



Reference Laboratories

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To: Study Coordinators & Study Site Personnel
Re: Medpace Reference Laboratories (MRL) COVID-19 Contingency Planning

19March 2020

Dear Study Coordinators & Study Site Personnel,

Medpace is continuously monitoring the rapidly changing global situation regarding COVID-19. Currently, **Medpace labs remain fully operational in all locations (Cincinnati, US; Leuven, BE; Singapore, and China)**. As the situation with the COVID-19 outbreak evolves, Medpace continues to monitor and follow local and national government authority guidance, as well as WHO and CDC guidance, to help ensure a healthy, safe, and secure work environment for all our employees. The COVID-19 pandemic may impact MRL services, including supply shipments to sites and sample shipments to our laboratories.

Please contact couriers in advance to confirm service availability, the contact details are to be found in the courier memo provided to you with initial site supplies. Our Logistics Department is actively monitoring all courier services and implementing alternate solutions for transport of both supplies to sites and sample shipments to MRL where needed. All logistical MRL services remain fully operational at this time.

If courier services are unavailable, we have additional contingency planning to ensure the safety of our study participants.

Sites will be notified by MRL when circumstances are such that alternate specimen handling and shipping arrangements should be implemented. If a site has concerns about shipping and has not received a message, information should be obtained from their MRL Project Management team member.

Contingency Specimen Handling if Courier Service is Unavailable

If courier transport becomes unavailable, the Sponsor/CRO, in collaboration with MRL, may direct that sites follow the following instructions:

- Perform safety chemistry, hematology, urinalysis, hemoglobin A1C, and other safety tests at a local laboratory.
- Retain an aliquot of 1 mL of safety chemistry serum, labeled with the chemistry specimen label, in a small transfer vial for later shipment to MRL. Freeze at -25°C to -15°C or below.
- Freeze serum or plasma for lipid profiles and store in the freezer at -25°C to -15°C or below.
- Maintain all frozen specimen at -25°C to -15°C or below until further notice.

Note: This scenario will be implemented only if courier services are unavailable. Discuss with your Project Management team member prior to initiating local laboratory services. Study specific guidance will supersede these instructions and will be provided, if necessary.

The Medpace Team will continue to update you with any potential changes to laboratory services. Our Project Management team will be available by phone and e-mail to answer any of your questions or concerns and provide guidance.

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