



## Memorandum

March 6, 2020

To: BIO Members  
From: James C. Greenwood, President and CEO  
Re: BIO Coronavirus Business Resource Center

As many BIO members [work to develop diagnostics, vaccines and treatments](#) to address the global COVID-19 outbreak, we want to help all of our member companies continue their operations with minimum disruption and keep their employees safe and healthy.

To that end, BIO has compiled a [Coronavirus Business Resource Center](#) to help you and your colleagues think through your business response to highly contagious diseases. Key elements include:

1. Business continuity planning,
2. Travel policies,
3. Resources to address disruptions in your supply chain, and
4. Ways your organization can help.

BIO will continually update these resources as new information emerges, so [bookmark this page](#) and come back often. If you're not the right person to utilize this information, please forward this memo to the appropriate person within your organization who is handling the COVID-19 response and business continuity.

If you have questions about BIO's response to COVID-19 or recommendations for resources that BIO could provide, please email [coronavirus@bio.org](mailto:coronavirus@bio.org).

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### Business Continuity Planning

In order to promote a healthy work environment, both the CDC and WHO recommend:

- Actively encouraging sick employees to stay home,
- Separating sick employees who report to work, and sending them home,
- Emphasizing respiratory etiquette and hand hygiene by all employees,
- Performing routine environmental cleaning, particularly for frequently touched surfaces and objects, and

- Advising employees before traveling to consult national travel advice before business trips.

Additionally the [US Department of Labor's Occupational Safety and Health Administration \(OSHA\)](#) has outlined [standards and guidelines for the protection of employees](#). And the [Society for Human Resource Management](#) has published a number of resources to help [HR professionals prepare infectious disease plans](#).

### **Guidance on Travel**

Around the world companies are taking various positions on travel in light of COVID-19. Whatever the best approach is for your organization, organizations are encouraged to develop a policy and clearly communicate it to employees.

#### **What we know – as of March 5, 2020:**

- [Individuals arriving from China](#) to the U.S. will be routed to one of 11 designated airports and be subject to special screening and possible additional restrictions.
- Individuals coming into the U.S. from South Korea and Italy will be subject to special screening according to the CDC. For the latest CDC Risk Assessment by Country, visit the CDC website.
- The U.S. government has not recommended suspending travel within the U.S.
- The BIO Asia conference has been canceled and [BIO Europe Spring](#) will now be held virtually. We will keep the BIO website updated with respect to any other cancellations or postponements of BIO events.

### **Supply Chain Resources**

[Healthcare Ready](#) (formerly RxResponse), an independent non-profit that serves as a convener of public and private sector partners to strengthen healthcare systems before, during, and after disasters, is gathering information from organizations, including information on the current demands of pharmaceuticals and personal protective equipment (PPE). To respond to their survey on supply chain issues, [click here](#). Healthcare Ready also is tracking issues related to workforce, business continuity, and transportation and trade restrictions for potential impacts on the supply chain, and is working with federal government partners to determine what guidance or practices will be used, if any, to allow distributors to continue to move product. The organization is also tracking international trade and transportation flows around the world for global logistics implications.

For questions or to request the assistance of the Healthcare Ready Support Team, please do not hesitate to reach out to the team at [Alerts@HealthcareReady.Org](mailto:Alerts@HealthcareReady.Org) or 866-247-2694.

Additionally, the FDA has been monitoring the drug supply chain and communicating with manufacturers related to the possibility of shortages of drugs,

API, and related supplies. On February 25th, the FDA announced it had identified 20 drugs at risk of shortage. As of February 28th, FDA has reported a shortage of one drug as a result of the ongoing COVID-19 outbreak.

Manufacturers of all prescription drugs are required to notify the FDA of a permanent discontinuance or temporary interruption in manufacturing that is likely to lead to a meaningful disruption in the supply of a covered drug in the U.S. The notification is required six months in advance, or if that is not possible, as soon as practicable, but no later than 5 business days after the discontinuance or interruption in manufacturing.

Shortages or supply issues should be reported to the FDA through the [CDER Direct NextGen Portal](#). [Additional information](#) on reporting shortages or supply issues is available from the FDA.

If you experience any problems with the FDA process for reporting shortages, please contact Victoria Dohnal, BIO's Director of Science and Regulatory Affairs ([vdohnal@bio.org](mailto:vdohnal@bio.org)).

### **Opportunities for Supply or Monetary Donations**

[Healthcare Ready](#) is working with NGO partners, such as the [Partnership for Quality Medical Donations](#), to coordinate donations to the relief organizations working in China and around the world. For monetary donations to Healthcare Ready, visit the [Healthcare Ready website](#). For donations of pharmaceutical products, other supplies, or space on shipments to impacted areas, contact Healthcare Ready at [Alerts@healthcareready.org](mailto:Alerts@healthcareready.org).