

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 we expect researchers and staff to 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 (**updated 5/27/2020**) – the facility is designated BSL2 therefore the wearing of lab coats, safety glasses and gloves is already required
 - Cotton lab coats will be washed after each use
 - The facility will switch to disposable lab coats as they become available
- 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
- Wearing a mask is required (**updated 5/27/2020**)
 - Researchers must wear masks the entire time they are in the facility ***see details in the “Conditions for Research on an IU Campus” below**
- 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 (LSRII) 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: (updated 5/27/2020)

- 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
- FlowJo site licenses are available through IUPUI for about the same price (email acancia@iu.edu)

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

* **Conditions for Research on an IU Campus** states a researcher must “Wear a cloth or similar face mask whenever the researcher is inside a university building or other research facility, except when alone in the researcher’s own private office” <https://research.iu.edu/coronavirus/research-restart-guidelines.html>