

SOP for Microscope use in CSIF Beckman B050

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The following guidelines are proposed recommendations for cautious operation of the microscope instruments in light of partial relief of Shelter-In-Place restrictions due to COVID-19. They are solely based on “educated guess” and exposure to practices implemented at other facilities. These guidelines in no way should be interpreted as official public health policy issued by Stanford University or Santa Clara County. For up-to-date information on official precautions and recommendations, please visit <https://healthalerts.stanford.edu/> , <https://www.sccgov.org/> , and <https://www.cdc.gov/> .

RESERVING MICROSCOPES and EQUIPMENT in iLab Solutions

1. You must make reservation in iLab Solutions before entering lab and using any instrumentation. User shall not extend the usage time beyond what was allotted to avoid run-in with other users.
2. All reservations should include time for cleaning the microscope and area when done.
3. All reservations will be made so that there is a 50 minute gap between reservations. For example: a reservation ends at 3:00, the next reservation would start no sooner than 3:30. This will allow time for exiting and entering facility without exceeding personnel density limits and will allow full air exchange of microscope area.

IN-FACILITY PROCEDURE

4. **During Phase-407, only 6 people total may be in B050B and only 2 people total may be in B050C.** Social distancing of 6 or more feet must be maintained at all times. All must knock and loudly announce your entrance into each room so others have time to avoid close encounter.
5. Only qualified users who have been trained on the instruments and are able to use it independently are allowed into the facility.
6. Before entering the facility each day, user must agree in online form and follow state, county, and Stanford guidance on health and hygiene:
 - a) monitor themselves for signs and symptoms;
 - b) complete Health Check <https://healthcheck.stanford.edu/en/> daily before coming to work;
 - c) do not come to work if sick.
 - d) Within the last 14 days, from the best of their knowledge, they have not been in contact with cp{ one diagnosed with COVID-19.
7. Only one person at the time is allowed at instrument work areas - one user per microscope or equipment per session. Curtain must be closed when you are in the microscope area, open curtain when done.
8. Face masks, effectively covering both the nose and mouth of the wearer, must be worn at all times. Current county-sanctioned face coverings are acceptable.
<https://healthalerts.stanford.edu/covid-19/2020/04/21/guidance-on-face-coverings-at-stanford-facilities/>
9. Food or drinks are STRICTLY not permitted inside the lab.
10. To limit the contact spread of the virus, disposable gloves must be worn immediately prior to entering the lab

and disposed of when leaving the lab. During imaging and or work gloves should be frequently decontaminated with hand sanitizer or 70% alcohol (either ethanol or isopropanol).

11. All users are encouraged to bring and wear their own safety glasses for further protection from virus transmission through the eyes.
12. Assume all surfaces may be contaminated

CLEANING PROCEDURE

1. Wear gloves in the facility and during imaging.
2. Clean before you start; clean when you are done.
3. Use 70% alcohol to wipe down surfaces (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>). Spray bottle is provided in each work area.
4. DO NOT SPRAY SURFACE DIRECTLY - spray into a paper towel because spraying on a surface can aerosolize the virus causing it to spray into the air.
5. If there are missing/depleted cleaning supplies, inform CSIF staff so that they may replenish as needed.
6. Each user shall place a fresh piece of plastic wrap on the eyepieces and dispose of such after session:.

CLEANING CHECKLIST – Wipedown with 70% ethanol or Caviwipes available:

1. Door handles
2. Benchttop
3. Keyboard
4. Mouse
5. Instrument knobs
6. Microscope eyepieces holder
7. Chair(s)
8. Curtain edge touched when entering microscope area
9. Shared pens or stationaries

HELP WHILE ON INSTRUMENT

If you need help with the instrument or software you can contact us using the by calling the facility's phone number 650-723-2449 or <https://stanford.webex.com/meet/kamanl> (instructions posted by cameras).

If you can't contact on-site staff for the instrument and need immediate assistance:

Jon Mulholland, Zoom meeting room <https://stanford.zoom.us/j/8451870111> M/W in CSIF 9-5

OR text director Jon Mulholland at 408-621-0032

Email Kitty kamanl@stanford.edu should the above fails, or call phone numbers in yellow box outside.

If the instrument was not properly clean when you entered the room, please let us know immediately.