Dear PI, Department Heads and Animal Facility Managers,

CARE is in the midst of updating our Pandemic Preparedness and Response Plan to include the latest information we have available from the University. Please also go to the following webpage for CARE's pandemic planning updates: https://researchservices.cornell.edu/resources/care-covid-19-resource-page

The key points for PIs and your animals:

Essential staff, services and facilities:
- All CARE Vets, Technologists and Animal Care/Husbandry Technicians are considered Essential Staff and are therefore required to report to work if possible.
- Basic animal care including daily observation of animals, maintaining normal feed and water schedules, keeping the animals clean and continuing to provide clinical veterinary care of the animals are considered our Essential Services.
- All animal housing facilities are considered Essential Facilities.

Pandemic response plan activation:
CARE’s Pandemic Response Plan will be activated when the University dictates we operate on essential staff and services only.
- CARE will continue to operate full animal care services until our own staffing absences dictate we switch to basic animal care services.
- CARE will communicate with this group (i.e. you) regularly to ensure you are aware of our operating status.
- No new animal orders will be placed. Existing orders will be traced to attempt cancelation. Only essential breeding to maintain strains will be allowed.
- We try to maintain 8 weeks of food and bedding on hand.
- All clinical cases will continue to be reported and responded to in the typical manner and by utilizing the pager system.
- In the case of prolonged staff and supply shortage, be prepared to choose animals that can be euthanized.

If CARE provides husbandry for your animals:
1) Your lab should create two lists: (including net ID and phone number with area code. Send these lists to care@cornell.edu.) as soon as possible
   a. Critical personnel, who as long as they are well and able to attend work, would cover your animal work, including breeding, in case of reduced lab staff; and
   b. A list of emergency contact personnel who can make decisions regarding animals for and on behalf of the lab upon being contacted by CARE.
2) You should plan for managing colonies and experiments based on limited resources, including special feed, study drugs, and other supplies needed to maintain experiments and animal health. If CARE manages your breeding colonies, that service will be continued unless we notify you. In the *extremely* unlikely case of a sudden and drastic supply chain disruption, we would be able to maintain normal rations for existing animals for roughly 8 weeks.
3) If the lab’s critical personnel cannot manage animal colonies for any reason, immediately notify CARE. CARE will then make every effort to provide coverage. We will communicate with the lab’s emergency contacts prior to taking any action.
If CARE does not provide husbandry/breeding to your animals:
Non-CARE Animal Facility Managers:

Please update and/or develop a plan for maintaining the animals you are responsible for with your own staff.

An important point in our Pandemic Preparedness and Response plan indicates each animal housing facility must have its own pandemic outbreak plan. This plan should include at a minimum:

• Your backup contact in the event you are not able to be reached.
• Method for alerting your own staff when the pandemic preparedness and response plan is activated.
• System of communication for staff reporting absences.
• Instructions on contacting CARE to report the status of the facility.
• A plan for maintaining operations with reduced staff levels.
• Contingency plans if staff and/or supplies are not able to reach the facility.
• No new animal orders will be placed.

Please share your updated pandemic preparedness and response plan with us by March 20th. Send to care@cornell.edu. If you have any questions or need any help in completing your plan, please let us know as soon as possible.

What we expect from you during a University instituted restricted operating status:

• You will continue to provide basic animal care services as outlined above
• You will communicate with CARE as to your operating status so any issues can be managed early
• You will keep your staff updated on all communications coming from CARE
• All clinical cases will continue to be reported in the typical manner and by utilizing the pager system
• If you normally provide clinical care for your animals, please let us know if you are no longer able to do so or if you need assistance

Since coronavirus may affect us all, we might ask for volunteers from the research labs who would be willing to perform husbandry for animals at the university in the case that most of our staff are out sick. We will only use this option in the case of an emergency. At that time, we will ask you to send us names, emails and phone contact information.

As you can see – communications will be key in the coming days. Please let us know if you have any questions as we finalize these plan updates.

Please feel free to send questions to the Vet you typically work with or to care@cornell.edu.

Helpful links:
https://hr.cornell.edu/covid-19-employee-guidance
https://www.cornell.edu/coronavirus/

Thank you,
The CARE team