

BioCentury Research Farm – Essential Operations Plan

Background: The following plan outlines the key services and resources that will be maintained in the event of an essential operations order for the BioCentury Research Farm (BCRF) in response to the COVID-19 outbreak.

Facility Staffing:

- BCRF will maintain a “person in charge” (PIC) each day at the facility.
- The PIC will be responsible for ensuring essential services and activities are completed on a routine basis in order to protect the BCRF facility and the safety of any essential researchers.
- The contact information for facility PIC is:
 - o Primary: Andy Suby, 515-509-6326, asuby@iastate.edu
 - o Backup 1: Rob Hartmann, 312-914-7828, rchartma@iastate.edu
 - o Backup 2: Matt Darr, 740-502-3753, darr@iastate.edu
 - o Backup 3: John Odenweller, 419-236-2953, johno1@iastate.edu

Facility Access:

- BCRF will be operated under a partial lock down scenario in the event of an essential operations order.
- Exterior doors will be locked at all times and access given to listed essential staff/faculty approved by the essential operations approval process.
- All processing trains (pilot scale labs) will be shut down unless the relevant PI’s research activity is deemed essential by university leadership.
- If no research in the processing trains is deemed essential, process systems will be shutdown (steam boiler, chiller, train HVAC, etc.).
- Research labs and restroom facilities will be kept operational as needed to meet essential operations standards with all on-site staff following university recommended best practices and protocols (no workers with symptoms, social distancing, surface sanitizing, quarantine when appropriate, etc.).
- Private industry lab work considered essential by State of Iowa definition will continue to have access to their research labs.
- Trash collection and custodial work will be reduced and/or stopped based upon need in each unique area.
- Mowing and site maintenance will be suspended or greatly reduced.

Person in Charge Daily Responsibilities:

- Ensure the safe and functional condition of all key facilities and utilities including core research infrastructure (eyewash stations, safety showers, steam boiler, chilled water, walk in cooler compressors, air compressors, deionized water system, fume hoods, and general HVAC).
- Collecting the mail, opening invoices/bills and scanning/distributing to the appropriate staff to maintain payment continuity.
- Receive time sensitive deliveries. All other deliveries to be postponed as possible.
- Daily sanitizing of key surfaces in the restrooms and support areas needed by approved essential operations.

Site Construction Projects:

- The Chassis Dyno construction project is currently underway at BCRF under the supervision of ISU FP&M. If construction projects are deemed essential by university and/or state directives, BCRF will fully support the ongoing construction activity.
- BCRF will continue to support this construction activity based on their normal standard for engagement.

Essential Research Support:

- While BCRF does not perform any direct research, it does provide facilities and support to both university researchers and private companies.
- Any research programs deemed essential by the university will be allowed to continue at the BCRF facility as defined in their essential research application.
- Any private company working at BCRF that is deemed essential by the university or by the Iowa Governor's shelter-in-place order will be allowed to continue operations.
- All essential university or private company individuals working at BCRF will be expected to follow the latest university guidance regarding social distancing and safe operation related to COVID-19 spread prevention including:
 - o Researchers should work from home as much as possible;
 - o Research schedules should be staggered with flexible work schedules to enable minimal staffing at any given time and adhering to social distancing standards;
 - o Researchers should maximize social distancing at all times;
 - o Researchers should actively engage in daily lab surface disinfecting.
 - o For full details: <https://web.iastate.edu/safety/updates/covid19>
- That any essential research/facility operation that could pose a risk to the researcher/operator is conducted according to the buddy system (and at an appropriate social distance). I.E. more than one person is onsite any time research or operations is conducted that carries any hazards or risks.