guidelines
	Consider the effects of unusual working patterns imposed by outside constraints, e.g. childcare, on access to animal facilities and labs. Do these have health and safety implications, e.g. lone working or create practical difficulties e.g. difficulties due to light: dark cycle
	Animal facilities should work to all local safety requirements with deviations only if necessary (e.g. for biosecurity purposes) and agreed with institute H & S
	Consider staging return to each aspect of work (e.g. types of procedures on animals such as dosing, surgery, etc.) so that lessons can be learned before moving to next stage. Would COVID testing of key workers as a precaution be beneficial?
	Consider the benefits of issuing personal laptops, or other relevant IT equipment, to allow flexible and staggered working and avoid using shared desk tops, if this has not already been done during “lockdown”
	An assessment should be undertaken of a maximum safe number of persons within the facility. Control of timing of exit and entrance may be necessary to meet this limit, e.g. an appointment system
	A system of prioritization of work is likely to be needed, at least for the initial “catch-up” period. This should be transparent, with the criteria for prioritization clear (e.g. work to prevent wastage of animals, completion of projects where funding is about to cease or where single study is required to allow completion of a paper for publication)
	Introduce on-line booking for rooms/areas/technician time/entry and exit
	Consider a period where technicians only have access to unit (and research staff are not allowed in) to allow essential care and welfare work to be completed
	Operate a one way system within the facility if that is possible. Otherwise identify “pinch points” and minimize the risk of contact at these points
	Consider how equipment/ utensils will be allocated for personal use (e.g pens for signing in, computer keyboards, etc.) to avoid sharing of any material between members of staff or, if it is necessary, that there is a system of decontamination
	Is there a need to change systems for entry to allow better flow of personnel (e.g. single gender changing rooms changed to shared use)? Have the knock on effects been considered? Shared shower and toilet areas will require special consideration for management
	Consider all communal contact points and how they can be decontaminated or ensure use of PPE. Who will perform any decontamination?
	Does any re-arrangement of space within the facility to allow social distancing to be achieved require amendment of the establishment licence?
	Consider the feasibility of any proposed procedures - can social distancing be adhered to? Can they be successfully modified so that they do (e.g. use of restraining device rather than a person to hold the animal)? If not, has the procedure been risk assessed and is the correct PPE available and can the number of contacts be minimized? Can procedures be performed by technicians already present in the unit rather than by scientific personnel to reduce footfall?
	Consider whether specific training is needed for new methods of working e.g. additional health and safety precautions, systems of booking areas, etc. Can this be managed by e-learning? If there are components that can't, consider how these be achieved whilst adhering to social distancing
	Consider a local “track and trace” system for desks/ workstations, etc.
	Consult current national safety guidance e.g. https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf

<p>PERSONNEL</p> <p>Staff clinically extremely vulnerable should stay shielded.</p> <p>Assess all staff for suitability to return</p> <p>If you experience any Covid-19 symptoms you must immediately leave the building and report to relevant personal including where you have been and who you have been in contact with</p> <p>Be aware of anxiety for staff who have been offsite returning</p>	MANAGERS	Ensure systems of support are clear and available to all. Particularly consider issues around stress/ anxiety for both those who have returned to work and yet to do so who may be frustrated by delays & their possible long term effects
		Consider the effects of any proposed foreign travel/ holidays and potential quarantine on return, how any such quarantine would be considered in terms of annual leave/ paid leave or unpaid leave and whether this would be influenced by the timing of when travel was booked (pre-COVID/ recent)
	ANIMAL TECHNICIANS	Initially stay in original teams if possible and gradually extend time on site to minimize number of potential contacts
		Look to facilitate holiday leave, especially for those who have been working through lock-down.
		Maintain staggered changing in and out system or other means of avoiding people not in PPE meeting.
