

IU-Bloomington Flow Cytometry Core Facility

Next Phase (2) Plan in response to COVID-19 – starting Tuesday, June 23, 2020

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 a clean paper towel on doors and door handles when entering and exiting the facility
- 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
 - Cotton lab coats will be washed after each use
 - The facility will add disposable lab coats as they become available
- Practice physical distancing – minimum of 6 feet from another researcher
 - **Please be aware** of your physical distance from others in the facility and adjust when needed
- Wearing a mask in the facility is required at all times
- 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
- Follow posted facility protocols

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
- Both after-hours and independent users of analyzers may book appointments
 - Independent users will be granted access to the key card readers in the facility
- 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:

- Aria II and COPAS
 - Provide extensive details for sort requirements by the sort form (Aria II) or email (COPAS)
 - Maintain physical distance when dropping off samples (Aria II and COPAS)
 - 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 sort set-up, the researcher is required to maintain a 6-foot distance from the sort operator and any other facility user
 - Preferred option: the initial sort set-up conducted over Zoom
 - Only pick up samples after you have received notification that the sort is complete
- SH800
 - Provide extensive details for sort requirements by email and the sort form
 - Only one person allowed on the instrument at one time
 - Clean instrument and surrounding surfaces as outlined in the instrument protocol
- Sorting of COVID-19 positive samples is strictly prohibited

Software guidelines:

- FlowJo dongles are available – all users must make an appointment to check out a dongle
 - Dongles will be cleaned by facility staff; DO NOT attempt to clean the dongle yourself
- The analysis workstation is currently NOT available
- FCS Express 7 site licenses are available through the facility at \$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
 - Restrictions on number of facility occupants apply
- 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 to check 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

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