IU-Bloomington Flow Cytometry Core Facility

Facility mitigation policies – updated 7/9/2021

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 and other illnesses. Procedures **may be updated** over time and 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:

- **Wearing a mask is required for those who are not fully vaccinated against COVID 19** (2 weeks after 1-shot J&J or 2 weeks after final dose of Moderna or Pfizer)
    - Please wear a mask during in-person training sessions
    - Anyone who is fully vaccinated may choose to continue wearing a face mask
- 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
    - Cotton lab coats will be washed after each use
    - Disposable lab coats are in limited supply
- Please continue to practice physical distancing when possible
- No more than five (5) people in the facility at one time, including facility staff
- 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:

- One person per instrument (not including facility staff)
    - This may be 2 people if from the **SAME** lab, IF occupancy limits have not been reached
- 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 sort requirements by the sort form (Aria II, SH800) or email (COPAS)
- Bring a USB/flash drive
- Please maintain physical distance when possible
- Sorting of COVID-19 positive samples is strictly prohibited

Software guidelines:

- FlowJo dongles and analysis workstation are available
    - Make appointment requests (dongles or workstation) at least one full business day in advance
    - Traveling dongles will be cleaned by facility staff; DO NOT attempt to clean the dongle yourself
- 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 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 times accordingly
- Check the schedule before arriving to the facility
- Some in-person training has resumed
- 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