

## CMIF/MSR Staff Guidelines for safe use of our Facility

Paul Stoodley is Designated Research Administrator (DRA) responsible to Supervise and coordinate safe and responsible research within the CMIF/MSR.

### Documentation

- Users and staff must adhere to current Ohio State University protocols including daily temperature checking etc. and not come to campus while experiencing any cold symptoms or following close contact with anyone who has tested positive for Covid-19 within the past 14 days.
- Symptom survey and temperature checks are required every day and should be done before arriving: Staff with Wexner Medical Center Email accounts should visit <https://go.osu.edu/TempCheck> to complete this requirement online. An Online Ap for use by to other OSU staff and students should be available soon. Otherwise please use self-monitoring and reporting as directed by your Home department.
- Prior to using the CMIF/MSR facility, all Users and Staff must have completed the online BuckeyeLearn reopening training class: **Returning to Campus Research Labs and Studios** and have completed the OSU **Return to Research Attestation form**.
- The BuckeyeLearn course is here: <https://go.osu.edu/returningtocampus>.
- The Attestation form is available in DocuSign. The direct link to the form is here: <https://go.osu.edu/researchattestation>.
- The Attestation form is also available from Department Administrators.
- For recently updated OSU Information: <https://hr.osu.edu/coronavirus/working/>

### PPE

- Masks are required at all times, except for an individual working in an isolated room or office (applies to staff with private offices only). Masks must be worn upon arrival and in the elevator. If you need one, you can get a mask at a temp-check station. Currently there is a temp-check station at the entrance to the BRT. Otherwise, you must get a mask at one of the clinical buildings. CMIF/MSR will have masks on hand in case a change of mask is required.
- Lab gloves should be worn within labs. It is recommended to rub a small amount of hand sanitizer onto lab gloves to minimize the spread of contamination.

### Occupancy

- During Stage two office space will be limited to 1 per office and lab space occupancy will be limited to 12 persons.
- During stage three office space will be limited to 1 per office and lab space occupancy will be limited to 25 persons.
- Staff will monitor number of users within the CMIF/MSR space to ensure that these occupancy limits are not exceeded.

### Protocols

### *Personal Distancing*

- Only existing trained staff and users will use the CMIF/MSR equipment. No new users will receive personal one-on-one training at this time since it requires working closer than the 6 feet apart. Safe alternate training procedures will be developed in the future.
- Only one person should be working on each instrument at a time. If two or more people need to occupy the same space such as when they enter or exit, or if a staff member needs to enter to assist a user they should maintain a physical distancing of six feet.
- The specimen preparation areas (245B, 245C, 245D and 264) can accommodate two occupants and users should maintain 6 ft distancing.
- The two workstation rooms (245K and 245F) and the Confocal/Widefield room (245 H) can accommodate two occupants and users should maintain 6 ft distancing.
- If CMIF staff assistance is required personal distancing rules (6 feet apart) will still apply. In common areas and in rooms containing more than one computer or instrument, personal distancing must be maintained as much as possible. If a user needs to help with a piece of equipment they must email or text a CMIF/MSR staff member on hand. If the issue cannot be solved over the phone or by assistance from a staff member using personal distancing, the user must then sanitize the instrument and wait in the common space (250X) in the corridor while the CMIF/MSR staff member enters the room and attends to the issue.
- Microscope bookings will be for a minimum of one hour to allow time for users to wipe down touched surfaces with 70% ethanol both before and after finishing operations.
- Users should allow extra time for computer and instrument cleanup so that you can exit the room early or at the latest by the end of your booked instrument time. The next user should not be left waiting outside the room since this might lead to violation of personal distancing if multiple users are waiting.

### *Sanitization*

- Wash hands frequently using soap and water or hand sanitizer and upon entry and exit from the CMIF/MSR and be mindful of not touching your face. Be sure to do this upon exiting stairwells and elevators and entering/exiting laboratories.
- All benches, hoods should be wiped down by instrument users with 70% ethanol before and after use. All work areas including keyboards, touch screens, mice, focus knobs, microscope eye pieces, objectives etc. must also be wiped down. Wipe microscope objectives and eyepieces only with lens paper or Q-Tips.
- 70% ethanol and wipes are made available in each of the sample preparation areas.
- We recommend also applying a small amount of hand sanitizer to lab gloves to prevent the spread of any contamination.

### Biosafety considerations

- In our BSL-1 areas all biological samples must be chemically fixed before bringing them to the CMIF/MSR.
- In the BSL2 areas all BSL2 precautions must be taken in addition to covid-19 precautions.

- Any sample potentially containing the Coronavirus must be chemically fixed prior to entry into any CMIF space including the BSL-2 areas with documentation that all coronavirus / Covid-19 research protocols are approved by redcap. **The CMIF/MSR does NOT have BSL-3 capability.**

#### Staff activities

- Research staff and/or administrators who can work from home should continue to work remotely. Data analysis should be performed at home as much as possible.
- Staff meetings will be conducted electronically.
- Staff should remain within the CMIF/MSR and shared CCIC space wherever possible. Visiting other labs in the BRT should be minimized.
- Staff cannot provide physical group tours/classes at this time but can consider virtual tours on request.
- Flexible staff schedules should maximize support for users while maintaining personal distancing. Staff efforts will be coordinated under the direction of the DRA and communication will be electronic via email, Zoom, and through the Staff electronic planner and the shared calendar.

#### Compliance Monitoring and Reporting

- Staff will monitor number of users within the CMIF/MSR space to ensure that these occupancy limits are not exceeded. Online bookings will be monitored and booking times may be adjusted accordingly to meet these numbers.
- Staff and users should note that others in the facility comply with the Approved User Guidelines posted on lab doors and on the CMIF/MSR website. Any non-compliance problems need to be referred to the DRA. Currently masks are provided on entry to the BRT.
- Users must follow any directions given by CMIF/MSR staff. Users questioning any such directions should contact senior staff and/or the CMIF/MSR directors.
- For staff who test positive for COVID-19, it is mandatory to report it.
- Staff will monitor use of CMIF/MSR space to ensure compliance with all occupancy rules.

*If policies need to be changed, we invite input and suggestions and welcome feedback. Contact staff on duty or use email, telephone or the contact-us form on the CMIF website.*