

Dear Colleagues,

DVR is eager to return to a more regular routine in our animal facilities. To facilitate this process, DVR is issuing guidelines to ensure sound practices are identified and put in place in our animal facilities so that research can begin ramping up safely.

Please note that DVR will continue to employ a split shift schedule for our Bethesda campus workforce; each DVR facility is divided into an A and B team working on different days. This means that on a given day, there is no more than 50% of the usual staff working in a facility. This configuration helps to maintain safe physical distancing, and serves to ensure DVR maintains enough staff to do our work supporting your important research. For instance, if a certain facility A team experiences multiple absences, the facility's B team will be available to take over all care duties for the facility. DVR would like our research customers to help us maintain safe physical distancing practices, too. Outlined below is DVR's plan for working safely in DVR facilities during COVID-19.

First, please work with your SD/Institute Approving Official (IAO) to ensure your research projects have been given the go-ahead to recommence and that CAPS orders and/or rodent imports not related to COVID-19 are approved to resume.

Currently, DVR will not be able to accommodate into our facilities all researchers at the same time; there simply is not enough space in the animal rooms and corridors to practice safe distancing. Coordination with the government facility managers and the facility veterinarian in which your animals are housed will help ensure that work can proceed smoothly and safely. Please see attached DVR facility contact document. This information is also added to the bottom of this document for your convenience.

For now, we have adequate PPE and do not anticipate a problem. However, DVR will continue to monitor and manage our PPE supply closely.

General information, including the DVR [SharePoint site](#):

- For areas where research and facility staff are more likely to congregate, bright tape strips will be placed on the floor spaced 6 feet apart. This includes key card access areas, PPE donning and doffing areas, and at the DVR Pharmacy pass-through window.
- DVR will post change schedules on our SharePoint site, for each room in each animal facility, blocking off the time DVR staff will need to be in the rooms. We request that research staff requiring entry for animal work check building schedules prior to coming to the building to avoid being denied access.
- NIH staff have read only access to the DVR SharePoint site link listed above. If IC staff would like to reserve space in a particular facility, please call the DVR Facility Manager (FM contact information attached).
 - Consider scheduling time in the facility during off-peak hours prior to lights-out (approximately 2-6 pm)

- DVR will provide cleaning supplies, and we ask that you clean up your work area when you are ready to leave the facility. DVR will also be cleaning these same areas on a regular basis.
- Please remember that DVR can provide technical services for labs via the technical services request form ([TSR](#)) form which is maintained on the DVR Website. This will alleviate the need for researchers to coordinate time in the animal facility.
- Please wear a mask or face-covering in common areas. This is mandatory for DVR staff, and we ask that you comply with this rule when in or around DVR spaces. Specifically, please wear a face-covering in all common areas including in breezeways, hallways and any other common areas. Do not wear the common area face-covering in the animal facilities. Reserve its use for common areas only. This will prevent the transfer of allergens from the facility onto your common area face-covering. Please wear a surgical mask in the animal facility as you normally would, and discard upon exiting the facility. A sign regarding mask usage will be placed on the facility door entrance (see below in section labelled “Signs that DVR will be posting...”, and attached example of posted sign)
 - In addition, prior to entering the animal facility and donning a facility mask, DVR recommends that you put your common area face-covering in a plastic or paper bag in your pocket so that it remains clean and safe. Please do NOT leave your common area face-covering at the facility entrance.
 - Please use your IC-supplied common area face covering to wear in common areas. Do not take a mask from DVR for use in common areas. We do not have enough masks for this additional use. DVR is only supplying surgical masks to IC staff for use in the animal facility. If IC staff begin removing DVR masks for use in common areas, we will not have enough stock for DVR to use in the day to day care of research animals.

Rodent import and quarantine and CAPS orders:

- The DVR Animal Procurement Unit (APU) wants our customers to know that we are prepared to process new animal orders as they are received in the CAPS system, after the standard review and approval by the designated IAO and Animal Facility Manager (AFM).
- Once ICs have been given the go-ahead by their management to start placing animal orders, we will accommodate import requests on a first come/first served basis as usual. Your flexibility and ample advance notice will be greatly appreciated. As a reminder, couriers make deliveries to the NIH campus by 2:30 pm. For now, on average, you can expect DVR to process no more than 3 imports per day.
 - For the ramping up of orders, breeding, services, etc. it will be helpful if one lab representative, is responsible for contacting the government facility manager; this representative should copy the contract manager and facility veterinarian on the contact email.

Diagnostics and Research Services Branch (DRSB):

DRSB is planning to maintain normal operations for each of its laboratories, including necropsy, histology, animal health surveillance, bacteriology, parasitology and molecular diagnostics (PCR). The Mouse Phenotyping Service plans to resume accepting new requests.

