

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

Facility Initial Restart Plan

Appointments, Protocols, Q&A

05/28/2020

APPOINTMENTS

- Before June 1
 - Essential research only
 - After-Hours authorized users only for analyzers
- Starting June 1 (**IF the University gives the GO AHEAD**)
 - Non-essential may start
 - After-Hours authorized users only for analyzers
 - No SH800 yet
 - No COPAS yet

APPOINTMENTS

- Two weeks after restart: the facility will review procedures and decide whether to move into the next phase of instrument use
 - Next phase includes:
 - LSRII and SH800 for researchers who are trained to use these instruments independently
 - Scheduling of COPAS instrument
- **Dependent on local and university directives**

APPOINTMENTS

- Request appointments at least 2 business days in advance
- Email core manager for appointment
- Core manager will be working remotely unless needed for instrument maintenance or in-facility tasks and Aria II sorts

● FACILITY PROTOCOLS - ENTER FACILITY

- Check schedule before arriving (<https://fccf.sitehost.iu.edu/calendar.html>)
- Wear a mask – cloth masks are acceptable
- Knock on outer door (JH029)
- Use ID to unlock door
- If inner door (JH025C) is locked/closed (should always be the case if no one is in the main facility) – knock there just in case
- Use ID to unlock door
- Maintain physical distancing – communicate!

● FACILITY PROTOCOLS - ENTER FACILITY

- Outer door (JH029) will remain locked at all times for foreseeable future
- If needed, core manager will provide ID access to outer door of the facility
 - This is on a case-by-case basis as the facility reopens to users and for those needing Aria II sorts

FACILITY PROTOCOLS - IN FACILITY

LSRII

- Set sample container down in designated location
- Wash hands
- Retrieve lab coat from shelf and put on lab coat
- Put on gloves
- If using facility safety glasses, spray a paper towel with 70% ethanol (provided) and clean safety glasses before wearing
- Spray another paper towel with 70% ethanol and wipe down sample container
- Perform usual decontamination protocol of instrument (fresh 10% bleach)
- If you are leaving for the LSRII warm-up period, take off the lab coat you are wearing, fold and place it on the chair, and put it back on when you return
- Follow exit/entry protocols when leaving/returning

FACILITY PROTOCOLS - IN FACILITY

MACSQUANT VYB - LEAVING

- Wash your hands
- Put on gloves
- Retrieve beads from fridge
- Spray 70% ethanol onto a paper towel and wipe down MQ cart handle
- Take off gloves and discard into biohazard bin
- Wash hands again and grab a disinfecting wipe
- Roll MACSQuant out of the facility being careful to maintain physical distancing
 - You may need to communicate with others in the facility; especially anyone at the SH800
- Wipe high contact areas with disinfecting wipe as you leave the facility

FACILITY PROTOCOLS - IN FACILITY **MACSQUANT VYB - RETURNING**

- Wash your hands
- Put on gloves
- Place beads back into fridge
- Spray 70% ethanol onto a paper towel and wipe down MQ cart handle
- Take off gloves and discard into biohazard bin
- Wash hands again and grab a disinfecting wipe
- Wipe high contact areas with disinfecting wipe as you leave the facility

FACILITY PROTOCOLS - IN FACILITY

ARIA II

- Set sample container in designated spot
- Wash hands
- Put on gloves – since you will not be near instrument and will leave while the sort is taking place, no lab coat is needed at this time
- Spray paper towel with 70% ethanol and wipe down sample container
- Remove gloves, place in biohazard bin, and wash hands
- Leave the facility and connect by Zoom for sort set-up
- Core manager will contact you when the sort is completed to pick up samples

FACILITY PROTOCOLS - EXIT FACILITY

- Spray paper towel with 70% ethanol and wipe down sample container
- Remove safety glasses, spray a paper towel with 70% ethanol (provided) and clean safety glasses
- Remove gloves and place in biohazard bin
- Remove lab coat and place in designated bin
- Wash hands
- Grab a disinfecting wipe and wipe high contact areas as you leave the facility
 - Remember to take your samples/container and USB with you!

Q & A

- **Where did you get the ear loop extenders?**
 - Etsy; they are 3D printed - <https://www.etsy.com/shop/Tinybitez>
- **Should we be wiping [chair] seats down as well?**
 - Not at this time – you are wearing a clean lab coat.
- **Is there anything specific for the MACSQuant?**
 - See pages 8 & 9. Wiping down the cart handles before the MQ leaves the facility and after it is returned is part of the protocol. Make sure to wipe down high touch surfaces on the way out.
- **Can you put brightly colored post it notes near high touch surfaces that need to be cleaned?**
 - Yes.
- **Is there any other difference about the Aria?**
 - The protocol includes no contact, drop off samples, Zoom to set up, and don't come in until the sort is complete.
- **Will I be setting up the LSRII if I have an appointment?**
 - Yes, we are currently after-hours authorized users only and these users are expected to perform set-up.

Q & A

- **Can you just install Zoom on the computers?**
 - No. We have older OS on most computers and are not networked.
- **Should I be wearing my own lab coat when coming to pick up the MACSQuant?**
 - No. Please do not wear a lab coat coming into the facility. If picking up the MACSQuant, you do not need to put on a lab coat for the short time you will be in the facility. You do need to be wearing a mask, and disinfect surfaces on the way out. – see pages 8 & 9
- **Are you setting up the LSRII for other users?**
 - No. Right now we are in after-hours use only for analyzers, so anyone using the LSRII should also be setting it up.
- **Can I wear a cloth mask?**
 - Yes.
- **Will we be automatically added to the facility card reader?**
 - No. This will occur on a case-by-case basis.
- **Will you be emailing or posting updates as they become available?**
 - Yes. We will be adding updates to the facility website and posting on the Facebook page (you do not need to login to Facebook to access the page).

Q & A

- **Can you expand on the current policy before and after June 1?**
 - Yes, and see page 2
 - Before June 1: Essential research only; after-hours authorized users only, essential Aria II sorts
 - After June 1: If university directives permit – all research, after-hours authorized only, Aria II sorts
- **Are after-hours experiments still allowed on weekends?**
 - Yes. After-hours appointments are allowed any time. Users must contact the facility to request an appointment. We recommend checking in with one of your lab mates before coming into the facility and after leaving so someone is informed.

More questions – please contact the facility!