

DOCUMENT 1
BBRS COVID-19 Pandemic Planning Meeting Minutes v13Mar20

[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]

BBRS COVID Planning Meeting # 1 Notes

Meeting Name:	BBRS COVID planning meeting #1
Date:	13 March 2020
Chaired by:	Director
Attendees:	Team members
Duration of Meeting	1 hour
Objective of Meeting	Make a team plan for dealing with COVID-19 pandemic

Summary of COVID planning meeting # 1

- BBRS will make all efforts to avoid impacting/distracting from the delivery of care during the pandemic.
- BBRS will immediately stop overt clinical research activity so we are not a distraction to clinical services and refocus instead on internal team work.
- We will immediately change our work patterns and attempt to work completely remotely (except for one volunteer to be the main person responsible for monitoring our equipment/biospecimens).
- We will put a plan in place to secure and maintain our resources, improve non-electronic security for our files, and communicate with stakeholders
- Our plan will be aligned with organization directives.
- We will finalize our initial plan on Monday 16 March 2020 and this plan will be re-evaluated at the end of next week and weekly thereafter.

Work Flow Change Recommendations

Effective immediately – TTR will stop initiating new enrollment activities and the team will work remotely when possible.

- All activities that occur at the patient and clinic interface will cease out of respect for and recognition of the pressures of our clinician/caregiver colleagues and the vulnerability of our participants. These pressures already include increased workload assimilating information and changes in the clinic and over time will include physical pressures of changed practice and reduced staffing.
- We will notify all clinical areas of our cessation of biobanking activities until further notice. We will endeavor to follow up on activities initiated by clinicians who want to enroll participants and clinical trial clients who need blood processing service.
- We will continue working on projects, papers and development/delivery of biobanking services to our clients and colleagues.

- We will continue to use Skype for meetings for team meetings and individual meetings as per our usual practice.
- All meetings will be held in independent isolated offices or home offices.

Key discussion areas

1. Team concerns
2. Equipment and Facility Needs
3. Plan in case there are limitations to access to the facility
4. Computers (work and home capabilities)
5. Review of secure storage of patient records
6. Review of Data security
7. Communication of plan and status to Stakeholders
8. Human Resources
9. Revised workflow starting 16 Mar 2020