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