

Checklist 2. Recommendations based on feedback from IVF laboratories that offer IVF and FET services during COVID-19 pandemic

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

Feedback/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 staff presence to the minimum required in order to provide care. Establish shifts and teams with the goal to eliminate on site overlaps among teams. Assign off-site teams to work from their homes and be on a standby. Rotate on-site teams every 5-7 days if practical. Provide social distancing instructions per CDC guidelines.	B	PH, FB
Consider assigning team member(s) on a strict home duty so that they can step in to complete procedures should on-site teams become quarantined.	A,B	FB
Work with your clinical partners on potentially limiting and spreading out cycle starts, FETs, biopsies, etc. Consider spreading out procedure start times allowing for enhanced sanitizing of the treatment facilities.	A,B	PH,FB
Consider instituting home collections of semen specimens whenever possible. Consider augmenting sanitizing and infection control procedures for semen collection facilities.	A	PH
Consider social distancing recommendations when assigning duties in the laboratory. Strive to maintain 6 ft. distance among personnel at all times.	A	PH
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
Restrict visits to the laboratory and office areas to the absolute minimum. I.e. deliveries of medical gases and supplies. 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, patients, 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 representation and delivery truck driver, identify an alternative vendor.	B	FB
Engage your teams in using downtime for educational activities, SOP revisions, research, reports, writing papers, and attend online meetings and webinars.	B	FB