

## **DRAFT Pandemic COVID19 – Continuity of Operations Plan (COOP) Texas A&M AgriLife**

Instructions: To be better prepared, all AgriLife units are required to use this form to complete a Continuity of Operations Plan (COOP) to describe how your unit will operate during a Coronavirus pandemic and recover afterwards to be fully operational. This is your plan; feel free to augment this template to meet your needs. The process of planning for an emergency is very valuable. Be collaborative when drafting this and seek comments from your staff and leadership.

Department/Unit AgriLife - Temple  
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### **A. Background Information for Pandemic COVID19**

In the event of a COVID19 pandemic, AgriLife will have four objectives:

1. Minimize the risk of pandemic COVID19 to employees.
2. Support employees who may be impacted.
3. Continue essential functions during a pandemic.
4. After the pandemic, resume normal operations as soon as possible.

**Planning Assumptions** - Although no one knows the precise characteristics of the next COVID19 pandemic, AgriLife is basing its plans on the following assumptions:

1. The first pandemic COVID19 outbreaks will occur outside of the U.S. The pandemic's first impact will likely be to employees who are traveling abroad, or plan to do so. WHO, CDC and TAMUS will impose travel restrictions. AgriLife may call some people back and cancel some planned travel. As with SARS and H1N1, international travelers will be subject to restrictions and screening.
2. In the U.S. the pandemic COVID19 wave will last approximately 10 weeks, during which multiple community outbreaks will occur across the country.
3. The first U.S. outbreaks will occur in major metropolitan areas where there is a high rate of international travel.
4. On their own initiative, employees may begin to leave work when the first outbreaks occur.
5. The AgriLife outbreak will last approximately 7 weeks.

### **B: Your Department/Unit Objectives**

Considering your unique mission, describe your unit's objectives:

[AgriLife-Temple objectives mirror those of AgriLife and include:](#)

1. Minimizing risk of pandemic COVID19 to employees
2. Supporting employees who may be impacted.
3. Continuing essential functions during a pandemic.
4. After a pandemic, resuming normal operations as soon as possible.

Some things unique to AgriLife-Temple, unsure how to frame as objectives...

1. Much of the work done at Temple is office-related and could be done remotely
2. Lab services (GAN) are seasonal and may be suspended without extensive disruption
3. AgriLife interacts with ARS/NRCS on the same campus and shares safety procedures
4. Temple has animal operation at an off-campus location, so those need to be considered since they do need care on a daily basis.

### **C: Emergency Communication Systems**

All AgriLife employees are responsible for keeping informed of emergencies by monitoring news media reports, the AgriLife homepage and/or through direct notification via e-mail.

To rapidly communicate with employees in an emergency, we encourage all units to prepare and maintain a call tree.

Note below the system(s) you will use to contact your employees in an emergency. Units should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

Phone: Recorded message issued if necessary; similar to inclement weather instructions

Call tree: Manual call tree in place, follows Director → Supervisors → Employees

Instant messaging: Not used

Email: Specific messages are issued to AgriLife-Temple employees, [brec-all@listserv.tamu.edu](mailto:brec-all@listserv.tamu.edu)

Unit website: Event specific web page with instructions, contacts, and pertinent links (i.e., CDC)

Other: Sign may be posted on front door of building, if closure required, similar to holidays.

### **D: Emergency Access to Information and Systems**

If access to your unit's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access, contacting IT support, off-site data backup, backup files on flash drives, hard copies, alternate e-mail systems, etc.

1. Operation of AgriLife-Temple computing services is dependent upon external power; our servers may have backup power of up to 30 minutes.
2. Computer/data backups in place through current AgriLife-Temples IT department policies
3. Some, but not all, Agri-Life employees have portable computing equipment and the ability to work remotely. Critical personnel without remote resources may be issued portable computing resources, as necessary during emergency situations on case by case basis.

