

Standard Operating Protocols in the Core Facilities during the COVID-19 pandemic

We propose a series of Standard Operating Protocols (SOPs) to be implemented during the coronavirus pandemic.

1. **It should be understood, that there can be no guarantee that any of the instruments and associated accessories such as computer keyboards and mice, are free from the SARS-CoV-2 virus. It is still best practice to limit your exposure and avoid shared spaces whenever possible.**
2. Moving forward, the following procedures will be followed
 - a. No new user training of any of the instruments will occur. The only current exception to this will be the Andor Dragonfly, for which user training will be conducted remotely using screen sharing.
 - b. Only fully trained users will be permitted to operate the instrumentation
 - c. **Only ONE user per instrument** at any time and social distancing guidelines must be followed.
 - d. Any activities which could result in aerosolization of potentially contaminated materials are prohibited, but since accidental splashing is still a possibility
 - i. **Users must wear face coverings (masks etc.) at all times while in the facility**
 - e. Users must do the following upon entering the facility:
 - i. **Wash their hands upon entering the facility**
 - ii. **Don gloves**
 - iii. **Wash gloved hands with 70% ethanol as supplied in a spray bottle**
 - iv. **After the session on the instrument has been completed, wipe down the instrument with ethanol wetted wipes**
 - v. **Remove gloves and wash hands prior to leaving the facility**
 - f. Users must wear clean lab coats at all time while in the facility
 - g. Biohazard bags will be supplied for disposal of gloves and wipes
 - h. The calendar reservation system will enforce a fixed time of 15 m between equipment reservations to create a time and space separation between consecutive users, please respect this interval and finish by your allotted time.
3. For users of the BD Fortessa SORP flow cytometer
 - a. All must follow the procedures described in item 2 above
 - b. Wipe down the cytometer controls with ethanol wetted wipes before starting your session
 - c. Lay pieces of plastic film across the keyboard and mouse

- d. After your session, wipe down the instrument again and discard the plastic film
4. For users of the microscopes
 - a. All must follow the procedures described in item 2 above
 - b. Wipe down the microscopy controls with ethanol wetted wipes before starting your session. **Do not wipe down the microscope optics.**
 - c. Use pieces of plastic film to cover the **microscope eyepieces** and computer keyboard and mouse
 - i. For most microscopes, **use of eyepieces can, and should, be avoided entirely.**
 - d. After your session, wipe down the instrument again and discard the plastic film
5. For all other instruments in the facility (Gel Doc, ChemiDoc MP, NanoDrops, BioRad qPCRs and Bio-Tek plate reader)
 - a. All must follow the procedures described in item 2 above
 - b. Wipe down the instrument surfaces and controls with ethanol wetted wipes before starting your session
 - c. Lay pieces of plastic film across the keyboard and mouse if used
 - d. After your session, wipe down the instrument again and discard the plastic film
6. For services which would require our presence in order to operate the instruments, such as cell sorting, contact the core director and we will discuss the procedures needed for us to safely process these samples.
7. Users can request that samples be processed, e.g. acquiring microscope images, by making arrangements with and at the discretion of the Director.