		Review teams regularly
		Staggered entry/break/exit times (each teams is treated as 'household'). Each team is physically segregated in the unit
		Consider a designated person working remotely who to manage daily issues / is central point of contact
		Consider how breaks will be managed – shifts to avoid them, social distancing measures within current break rooms or closure of rooms where this isn't possible with longer breaks taken elsewhere (e.g. outside, weather permitting)
		Minimize contact between technicians and researchers if possible. Consider staggered start and finish times and breaks
	RESEARCHERS	Be able to track and trace within the unit if anyone becomes infected - calculate safe return to work dates
		Assess how many researchers can be in the facility to manage social distancing
		Manage expectations of the return in line with your facility plans, have open lines of communication
		Set up a booking system for appointments
		Be flexible as to start dates for studies to allow prioritization
		Before you start animal studies ensure that you are able to process downstream tissue – is the equipment (i) running (ii) available, including any required external lab /pathologist support if required
		Consider the procedures you wish to carry out – can social distancing be maintained (consider whether modifications to the method might assist with this), otherwise have the planned procedure been risk assessed and is the correct PPE available?
		Review all ongoing work regularly – probably needed at least twice a week whilst the COVID19 situation remains fluid – and remove unwanted animals as soon as possible to maintain the maximum space available to allow commencement of prioritized studies
	ESTABLISHMENT LICENCE HOLDER	Have a contingency plan for any work that is initiated in case of a further lockdown
		Keep in close contact, ensure PEL holder is aware of the planned return, methods of prioritization and of risk assessments.
	ENGINEERS	Ensure they receive safety document before coming on-site so they know the procedure and that any requirements required of them by their own employers can be met
	FURLOUGHED STAFF	Must be aware of any safety updates as and when they return, initial return is likely to be phased.

	DELIVERIES	Risk assessments should be produced to enable this to be undertaken
		Take in larger orders to limit numbers required
	VETS	Provide veterinary advice via video or phone if possible unless a procedure is required.
		Use email/ photos/videos to share clinical signs with NACWO, vets and researchers
		Consider phased return of routine visits based on ongoing work and welfare considerations
	NEW STARTS	Speak to Occupation Health (or equivalent) about current procedures for meeting relevant animal related health protocols, e.g. LAA exposure program which may require an alternative plan to Lung Function tests. Current HSE advise for Health surveillance for COSHH can be found at: https://www.hse.gov.uk/coronavirus/health-surveillance.htm with reference to SOM guidance at: https://www.som.org.uk/Guidance-for-occupational-health-providers-on-health-surveillance.pdf
		Consider training needs: what can / cannot be achieved during social distancing. Is there someone else with the requisite skills already trained and if so are they able to undertake the proposed animal studies?
INCREASING STOCKING DENSITY		Once there is a known start date for work researchers and technicians should liaise to agree requirements and set up breeders or purchase animals as required.
		Assess capacity within which it is possible to work safely within social distancing and other rules (this may be much lower than normal capacity – even 50% usual capacity may not be possible)
		Start new work after review of the likelihood of success and completion and have early end points planned (just in case)
		There may be ongoing reasons for prioritizing ongoing work with some species (e.g. NHPs)
		If teams are to remain split spread work evenly
		Re-assess stock levels /staff levels regularly – initially once per week – and be prepared to halt initiation of new work if working practices mean that further expansion is unfeasible. Introduction of work may need to be phased
RE-STARTING RESEARCH		Ensure all users understand the local system for prioritizing work and have access to it
		Ensure all stocks are available in labs, dry ice, Liquid nitrogen, media etc.
		Know what access to lab equipment and shared facilities researchers will be allowed and only start projects which can be successfully completed
CHECKING EQUIPMENT		Consider levels of diet, bedding, nesting materials, PPE, disinfectants and other essentials, aim for a minimum of 3 months in case of a second lock-down or other unexpected occurrences
		Run equipment that hasn't been started for some time
PREPARING THE BUILDING ESTATES / ENGINEERS		Check contractors are working, get emergency contacts – maintain a list of mobile numbers, available to everyone – remember that equipment that hasn't been used for some time is often more likely to fail
		Consider if essential kit will require servicing, calibration or repair. Ensure that there is a plan to enable this (e.g. systems for access to the buildings)
		If you start to generate waste confirm the contractors working to ensure disposal will be possible
RECORDS		Continue to record decisions taken. What/ when /why and any related evidence