

Starting May 18th, the Center for Advanced Light Microscopy will no longer require written approval to use the facility on the condition that strict social distancing/physical isolation protocols are followed. To continue facilitating your research while minimizing the risk inherent in using shared equipment, we have implemented some additional policies at this first stage of reopening. We anticipate these policies will be adjusted frequently as the situation changes and evolves. Please carefully read and strictly follow those policies as you will need to agree to them before using the facility. Any violation of these policies will result in **immediate and indefinite loss of access to the facility and related shared resources.**

CALMN User Policies (Imaging System Users)

1. You must wear a mask at all times in the imaging room. You must follow the disinfection measures below before and after your imaging session.
2. To limit the traffic flow in the lab, a maximum of two lab groups can use the system each day. Each day will be divided into 2 blocks, morning and afternoon. Only one lab group (as defined in the PPMS) may access the system during a single block. (Clarification below.)
3. Only one user is allowed in the imaging room. Do not ask your lab mate or PI to join your imaging session.
4. If there is an existing session already registered before or after your planned session, you must book with at least a 30min gap in between to allow the other user to disinfect and exit the room. This is true even within a lab group.
5. The system will initially only be available during staffed hours. Experimentally necessary exceptions can be made on a case-by-case basis.
6. All imaging sessions must be signed up 24 hours ahead of time. No last-minute reservations are permitted.
7. Once a session is booked in PPMS, staff will receive an email for confirmation. Your imaging sessions **will be booked only after staff confirmation.** A staff member may contact you to reschedule a session if there are already 2 users in the same day or there is not enough time for disinfection.
8. Please consider “batching” your experiments so that you may image multiple samples in a single session. This will minimize cross-contaminations among groups and make your imaging easier without the need to change system settings.
9. We currently do not offer microscopy hands-on training or one-on-one imaging assistance.
10. All users must be able to set up and image their samples independently without in-person assistance from staff or lab mates.
11. Brief help for trouble shooting by staff will be provided with proper social distancing or remote zoom meeting.
12. Staff may help image in-vitro samples with no additional cost. Please contact Kaye Thomas (Kaye.Thomas@urmc.rochester.edu) if you have some samples for imaging but are not trained to use the microscope.
13. Remote experiment consults can be scheduled with appointment.

MAGIC Ramp-up User Policies (Image Analysis Workstation Users)

1. You must wear a mask all the time in the workstation room. You must follow the disinfection measures below before and after your analysis session.
2. We currently only offer remote analysis training and assistance. Please contact Yurong (yurong_gao@urmc.rochester.edu) to schedule an appointment.

****Clarification (maybe?) of #2.** One user may book the system for a whole block (morning or afternoon) or for the whole day, that is the easy part. However... If Stacy, in lab A, has scheduled the system for an hour from 9-10 am on Tuesday, and Pedro, in lab B, also needs the system for 2 hours on Tuesday, he will need to schedule his session for the afternoon (1-3pm). If Sam, in lab C, also wishes to image on Tuesday then Sam is out of luck and they will need to image their samples on another day. If Anika, in lab A, realizes on Friday afternoon that her samples will also be ready by Tuesday morning and will only take an hour to image then she can schedule a session for 10:30- 11:30 on Tuesday morning. If Anika has this realization on Monday afternoon, then she will not be able to schedule a session for Tuesday morning because it is less than 24 hours in advance.

Required Disinfectant Procedures

Before your Imaging Session

1. Sanitize your hands using the sanitizer station by the lab entrance.
2. Follow the posted start/login procedures as normal.
3. Disinfect the Eyepieces/Oculars, joystick and microscope focus knob with 70% Ethanol by spraying 70%EtOH on a kimwipe or paper towel and wiping the areas. Allow to dry naturally. (DO NOT use clorox wipes on the microscope! DO NOT spray ethanol into air which may trigger fire!)
4. Disinfect the Keyboard, mouse and desk area with either Clorox wipes or 70% Ethanol.
5. Use hand sanitizer or wash your hands.

After your Imaging Session

1. Follow the posted shutdown/logout procedures as normal.
2. Disinfect the Eyepieces/Oculars, joystick and microscope focus knob with 70% Ethanol by spraying 70%EtOH on a kimwipe or paper towel and wiping the areas. Allow to dry naturally.
3. Disinfect anything you touched by spraying 70%EtOH on a kimwipe or paper towel and wiping the areas. Allow to dry naturally. (DO NOT use clorox wipes on the microscope! DO NOT spray ethanol into air which may trigger fire!)
4. Disinfect the Keyboard, mouse and desk area with either Clorox wipes or 70% Ethanol.
5. Use hand sanitizer or wash your hands.