



UNGULATE CONTINUITY OF SERVICES PLAN

When staff reductions are at 20% or greater some facility activities may be put on hold until staff levels return to normal. These may include:

- Administrative activities like filing and organization will be done as time permits while understaffed.

If there is a reduction in either Animal Resources directed husbandry or enrichment activities, Clinical Sciences staff may be assigned to assist with routine husbandry activities. Any such, re-assignment will be coordinated with the Department Head of Clinical Sciences. In addition, Animal Resources management may be required to provide husbandry support. Other staff (Clinical Sciences technicians) may be asked to participate in animal movement / husbandry as needed.

Note: When this document references veterinary care, it is within the scope of the AR team. *Top AR* and the AV will maintain constant communication and welfare assessments completed on all animal populations/species. Should the lack of staff compromise animal welfare and/or create distress, depopulation will be considered.

Ungulate Facilities at a 25 – 50% reduction in staff:

- Effect on Animal Caretaking – Minimal.
- Effect on Sanitation – Minimal.
- The facility will be monitored throughout the day to ensure work is performed with an adequate level of effort and quality. This responsibility will fall to the AR personnel who is highest on the chain of authority (herein referred to as TOP AR personnel) that has campus access (Please refer to the Hurricane and Disaster Plan for Chains of Authority). Status updates should be shared with the AV digitally if they are off-campus.
- The animal resources manager or their appointee will ensure work is performed with an adequate level of effort and quality.
- The ability to transport animals will not be affected.
- Routine veterinary care will continue by AR staff, contract vendors (hoof trimming). Other Veterinary care will depend upon the status of the on call/clinical sciences veterinarians to access campus
- Caretaker duties would consist of:
 - Hosing down the barn & cleaning pens daily,
 - Cleaning feeders for all horses, donkeys and cattle daily.
 - Daily feeding of animals and health and water checks.
 - Major cleaning of pens and water troughs would be performed once every 14 days (from 7 days).

Ungulate Facilities at a 51 - 75% reduction in staff:

- Effect on Animal Caretaking – Moderate – Reduction in established standards of



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care and possible animal health issues.

- Effect on Sanitation – Moderate – There will be reduction in the amount of time and/or frequency of sanitation, a minimum of twice weekly dependent upon the clinical/health status of the species in question.
- The facility will be monitored throughout the day by *top AR* to ensure work is performed with an adequate level of effort and quality.
- Training on SOPs and specific project requirements will be done for personnel who may be assigned to an area to cover for staff shortages. While full training standards might not be upheld, personnel should have SOPs, policies, and checklists to review as training.
- Routine facility cleaning in common areas, as per SOP, will decrease by 50-75% depending on staff reduction.
- Transport of animals will be moderately affected and maybe delayed due to shortages on staff.
- Routine veterinary care will continue by AR staff and outside vendors (hoof trimming will continue if outside vendors can still access campus). Other Veterinary care will depend upon the status of the on call/clinical sciences veterinarians to access campus
- Consult with PI regarding possible reduction in requirements or assistance from Animal Resources in labs and animal movement.
- Caretaker duties would consist of:
 - Daily cleaning of sheep pens,
 - Cleaning feeders for all horses, donkeys and cattle daily,
 - Cleaning and hosing down of the barn will be done on an as needed basis,
 - Daily feeding of animals and health and water checks,
 - Major cleaning of pens and water troughs would be performed once every 21 days (from every 7 days).

Ungulate Facilities at a 75% or greater reduction in staff:

- Effect on Animal Caretaking – Severe – Extreme reduction in established standards of care and possible animal health issues.
- Effect on Sanitation – Severe – There will be an extreme reduction in the amount of time and/or frequency of sanitation This will be determined by the *TOP AR* personnel with approval from the AV.
- The facility will be monitored by the *TOP AR* personnel with status reports to the AV throughout the day to ensure work is performed with an adequate level of effort and quality.
- No formal training on SOPs and specific project requirements will be done for personnel who may be assigned to an area to cover for staff shortages. The assigned personnel should already have some basic knowledge of the area.
- No routine facility cleaning, in common areas, as per SOP, will be performed.
- No transportation of animals will be provided or available.
- The receiving and shipping of animals to and from the facility will cease. There will be no



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receiving of animals for isolation.

- Only emergency veterinary care will be provided by the AR team. Other Veterinary care will depend upon the status of the on call/clinical sciences veterinarians to access campus. Caretaker duties would consist of:
 - Daily cleaning of sheep pens,
 - Cleaning feeders for all horses, donkeys and cattle daily,
 - Daily feeding of animals and health and water checks
 - Sanitation of pens, barns and water troughs would be performed on an as needed and staff available basis
- In the event there is a lack of administrative staff to answer phones, notify colleagues via email, TEAMS, whatsapp, or other official communication channel to call designated cell phones of staff that are present in the facility

CANINE CONTINUITY OF SERVICES PLAN

When staff reductions are at 20% or greater some facility activities may be put on hold until staff levels return to normal. These may include:

- Administrative activities like filing and organization will be done as time permits while understaffed.

