

IU-Bloomington Flow Cytometry Core Facility

Initial Plan for Reopening in Response to COVID-19

Purpose:

To provide guidelines and procedures for IU-B FCCF researchers and staff to ensure their health and safety and mitigate the risk of COVID-19 during the initial stage of reopening. Procedures **may be updated** over time and it is expected that researchers and staff comply with these updates.

Adherence to these guidelines and procedures (and updates) is required. Anyone not complying will receive a reminder of the rules; if non-compliance continues, the person will be asked to leave the facility.

Facility guidelines:

- Do NOT enter the facility unless you have an appointment
- Do NOT enter the facility if you are sick
 - If facility staff is sick, sessions may need to be canceled or support provided over Zoom
- Use caution when opening the facility door – there is no window to know if someone is entering/exiting the facility
 - Firmly knock on the door before entering or exiting – this helps to make a person on the other side of the door aware that someone is entering or exiting
- Wash hands after entering the facility and before leaving the facility
- Wear proper PPE – the facility is designated BSL2 therefore the wearing of lab coats, safety glasses and gloves is already required
- Practice physical distancing – minimum of 6 feet from another researcher
 - **Awareness is key** – please be aware of your physical distance from others in the facility and adjust when needed
- Wear a mask when available; physical distancing is required whether or not a mask is worn
 - **see information below about masks***
- No more than three (3) people in the facility at one time, including facility staff
- Facility staff will regularly (several times/day) clean door handles with 70% ethanol

Sample transport guidelines:

- Continue to transport samples in a plastic covered container
 - Sample container lid must fully snap shut
- Clean outside of sample container with 70% ethanol after entering and before leaving the facility

Analyzer guidelines:

- Only one person allowed at an instrument
- Only after-hours trained users may request an appointment at this time
- Continue to clean instrument and surrounding surfaces with fresh 10% bleach (LSR11) or 70% ethanol (MACSQuant) before and after use
- Analysis of COVID-19 samples may only be performed on FIXED cells where it has been ensured the virus is inactive

Sorter guidelines:

- Provide extensive details for the sort set-up by email and on the sort form
- Maintain physical distance when dropping off samples (Aria II)
 - Drop off a USB (flash) drive with the samples
- Leave after dropping off samples and do not return until the sort is complete
 - If consultation is required for the initial sort set-up, the researcher is required to maintain a 6-foot distance from the sort operator and any other facility user
 - Preferred: There is an option for the initial sort set-up to be conducted over Zoom
- Only pick up samples after you have received notification that the sort is complete
- Sorting of COVID-19 positive samples is strictly prohibited

Software guidelines:

- The analysis workstation and FlowJo dongles are currently NOT available
- Users may request access to the facility FCS Express site license; the cost per site license seat is \$234 per fiscal year

Appointment, training, and consultation guidelines:

- Continue to email the facility for appointment requests
 - Contact the core manager at least two full business days before the requested time
- Check the schedule (<https://fccf.sitehost.iu.edu/calendar.html>) before making an appointment
 - Only two appointments on separate instruments may be made for the same time
- A gap of 15-30 minutes between all appointments taking place on the same instrument is required
 - Appointment times may need to be staggered if multiple instruments are requested in one day
- Schedule analysis and sort time accordingly – no extensions of sorter or analyzer time will be granted
- Check the schedule before arriving to the facility and be aware if others are in the facility at the same time
- No in-person trainings or consultations will take place at this time
- All consultations will take place over email, phone or Zoom
 - Please make an appointment for a phone or Zoom consultation

After-hours guidelines

- All of the above guidelines apply to after-hours use
- When leaving the facility, remove one (1) disinfecting wipe from container and use this to wipe down light switches and door handles on your way out of the facility
 - AFTER leaving facility, dispose of disinfecting wipe in nearest trash bin

*** Masks are required as they become available. The university plans to provide masks to all researchers by the end of May 2020. At that time, all researchers will be required to wear a mask. You should already be wearing a mask when you arrive to the facility.**