

Dear PI, Department Heads and Animal Facility Managers,

CARE continues to update its Pandemic Preparedness and Response Plan. Please go to the following webpage for CARE's pandemic planning updates:

<https://researchservices.cornell.edu/news/coronavirus-research-continuity-guidance>

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.
- 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 was activated on March 13th.

- CARE moved to basic animal care as of Monday, March 30th.
- CARE will communicate with this group (i.e. you) regularly to ensure you are aware of our operating status, which at this time is unchanged.
- No new animal orders will be placed. Existing orders will be traced to attempt cancellation. Exceptions can be made on a case-by-case basis and with University approval. Only essential breeding to maintain strains will be allowed.
- We have sufficient food and regular deliveries continue at this time.
- 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 have created two lists, a. and b. below (including net ID and phone number with area code). These lists should have been sent to care@cornell.edu.** Please review these lists to ensure CARE has the accurate up to date information.
 - a. Critical personnel, who as long as they are well and able to attend work, would cover your animal work, 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.
- 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 review and update as necessary, the plan for maintaining the animals you are responsible for and share 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 be accessible and include at a minimum:

- Your backup contact in the event you are not able to be reached.
- Method for alerting your own staff to communicate about the pandemic preparedness and response plan.
- 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.

If there are changes to the Pandemic Preparedness and Response plan you sent to CARE in March, please share the updates with us by sending it to care@cornell.edu. If you have any questions or need any help updating 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

Thank you to the research staff that have volunteered to assist with husbandry tasks if CARE staffing becomes limited due to illness. If you or your staff would like to be added to the list please contact care@cornell.edu. As stated above, CARE is able to maintain essential services at this time. If this changes and most of our staff are out sick, we will contact these volunteers for assistance.

Communication has been and will continue to be key moving forward during this pandemic. Please let us know if you have any questions at this time.

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

Thank you,
The CARE team