

## Flow Cytometry Core Facility Criteria for Phase II: *November 2020 Update*

The following guidelines have been put in place to mitigate the risk of COVID-19 during the SMHS phase 2 reopening. Procedures may be revised during the reopening. We ask that all users adhere to the outlined rules and any updates.

### **Non-compliance will result in the suspension of access to the facility**

#### **Personnel & Services**

- Staff will not report to campus if experiencing any COVID-19 symptoms outlined by the CDC or have an elevated body temperature (above 100.4).
- Please note the following regarding Cell Sorting and Assisted Analysis Services:
  - Samples **MUST** be dropped off to minimize contact
  - Cell sorting appointments require at least 48 hours notice
  - Assisted cell analysis appointments require at least 24 hours notice
  - Cancellations must occur within 24 hours of your appointment
  - Live COVID-19 samples are not permitted
- **Training will resume January 2021 in a limited capacity.** Researchers who have requested training will receive details the first week of January. To resume training in the safest manner, we will be limited in the number of trainings we can offer per week, so we ask that you remain patient while we work through everyone's request.
- Consultations, data analysis, software training and troubleshooting will be done via WebEx during core facility hours.

#### **Lab Access & Safety**

- Researchers should not enter the lab if you are experiencing any COVID-19 symptoms outlined by the CDC or have an elevated body temperature (above 100.4).
- Badge Access: Badge access to the facility has been restricted to researchers undergoing the **required weekly COVID19 surveillance testing** as outlined by the University and SMHS for all Science & Engineering Building staff and students.  
**\*Researchers who are not in compliance with the weekly COVID test requirements are not allowed in the facility/SEH**
- Social Distancing: We are currently operating under 50% occupancy which includes users and staff. We understand there are varying degrees of comfort regarding social distancing, however, while in the core facility users and staff are **required to maintain 6ft of distance between each other**. Floor decals are in place to help with this.  
In addition, to ensure social distancing please note:
  - Only one user is allowed at an instrument at any given point, no exceptions.
  - Only the trained user who made the reservation and who will be running the samples is allowed in the core for the duration of the experiment. No additional lab members can be present.
- Personal Protective Equipment: The following PPE must be worn at all times:
  - Face mask (provided by SMHS)
  - Lab coat (individual lab/department provided)
  - Gloves (available in the core)
- Lab Cleaning: Bench space, computer keyboard and computer mouse must be decontaminated before and after appointments using 70% ethanol (or 10% bleach) per displayed instructions. Analyzers will be cleaned as outlined in training.

#### **Unassisted Instrument Use**

- Unassisted access to the BD Celesta and Cytex Aurora is available to users who are **already fully trained by flow core staff**. If you are not fully trained you must plan with staff for scheduling an assisted appointment.
- We are currently operating under 50% occupancy which includes users and staff. Unassisted users are the only researchers allowed at the instrument for the duration of the experiment. **Please plan accordingly if you are running samples for a colleague.**
- Appointments must have a **15-minute gap** between users to ensure adequate decontamination of instrument, bench space and computer keyboard/mouse.
- Users are not allowed to wait in the core to begin their appointment. \*If the current user is going over their scheduled time email core staff immediately.