

## Checklist 1. Recommendations based on feedback from IVF laboratories that have completely ceased IVF and FET services during COVID-19 pandemic

Index: A - COVID-19 safety, B – Continuity of care, PH – Public health recommendations, FB – Feedback-based

Recommendation	Goal	Rationale
Conduct continuous review of existing recommendations and guidance documents provided by CDC, ASRM, SART, and other pertinent sources.	A	FB
Review and, if necessary, revise current emergency protocols. Communicate with other programs in the area about commitment to reciprocal support in the event one is unable to care for patients or support one's laboratory.	A,B	FB
Establish regular communication with staff and provide current updates. Stay informed and support team cohesion and morale.	B	FB
Consider limiting on-site presence to one laboratorian, who will be responsible for daily cryotank and laboratory maintenance and housekeeping duties, as defined by laboratory SOPs. The remainder of the team works from their homes and is on standby. Rotate team members for on-site duty every 5-7 days. If two team members are required on site, provide social distancing instructions per CDC guidelines.	B	PH, FB
Strive to create “shelter in place” conditions in laboratory and office areas. Instruct employees not to venture outside until they are ready to leave for the day.	A	PH
Consider turning incubators off in order to limit gas deliveries as well as alarm notifications.	A	FB
Restrict visits to the laboratory and office areas to the absolute minimum (i.e. liquid nitrogen deliveries). Everyone else should stay in touch remotely. Consider performing your own housekeeping in those areas rather than using custodial staff.	A	FB
Work with your clinical partners on designing a workflow for daily COVID-19 screening of your staff and vendors.	A	PH
Encourage staff to wash hands often. Provide instruction on proper hand washing techniques.	A	PH
Consider augmenting SOPs regarding the use of PPEs (gloves, masks, gowns).	A	PH
Consider augmenting your SOPs on sanitizing surfaces and work areas. Review CDC recommendations on sanitizing. Instruct staff on frequency of regular and additional sanitizing (e.g. after liquid nitrogen has been delivered). Exercise caution when choosing cleaning supplies – 7x soap and/or 70% ethanol are effective against COVID-19 virus.	A	PH
Be vigilant about possible medical gas shortages. E.g. maintain additional tanks on site, stay in touch with your sales representative and delivery truck driver, identify an alternative vendor.	B	FB
Order supplies in anticipation of laboratory re-opening. Be prepared for a large number of patients when post-COVID-19 pandemic clinical operations resume.	B	FB
Engage your teams in using downtime for educational activities, SOP revisions, research, reports, writing papers, attending online meetings and webinars.	B	FB