If there is a reduction in either Animal Resources directed husbandry or enrichment activities, Clinical Sciences staff may be assigned to assist with routine husbandry activities. Any such re-assignment will be coordinated with the Department Head of Clinical Sciences. In addition, Animal Resources management may be required to provide husbandry support. Other staff (Clinical Sciences technicians) may be asked to participate in animal movement / husbandry as needed.

Canine Facilities at a 20-30% reduction in staff:

- Effect on Animal Caretaking – Minimal.
- Effect on Cage Wash – Minimal
- The facility will be monitored throughout the day to ensure work is performed with an adequate level of effort and quality by *TOP AR* and reported to the AV.
- The ability to transport animals will not be affected.
- Routine veterinary care will continue but will be triaged by AR staff. (ex. Ear cleaning, medicated baths, nail trimming). Other Veterinary care will depend upon the status of the on call/clinical sciences veterinarians to access campus
- Caretaker duties would consist of:
 - Sanitation of the kennels daily.
 - Twice daily exercise for each dog (walk or yard),
 - Cleaning food and refreshing water bowls daily.
 - Feeding of animals and health checks daily,
 - Enrichment a minimum of once per week.
 - Bathing as needed.



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Canine Facilities at a 31-50% reduction in staff:

- Effect on Animal Caretaking – Moderate - Reduction in the established standard of care provided under normal circumstances.
- Effect on Cage Wash – Moderate - Cage washing will be performed a minimum of twice weekly.
- The facility will be monitored throughout the day to ensure work is performed with an adequate level of effort and quality by *TOP AR* and reported to the AV.
- Routine veterinary care will continue on an as needed basis by AR staff. (ex. Ear cleaning, medicated baths, nail trimming). Other Veterinary care will depend upon the status of the on call/clinical sciences veterinarians to access campus.
- Routine facility cleaning in common areas, as per SOP, will decrease by 50%.
- The receiving and shipping of animals to the facility will cease. There will be no receiving of animals for quarantine.
- Caretaker duties would consist of:
 - Sanitation of the kennels daily, or a minimum of twice per week
 - Twice daily exercise for each dog (walk or yard),
 - Refreshing water bowls daily
 - Food bowls would be washed a minimum of twice per week and ideally no less than every other day
 - Feeding of animals and health checks daily
 - Enrichment a minimum of once per two weeks

Canine Facilities at a 75% reduction in staff:

- Effect on Animal Caretaking – Severe – Extreme reduction in established standards of care and possible animal health issues.
- Effect on Cage Wash – Severe – Daily hose down (spot cleaning) Cage wash will be a minimum of once per week.
- The facility will be monitored throughout the day to ensure work is performed with an adequate level of effort and quality by *TOP AR* and reported to the AV.
- No routine facility cleaning in common areas, as per SOP, will be performed.
- Only emergency veterinary care will be provided by AR staff. Other Veterinary care will depend upon the status of the on call/clinical sciences veterinarians to access campus
- No transportation of animals will be provided or available.
- The receiving and shipping of animals to and from the facility will cease. There will be no receiving of animals for quarantine.
- Caretaker duties would consist of:
 - Hosing down the kennels daily if possible but not less than once per week
 - Sanitation of kennels on a weekly basis (from daily)
 - Twice daily exercise for each dog, yard only,
 - Refreshing water bowls daily
 - Food bowls cleaned a minimum of twice per week



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- Feeding of animals and health checks daily
- Enrichment halted until return to adequate staffing

RODENT CONTINUITY OF SERVICES PLAN

When staff reductions are at 20% or greater some facility activities may be put on hold until staff levels return to normal. Note: The rodents care is currently covered by the AR Kennel staff.

Activities put on hold may include:

- ATP/QC testing
- If there is a reduction in either Animal Resources directed husbandry or enrichment activities, Clinical Sciences staff may be assigned to assist with routine husbandry activities. Any such re-assignment will be coordinated with the Department Head of Clinical Sciences. In addition, Animal Resources management may be required to provide husbandry support. Other staff (Clinical sciences technicians) may be asked to participate in cage-wash/husbandry as needed.

Rodent Facilities at a 25 – 50% reduction of staff:

- Effect on Animal Caretaking – Minimal.
- Effect on Cage Wash – Minimal.
- Routine veterinary care by AR staff will continue for colony health.
- Caretaker duties would consist of:
 - Cage changing once per two weeks.
 - Feed, water and health checks daily.
 - Facility sanitation as per SOP.
 - Enrichment replaced as needed.

Rodent Facilities at a 50-75% reduction of staff:

- Effect on Animal Caretaking – Moderate – Reduction in established standards of care and possible animal health issues.
- Effect on Cage Wash – Moderate – Cage change schedule for ventilated racks will remain at every 2 weeks with spot changing between changes if needed.
- Training on SOPs and specific project requirements will be done for personnel who may be assigned to a building to cover for staff shortages.
- Routine facility cleaning in common areas, as per SOP, will decrease by 50%.
- Routine veterinary care by AR staff will continue for colony health.
- Caretaker duties would consist of:
 - Cage changing every 2 weeks.
 - Feed, water and health checks daily,
 - Facility sanitation every other week.
 - Enrichment replaced as needed.



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I. Review

This SOP is subject to annual review.

SOP Approval:

A handwritten signature in black ink that reads "Jennifer K. Ketya".

7 July 23