Pharmacy:

- DVR pharmacy will continue operating as normal with modifications.
- Pharmacy staff will alternate coming to the physical office and teleworking; one pharmacy staff member will be located at the pharmacy during business hours.
- Please call ahead when you are ready to pick-up your order.
- One customer at a time will be allowed into the pharmacy foyer area for order pick-ups. A sign will be placed on the door indicating when a customer is in the foyer picking-up medication instructing the next person in line to wait outside until the previous customer has left.
- If it is determined that a scheduling sheet is necessary, DVR will post this on our SharePoint site.
- Small packages will be picked up using the pass-through window, and tape will be placed in front of the window clearly marking off a 6-foot distance between customers.
- The controlled substance training class will continue to be offered by video conference.

Surgery:

- Surgery is expecting to operate on a typical schedule. Dr. Thomas has been deployed by PHS through the first week in July. Dr. Colenda will be managing all surgery projects and surgery cases during this time.

Special considerations:

- Building 10 including staff working in 10A and the ACRF Tower enter Building 10 through one access point and are issued a building mask on entry each day. Staff are asked to NOT wear the Building 10 issued mask in the animal facility so that it doesn't become a source of animal allergens when re-entering building common areas from animal areas. Building 10A and ACRF Tower DVR staff have learned to take off the building-issued mask and don a new facility mask in animal areas. When leaving the facility, the staff remove the facility mask and once again don the building mask for use in office areas and common areas. Building 10A staff try to use one building mask and one animal facility mask each day as much as is practical to conserve our supply of masks. (look for signs in the facility providing guidance on mask use).

Signs that DVR will be posting in and around the animal facilities-Please Look for signs posted on the entrance to each facility for up to date information:

-The DVR husbandry schedule will be posted at the PPE stations and in the facility hallways.

-Maximum room occupancy signs will be posted on animal and procedure rooms to safeguard social distancing

-Direction on mask usage and best practices for conserving the supply of surgical masks will be posted at the facility entrance

-Foot pattern for each facility will be posted at the facility entrance

Note: DVR is working with DOHS and ORF to determine the safest flow of traffic through the facility. This means that current PPE Donning and Doffing stations may be different than usual and traffic through the facility may also be different than usual. Again, please consult the facility entrance door for updated information.

DVR hopes the above information is helpful. This is a fluid situation and we may need to make some changes as we determine what does and does not work.

Please do not hesitate to get in contact with me if you have questions, concerns and/or suggestions. Thank you for your patience during this difficult time,

Stay safe!

Jill

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www.ors.od.nih.gov/sr/dvr/Pages/default.aspx

Facility Contacts:

Building 10A

Manager,	Ms. Kris Eckard	301-402-3961	eckardk@vrp.ncrr.nih.gov
Veterinarian,	Dr. Joanne Smith	301-435-7709	smitjo@ors.od.nih.gov
Veterinarian,	Dr. Lyn Colenda	301-443-8521	colendal@exchange.nih.gov

Building 10B2

Manager,	Mr. Sekou Savane	301-451-1318	savanes@ors.od.nih.gov
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Building 14BN

Manager,	Mr. Mike Furlow	301-594-3650	furlowmi@mail.nih.gov
Veterinarian,	Dr. Meghan Connolly	301-451-2874	meghan.connolly@nih.gov

Building 14C

Manager,	Ms. Heidi Graninger	301-435-7719	heidi.graninger@nih.gov
Veterinarian,	Dr. Michael Eichner	301-594-3778	michael.eichner@nih.gov

Building 14D

Manager, Mr. Mike Furlow 301-594-3650 furlowmi@mail.nih.gov
Veterinarian, Dr. Greg Salyards 301-496-4132 greg.salyards@nih.gov

Building 14E Rodent Quarantine

Manager, Mr. Sekou Savane 301-451-1318 savanes@ors.od.nih.gov
Veterinarian, Dr. Lyn Colenda 301-443-8521 colendal@exchange.nih.gov

Building 14F

Manager, Mr. Kelly Prevost 301-496-2774 prevostk@vrp.ncrr.nih.gov
Veterinarian, Dr. Holly Habbershon 301-496-5257 holly.habbershon@nih.gov

Building 14G

Manager, Mr. Kelly Prevost 301-496-2774 prevostk@vrp.ncrr.nih.gov
Veterinarian, Dr. Michelle Browning 301-402-3971 michelle.browning@nih.gov

Building 14G 106

Manager, Mr. Kelly Prevost 301-496-2774 prevostk@vrp.ncrr.nih.gov
Veterinarian, Dr. Joanne Smith 301-435-7709 smitjo@ors.od.nih.gov

Building 28

Manager, Mr. Sekou Savane 301-451-1318 savanes@ors.od.nih.gov
ICU Veterinarian, Dr. Quentin Wilson 301-364-7033 Quentin.wilson@nih.gov
28D Veterinarian, Dr. Michael Eichner 301-594-3778 michael.eichner@nih.gov

NIH Animal Center

Manager, Mr. Samir Balala 301-435-3010 Samir.Balala@nih.gov
Veterinarian, Dr. Bethany Atchley 301-594-7629 bethany.atchley@nih.gov