

Document 2

TTR Working Model and Pandemic Response Plan during the COVID-19 situation

Starting 13-March-2020 until further notice

TTR: Tumour Tissue Repository [active biobank]

BBRS: Biobanking & Biospecimen Research Services

DRC: Deeley Research Centre

[The BBRS is a provincial research platform that provides services, support and advice to researchers and biobanks on accessing, collecting and utilizing human biospecimens and associated data for health research www.biobanking.org]

[The TTR is an active biobank embedded in the Deeley Research Centre with in an active Cancer Clinic]

Contacts

- 1) All TTR (BBRS) staff contact information will be distributed to the entire team
 - a. Action item:
 - A designated team member will review current TTR contact list and will upgrade to include entire BBRS team and DRC freezer response contacts
- 2) A designated team member will be assigned as central point of contact for any TTR issues
 - a. Action item:
 - Full knowledge transfer will take place with 2nd team member as next delegate
 - See file Knowledge Transfer during TTR Pandemic Response to COVID-19_March2020

Remote Connection

- 1) Ensure all staff can work remotely
 - a. Action Item:
 - Set up Citrix on home computer
 - Set up Skype on home computer if needed or make request for TC via someone with it

BBRS Team Communication

- 1) All team members will continue to participate in the team meeting each Monday at 10am via Skype or possibly Zoom, remotely in isolated offices
- 2) Individual project meetings will occur via Skype remotely
- 3) All team members will report on their activity utilizing the "TeamActivityUserForm" Excel sheet
Enter Project, task and FTE spent on task for each day
 1. Fill out form for each respective week based on projects worked on and approximate time spent on each project
 2. Add your initials to the end of the form
 3. Place a copy of the form in the designated folder by Friday 4pm
 4. Make a copy of this form, and use as template for the following week

Equipment and Inventory

- 1) Holding off the installation of the “new” -80 electric freezer
 - a. Action Item:
 - Confirmed with DRC designate that new freezer can sit in hallway, uninstalled during this situation

- 2) Reducing the use of LN2 freezers
 - a. Action Item:
 - Reduce the amount of times the freezers are opened for dip testing and retrieval of tissue or blood from inventory
 - Inform researchers with pending material release of a temporary hold of preparation and shipment of materials for a few weeks during this situation
 - Place “Do not open” signs on freezers
 - Work with DRC designate to understand LN2 delivery services during this situation
 - Deliveries of LN2 dewars are described as an essential service within the Deeley Research Centre’s Emergency Preparedness Plan so the driver and dewars will continue to have access to the centre
 - LN2 dewars come from Vancouver on private barge therefore do not rely on BC Ferries
 - a. There are no suppliers on Vancouver Island - one other supplier located in Washington State

- 3) Reducing the use of -80 freezers
 - a. Action Item:
 - Inform researchers with pending material release of a temporary hold of preparation and shipment of materials for a few weeks during this situation
 - Reduce the amount of material movement except for Clinical Trial work
 - Reduce the amount of cleaning unless equipment behaviour requires it
 - Place “Do not open” signs on freezers

- 4) Review TTR plans with DRC freezer alarm response team
 - a. Action Item:
 - TTR has suspended in-person consenting & tissue or blood collections for TTR project
 - TTR will greatly reduce or eliminate -80 freezers and LN2 freezer use
 - Signage added to TTR freezers “Do not open, contact TTR designate for more info”
 - New TTR -80 freezer will remain uninstalled at this time (storage in main hallway upon arrival if received – delivery a low priority for VIHA Transport Department)
 - At a minimum a TTR member will be on site to manage LN2 dewar exchanges every Wednesday for the TTR LN2 freezers
 - If changes in LN2 dewar delivery should occur TTR requests that the DRC designate contact TTR designate via text message as soon as possible (e.g. delivery delayed by 1-2 days; different sized dewars or number to be delivered)

- 5) Take part in DRC review of essential services plan to be submitted to BCCRC
 - a. Action Item:
 - Attended by TTR Director and TTR designate for operational planning for scenario where all lab research is suspended at DRC, 18-Mar-2020
 - b. Action Item:
 - Receive and share essential services plan with TTR team and review in detail with lab staff
 - c. Action Item:
 - Primary and delegated TTR members taking part in the Essential Service Support at DRC fill in the DRC Coverage Google Calendar and await for daily calendar invites on those days you are available to work on-site to act as essential staff

Biospecimen Accrual

- 1) Stop performing any fresh tissue collections at all collection sites (3)
 - a. Action Item:
 - Contact Pathologists to inform them that TTR will suspend any further tissue collections in all collection sites
 - b. Action Item:
 - Contact Clinical Nurse Educators to inform them that TTR will suspend any further tissue collections at all collection sites
 - c. Action Item:
 - Contact up island collection site laboratory: update that TTR will be suspending the exchange of the TTR portable freezer (transporter) until further notice except for one final return from NRGH. Confirm portable freezer has been shipped back to DRC as all surgeries have been cancelled and pathology is aware to suspend collections.
- 2) Stop performing any ascites collections
 - a. Action Item:
 - Contact Nursing staff to inform them that TTR will suspend any further ascites collections
 - Discontinue to check for potential ascites collections
 - b. Action Item:
 - Contact Medical Oncology staff via MOA's to inform them that TTR will suspend any further ascites collections
- 3) Stop performing any blood collections
 - a. Action Item:
 - Contact hospital preadmission clinic to inform them that TTR will be temporarily suspending blood collections and consenting of patients in-person.

Clinical Referrals and Participant Consent

- 1) Stop any new enrollment activities
 - a. Action Item:
 - Contact each surgical office (via email or fax) and inform them that the TTR is requesting a suspension of any referrals until further notice
 - b. Action Item:
 - Contact clinic nursing that TTR will be requesting to suspend the referrals of any fluid donations to research
 - TTR to connect with clinical nurse educator and MOA to gynecological medical oncologists
- 2) Complete any currently active referrals
 - a. Action Item:
 - Complete any active consenting by phone and mail only, no in-person consenting
 - b. Action Item:
 - Calendar any previously consented or newly consented cases on the TTR calendar
 - Respond to calls to pager related to tissue collections at hospital sites and cancel
- 3) Confidential Documents [Clinical documents are kept secure in TTR office. Do to decrease in staff on site determined all documents will be moved to locked cabinets]
 - 1) Maintain all participant files in locked cabinets
 - a. Action Item:
 - Organize current patient folders within TTR office into a locked cabinet
 - 2) Maintain all participant clinical documents (pathology reports) in locked cabinets
 - a. Action Item:
 - Take all pathology reports from desks and organize by project into locked cabinet
 - Enter all slide reviews and file reviews in cabinets in document room

Support of Clinical Trials:

- 1) Continue to support our clinical partners with blood processing services
- 2) Ensure TTR staff is here to process any incoming blood draws
- 3) Updates requested on each supported clinical trials for any changes in blood draw schedule during pandemic response
 - Patients currently enrolled in a trial or who have already provided written informed consent for a trial will continue on with the trial and study procedures
 - Recruitment for many clinical trials is being suspended at this time
 - Non-intervention clinical research studies, such as biomarker and imaging studies, may be continuing recruitment