### **E: Your Unit's Essential Functions**

List below your unit's functions that are essential to operational continuity or recover, and who is responsible for them. Make sure alternates are sufficiently cross trained to assume responsibilities. (Listing cell numbers if known, office otherwise)

Essential Function Communications / IT  
 Person Responsible (Primary) Gaylon Ivey Phone (254) 774-6012 office  
 Person Responsible (Alternate) Avery Meinardus Phone (254) 774-6110 office  
 Essential Function Safety  
 Person Responsible (Primary) June Wolfe Phone (254) 718-1011 cell  
 Person Responsible (Alternate) Roger Cassens Phone (254) 913-0582 cell

Essential Function Administration  
 Person Responsible (Primary) Abbeye Zavodny Phone (254) 774-6038 office  
 Person Responsible (Alternate) Diane Blann Phone (254) 774-6007 office

**F: Your Unit’s Leadership Succession**

List the people who can make operational decisions if the head of your unit is absent.

Head of Operations Raghavan Srinivasan Phone (254) 774-6128 office  
 First Successor Jay Angerer Phone (254) 774-6053 office  
 Second Successor \_\_\_\_\_ Phone \_\_\_\_\_

**G: Key Dependencies**

All units rely on services provided by both internal and external providers. List below the products and services upon which your unit depends and where you acquire them.

Due to the nature of the work conducted at AgriLife-Temple, most, if not all, services do not require constant or immediate delivery thereof. Interruption of most AgriLife-Temple activities would not result in disruption to infrastructure, critical services, etc. But there could be some exceptions

1. The computer servers operated by Dr. Angerer may require periodic attention in the event of extended disruption due to the pandemic situation.
2. Also, there could be some key “farming activities or lab activities” could be interrupted

Only dependencies identified are those required to maintain building operation and computing services (power, water, communications).

Dependency (product or service): Utilities

Internal or External? External

Provider: Various Phone \_\_\_\_\_

Alternate Provider \_\_\_\_\_ Phone \_\_\_\_\_

Dependency (product or service): \_\_\_\_\_

Internal or External? \_\_\_\_\_

Provider: \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Provider \_\_\_\_\_ Phone \_\_\_\_\_

Dependency (product or service): \_\_\_\_\_

Internal or External? \_\_\_\_\_

Provider: \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Provider \_\_\_\_\_ Phone \_\_\_\_\_

## H: Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize the pandemic's impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objective and functions.

### PREVENTATIVE

1. Circulation of "what to do" instruction via email. (Due to joint facilities we share guidelines between the federal and state systems as appropriate)
2. Posting of information circulated by TAMU system in the AgriLife-Temple breakroom.
3. Provide hand sanitizer at key locations (breakroom, bathroom, and work-areas)
4. Email instructions for reporting/work documentation, in the event of work-place suspension

## I: Exercising Your Plan and Informing Your Staff

Share your completed plan with your staff. Hold exercises to test the plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates.

	Dates:
Staff Meeting needed	- A staff meeting can be scheduled if and when needed
Call Tree Drill	- Not necessary for this situation
Emergency Communication Test	- email list in place
Offsite Information Access Test	- phones/web site in place
Unscheduled Workday at Home	- If necessary
Emergency Assembly Drill	- Virus spread not time critical as with other kinds of emergencies

## J: Recovery After Pandemic

Describe your plan to fully resume operations as soon as possible after the wave has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of time off, and emotional needs.

1. Completion of a work-from-home documentation form (may be job-dependent)
2. Provision/consideration of backlog on deliverables, mostly reporting (again, job-dependent)

### **K: Special Considerations For Your Department**

Describe here an additional or unique consideration that your department may face in a pandemic.

1. AgriLife – Temple is housed on the same campus as USDA-ARS Grassland Soil and Water Research Lab, in separate buildings. Some 20+ AgriLife employees work in office or lab space in USDA-ARS buildings. Due to this, some coordination is required between our agencies during emergency situations. Many of these situations are covered in the AgriLife-Temple Crisis Management Plan (CMP). In addition, a USDA-ARS Revocable Permit (RP) is in place which describes conditions under which AgriLife Employees may occupy federal space when federal offices/services are suspended due to emergency conditions.

### **L: COOP Submission**

Thank you for completing your unit's Pandemic COVID19 Continuity of Operations Plan. Please submit a copy of this plan to AgriLife Office of Ethics & Compliance, at [risk-compliance@ag.tamu.edu](mailto:risk-compliance@ag.tamu.edu) or to Debra Fincher, Director of Ethics & Compliance at [debra.fincher@ag.tamu.edu](mailto:debra.fincher@ag.tamu.edu) If you have any questions, please call 979-845-7879 or 979-845-4789.