

# Re-opening Plan for the Molecular and Cellular Imaging Facility (MCIF)

## - Advanced Light Microscopy -



*The Facility will move to Phase 3 of re-opening on November 2, 2020.*

Due to all safety measures related to the COVID-19 pandemic, there are new operational guidelines that need to be respected by all users.

### The Facility re-opens in three stages:

In **Phase 1**, only fully trained and experienced users have access to the facility

In **Phase 2**, remote training sessions are available for new users with prior microscopy experience

In **Phase 3**, training will resume, however, still time-limited and with as much remote interaction as possible

The Facility closely follows the guidelines provided by the University of Guelph and the College of Biological Sciences. Please understand that changes may be necessary in the future.

During all stages, only research approved by the respective Department or College, or by the Office of Research can be conducted in MCIF.

During all stages, please self-monitor and do not come into the facility if you **have travelled, have been in risk areas or had possible contact with SARS-CoV-2 carriers.**

During all stages, please self-assess and do not come into the facility if you are **are sick, even if it appears to be a mild cold, with only a slight sneeze or cough or the like.**

During all stages, please maintain good personal hygiene including proper and frequent hand washing, respiratory etiquette, avoid touching your face, eyes, nose and mouth.

During all stages, please avoid direct contact with individuals and maintain a physical distance of 2 metres from others.

Hand sanitizer is available in the Microscopy Suite Hallway (near entrance door) and in key rooms throughout the Facility. Disinfectant (70% EtOH), PPE (masks & gloves), wipes (cloth & paper) - which need to be used when in the facility - are provided by the facility.

## PHASE 3

Starting November 2, 2020

### *Physical Distancing Measures*

With University and College occupancy limitations, we have determined the following limitations for room occupancy:

- One (1) person only per microscopy room in the confocal suite (rooms 1212, 1213, 1215)
- One (1) person per room for the Tecnai, SEM, and CM10 (rooms 1209, 1216, 1218)
- One (1) person for all other laboratory rooms of the facility, since this person will likely need to use equipment in more than one room

**However, we will allow shadowing of microscopy use of one (1) person at any given time IF this person is in the same lab and closely works with the person who books the light microscope. Both names have to appear in the calendar booking! The total limit for occupancy of rooms 1212-1215 is set to four (4) people, which means only one session can be booked for shadowing at any given time.**

The Microscopy Suite hallway will be one-way for all main traffic into the microscopy rooms - signage will be posted on entrance and exit doors.

During this stage, sample preparation is limited to electron microscopy samples - users of the advanced light microscopes will need to come with prepared samples.

The Facility offers Full Service for sample processing and short-term imaging projects, please see the attached user fee schedule for LM services available.

Image processing should be done remotely as much as possible. Volocity and ImageJ (FIJI) for image processing and analysis are available to use at home - either for free or an hourly fee.

Assistance and troubleshooting is available for brief periods; should troubleshooting take longer than 5-10 minutes, the user will be asked to leave the room until the issue has been resolved. Extended assistance and consultation will be available via Zoom or Microsoft Teams.

## Booking the instruments

The booking calendar will be open for individual booking but in order to enable contact tracing and physical distancing, stricter booking rules will apply:

- Calendars will remain on a per-room-basis.
- At least **12-24-hour advance booking and 6-12-hour advance cancellation** is required to allow staff to plan accordingly (e.g., equipment, staffing, and space allocation and adjustments).
- Time slots on the light microscopes are available for a **minimum time of 0.5 hours to a maximum time of 4 hours.**
- There is a maximum usage time of **8 hours per work week** (Mon-Fri) for users in the centre room (SP5-Nikon-Leica DM5000).
- **All users have to adhere to their booking times. Billing will commence at the scheduled booking time!** While the duration of a session can't always be anticipated accurately, we ask that you don't book more time than you need. Staff will monitor bookings and actual usage times and might revoke the right to book independently if frequent discrepancies occur. Please let us know if you have to cancel at short notice because your experiment failed (i.e., cells died) since this is an unforeseeable exception.
- There will be no log sheets in the facility. Billing will be based on computer logs and booking time (see above).
- **A 30-minute break between users is mandatory! This break does not include the time for cleaning.**
- Screening sessions are now allowed, although we ask you kindly to minimize the number of sessions as much as possible.
- If you plan to bring a **lab member** who works on the same project or who will also use the microscope in the near future, **please indicate this in your booking.** For contact tracing, please **add both names to the booking.** The maximum occupancy of all 3 rooms is set to four (4) people, so only one of the 3 rooms can have 2 people. **Staff will monitor the bookings and contact users if accommodations need to be made.**

## *Safety Measures*

### PPE

As per University and College guidelines, masks (cloth or surgical masks) are mandatory in shared spaces when physical distancing is not necessarily possible all the time.

**Users must wear a mask during their entire time in the facility, even if nobody else is in the room!** Aerosol transmission is still considered the main mode for virus transmission.

**Users must put on a fresh (!) pair of gloves as soon as they enter the facility room (provided).** The gloves must be discarded in the appropriate waste bin (hazardous waste) when users leave the facility room. **If you use these gloves to handle a hazardous sample, please discard and put on a fresh pair of gloves before you continue with microscopy.**

Users are encouraged to bring and wear their own safety glasses on microscopes.

### Disinfection

Please refer to the attached information on disinfection of the equipment and work space. The instructions are also displayed at each workstation. **Disinfect the workspace before and after your session.**

The facility adds a small surcharge per imaging session (\$1.00) for PPE and disinfectants.

## *Staff Responsibilities*

To keep everyone as safe as possible, staff responsibilities have somewhat changed. Personal interaction will be limited to a minimum but brief face-to-face and remote assistance are available. Information on options of remote assistance are posted by the entrance in the facility (where gloves and masks are).

Staff will:

- Disinfect equipment and work spaces in the morning or at the end of the day
- Ensure that sufficient PPE, disinfectants, etc. are available
- Oversee bookings
- Ensure that users are compliant with new rules
- Provide brief face-to-face as well as remote assistance through Zoom, Teams etc.
- Provide limited training sessions for new long-term users.

The face-to-face instruction ('hands-on' training), which is an essential part of ensuring proper equipment handling will be limited to the shortest time possible. During this session, masks need to be worn at all times, and the 2-metre distance should be observed as much as possible. No other users will be scheduled in the adjacent room during this time to enable Staff to keep sufficient distance while still being able to observe the user's capability on the instrument.

No training will be available for short-term users - in these cases, the facility offers Full Service sample processing/imaging. If there are already trained users in the respective lab, it is recommended that they do all imaging for new students.