

AS Core User Guidelines for Covid-19 Epidemic Policy

Revised on 29th, July,2021.

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Preface

According to the Covid-19 epidemic, the government set up a 4-level system of COVID-19 alerts and its guidelines. To ensure user and staff health and maintain the animal’s welfare, AS Core also established a set of policies in response to each alert stage for our users. The actual implementation details will be based on the government, Academia Sinica, IBMS Acts and adjusted to the epidemic situation.

1. **Level 1/Level 2 alert (Stage I)**

Stage I: from the date of announcement:

- (1) AS Core facility is located on 10F in the new building of the Institute of Biomedical Science (IBMS). Please follow the latest "Operational Regulations of Institute of Biomedical Science on Novel Coronavirus Prevention" announcement.
- (2) Personnel who have physical or respiratory symptoms do not enter the facility.
- (3) All the training courses for the facility access authorization will be moved online. Please go to the main website of AS Core>AS Core Training Course>Complete lectures and online tests.
- (4) After completing the test, please contact the veterinarian to make an appointment for the practice course in the animal room.
- (5) The borrowing of temporary cards for AS Core will be suspended. If you forgot to bring the access card, please enter the animal room on another day. All entering and exiting the facility must be controlled and easily tracked.
- (6) Other related management or quarantine regulations are subject to the updated policies of the Academia Sinica and CDC.
- (7) It is **recommended** that laboratories reduce the number of breeding cages and complete ongoing experiments at hand, no longer start new animal experiments, and make preparations in case AS Core may stop accepting any applications.
- (8) Please use an appropriate amount of gloves, masks, alcohol and other related PPE (personal protective equipment) in the animal room. We might control the consumable when necessary.

2. **Level 3 alert (Stage II)**

- (1) AS Core facility is located on 10F in the new building of the Institute of Biomedical Science (IBMS). Please follow the latest "Operational Regulations of Institute of Biomedical Science on Novel Coronavirus Prevention" announcement. Scan the QR code at the entrance to enter the building.
- (2) Personnel who have physical or respiratory symptoms do not enter the facility.
- (3) **All training/practice courses in the animal room are suspended. All applications for AS Core access authorization will no longer be accepted.**
- (4) The borrowing of temporary cards for AS Core will be suspended. If you forgot to bring the access card, please enter the animal room on another day. All entering and exiting the facility must be controlled and easily tracked.
- (5) Other related management or quarantine regulations are subject to the updated policies of the Academia Sinica and CDC.
- (6) It is recommended that laboratories reduce the number of breeding cages and complete ongoing experiments at hand, no longer start new animal experiments, and make preparations in case AS Core may stop accepting any applications.
- (7) Consider the shift schedule for the staff. All entry/return/addition/transfer of AS Core might be rescheduled to the early or late completion of the original application time.
- (8) According to the actual situation, some experiments may need to end early. The manager/veterinarian will discuss with PI/ users in advance.

3. Level 4 alert (Stage III)

- (1) Since the animal facility belongs to the first category of health care/public health related personnel, the facility staff has been registered and can still maintain the basic operation of the facility.
- (2) AS Core will maintain the minimum basic manpower for operation. The bedding changing and routine inspection will be maintained by the caretakers and the veterinarians.
- (3) The number of people entering the facility for operation is limited by PI as a unit. Each PI only has a limit of two people per week to enter the facility in each area (Only the listed person can enter).
- (4) The listed researcher needs to make an appointment for BSC (easy to track the use time and possible contacts).
- (5) All training/practice courses in the animal room are suspended, all applications for AS Core access authorization will no longer be accepted.
- (6) Completely stop all breeding cage breeding, and no longer accept any animal or cage related applications.
- (7) According to the actual situation, some experiments may need to end early. The manager/veterinarian will discuss with PI/users in advance.

4. **Level 4 alert (Stage IV)**

*When the epidemic situation becomes more severe and makes the facility difficult to dispatch personnel.

- (1) Suspend all researchers from entering the facility to perform any operations.
- (2) Only 1-2 staff enter the facility to maintain the animal room condition at minimum level. If the change cages/cleaning and sterilization process cannot be carried out, the litter will be changed without changing the whole cage.
- (3) If AS Core cannot provide any services to maintain the animal's welfare, veterinarian will euthanize animals when necessary under the Animal Health Act.

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