

The Flow Cytometry Resource Lab Re-Opening Update

General Information:

- The nature of the Flow Cytometry Resource, the volume and frequency of usage, the proximity of instruments, and general interactive nature of our processes, means we need to implement strict guidelines to maintain operations. These new policies are for the safety of our investigators and our staff and should not be taken lightly. If you have concerns or you'd like to discuss any policy it must be done in advance of your scheduled reservation.
 - Please read this document carefully. **Because of the seriousness of the current situation, if you are found to be breaking a rule, you will be asked to leave immediately.**
- New social distancing steps are being implemented.
 - We will be taking Kermit offline temporarily and moving Oscar into the space in 3-4151 in order to better maintain proper distancing.
 - Every reservation has to be on the calendar in advance. No walk-in usage.
 - Some scheduling will be limited for the time being.
- New hours are being implemented.
 - Normal business hours will be extended (exact details to follow) in order to accommodate more social distancing and to allow research to attempt to make up for lost time.
- New guidelines/rules for cell sorting and cytof work are being implemented and will be discussed with anyone needing those services.
 - We will do our best to maintain good social distancing in the cases that an operator and investigator need to be working together.
- New guidelines/rules for independent instrument usage are being implemented (details below).
- At this time, while the University ramp down is still in effect, the calendar is still locked and reservations are made by request to matthew_cochran@urmc.rochester.edu

Hallway and FCR Specific Safety Information:

- Mask in place at all times regardless of presence/absence of others.
- Eye protection is recommended.
- Assume surfaces are contaminated and take care not to touch your face.
- There is hand sanitizer near the front door for your use on your way in and out of the facility.
- No congregating, eating or drinking at any time in the FCR hallway (3-4100).
- All doors are to remain shut to maintain negative pressure and air exchange.
 - **No gloves on door handles, ever.**

Independent Instrument Usage: LSR, Accuri, ISX, Nanosight, Celigo, Seahorse, Aurora

- One person at an instrument at a time.
 - If you are not comfortable running without assistance contact the FCR to discuss options. Do not come as a group, you will all be asked to leave.
- Use an H2O2 wipe (found on the table in each room) **upon entry** to the lab space. Wipe keyboard, mouse, desktop, sample arm, instrument control panel.
 - FCR personnel are also wiping surfaces, door knobs etc, 3 times per day (morning, afternoon, evening)
 - You are not required to re-clean the surfaces at the completion of your run.
- If you encounter an issue, use the chat for contacting the staff and we will remote in to the computer for assistance.
 - The chat window is automatically opened in Chrome as well as in a desktop app. There is no log in, you can begin typing in the message area at the bottom of the chat thread immediately.
 - Only once an instrument issue is established will staff enter the room to troubleshoot.
- If there is someone on the calendar after you, you must clean the instrument and be out of the lab space before the next run starts.
 - You should plan in at least 30 extra minutes to be sure of enough time for delays as well as cleaning and leaving the lab prior to the next investigators arrival.
 - If you are running late contact the FCR staff via the chat and we will attempt to provide assistance.
 - If you are uncomfortable running and its causing you delays, contact the FCR staff for assistance.
 - If delays occur because of an instrument issue the FCR staff will deal with the schedule as long as we've been notified of the problem.