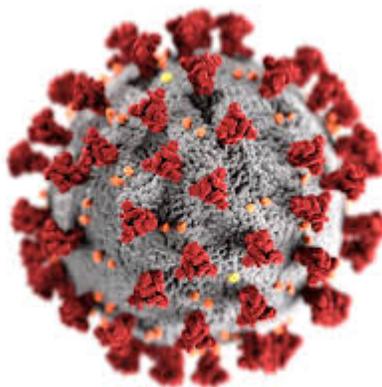# Guidelines for Microscope operations in Shriram-CSIF

Youngbin Lim - Lab Manager - 10/12/2020 (Phase 2 of reopening)

Jon Mulholland – CSIF Director

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. 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 in iLab SOLUTIONS

1. After making your reservation, please send an email to yblim@stanford.edu (if it's the first time since phase 1 of reopening) 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), 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.

5. When restarting using the microscope for the first time, we **strongly** recommend that you ask to be a member of the CSIF slack workgroup (stanfordcsif.slack.com) as it will allow us to remotely help you if needed.

IN-FACILITY PROCEDURE

1. To gain access to the facility, user must have completed the EHS-2470 training.
2. Only qualified users who have been trained on the instruments and are able to use it independently are allowed into the facility.
3. 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.
4. 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**.
5. 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.
6. 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.
7. Before leaving the facility, user need to ensure that all surfaces have been cleaned and disinfected.
8. At the exception of the sink, to wash your hands, the wetlab area should not be used, unless prior autorization by the manager of the facility.
9. Do not stay or wait in the common area inside B023.
10. 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/
11. Food or drinks are STILL not permitted inside characterization labs.
12. 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).
13. All users are encouraged to bring and wear their own safety glasses for further protection from virus transmission through the eyes.

14. 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 provides 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 piece 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

Directly chat with Youngbin and Cedric (you should open a direct message with both of them) on the SLACK chat, if needed we can start a Zoom meeting with you and even take control of the workstation. (Note that, you would have to share your screen first in order for us to get remote access to the workstation).

- **Youngbin availability : M/W/Th from 9am to 5pm**

(Alternatively, if nothing else works, contact Jon mulholland at 408-621-0032 via text only)

You can post any problems/concerns you had using the microscope on the SLACK related channel (for example if you have an issue with the LSM780, post on the #help-lsm_780 channel).

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

Also if any supplies are low or missing please let us know via the SLACK channel.