

Guidelines for Microscope operations in NMS

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The following guidelines are proposed recommendations for cautious operation of the microscopes 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.. Any guidance contained within this document is superseded by guidance or directives issued by relevant government bodies, as well as guidance or directives issued by Stanford University officials.

RESERVING MICROSCOPES in iLab SOLUTIONS

1. After making your reservation, please send an email to espenel@stanford.edu so he can contact the building manager to grant you access to the room. *Please, note that if you don't send the email and are not able to enter the facility you will still be charge for your reservation.*
2. Only **1 person/microscope are allowed in the facility** (curtained area, see lab-specific spaces bellow), do not bring any colleague/PI etc. while in the facility.
3. All reservations should include time for cleaning the microscope and area when done.
4. All reservations will be made so that there is a **30 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.*

LAB-SPECIFIC SPACES

- Building: ChEM-H/Neurosciences: max. occupancy: 4 persons
 - S080A: Miltenyi Biotec lightsheet microscope [1 person]
 - S080: anteroom: refrigerator, tissue culture incubator
 - S080B: future microscope space
 - S080C: Zeiss LSM980 confocal microscope [1 person]
 - S080D: Zeiss Axiolmager motorized fluorescence microscope [1 person]
 - S082: anteroom: image analysis workstations

- S082A: office [1 person]
- [1 person at a time in this entire space:]
- S082B: 2-photon prep room
- S082C: 2-photon microscope room

IN-FACILITY PROCEDURE

1. To gain access to the facility, user must have completed the [EHS-2470 training](#).
2. 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 someone diagnosed with COVID-19.
3. Only one person at the time is allowed inside curtained microscope areas-one user per microscope per session. Curtain must be closed when user is in microscope area, closed curtain = occupied microscope= do not enter the facility. Leave the curtain clearly open when you are done imaging and are leaving the facility.
4. Only 3 people total may be in B023 imaging facility, social distancing of 6 or more feet must be maintained at all times. One additional person may be in B023A (Bio-AFM room) with the door closed.
5. Before entering the facility new users should wait approximately 30min after the previous user has left. Please write down when you left under the appropriate column on the entrance door window.
6. Before leaving the facility, user need to ensure that all surfaces have been cleaned and disinfected.
7. Do not stay or wait in the common area inside S080.
8. Face masks, effectively covering both the nose and mouth of the wearer, must be worn at all times.
9. Food or drinks are STILL not permitted inside characterization labs.
10. To limit the contact spread of the virus, disposable gloves should be donned immediately prior to entering the lab and disposed of when leaving the lab. During imaging, the 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. Clean microscope area before you start; clean gloves periodically while imaging, clean area when done.
2. Use 70% alcohol to clean surfaces (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>). Spray bottle is provided in each microscope area.
3. 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.
4. Replace all plastic wrap on eye pieces/surfaces with clean wrap.

CLEANING CHECKLIST

1. Door handles
2. Benchtop
3. Keyboard
4. Mouse
5. Microscope Nod
6. Microscope eyepieces
7. Curtain edge touched when entering microscope area
8. Any other part you may have touch

IF YOU NEED HELP ON THE INSTRUMENT

You can contact Cedric Espenel (espenel@stanford.edu), if needed, we can start a Zoom meeting and remotely help you.

- Cedric availability : M/F from 9am to 5pm

If Cedric is not available, you can contact Jon Mulholland (jwm@stanford.edu)