

Use of the Imaging Facility during the COVID-19 Pandemic

Introduction

These rules were developed in collaboration with imaging facility managers across Cambridge to promote a safe working environment for users. The rules have been approved by our departmental Steering Committee and will be reviewed on a regular basis. **Before resuming use of the Imaging Facility, users must send an e-mail to Matt Wayland (mw283@cam.ac.uk) confirming that they have read this document and agree to abide by the new rules.**

Recent Changes to the Imaging Facility

- The Leica SP5 upright has been moved to room T13E.
- The spinning disk and ablation system has been put into storage temporarily.
- The Leica fluorescence stereoscope has been moved from T13E to the main office area.
- An electronic log book has been introduced for each of the microscopes and the paper logbooks have been removed.

Facility Access and Booking

- Only trained, authorized users may operate a microscope. Swipe-card access is restricted accordingly and users must not let others into the facility.
- A microscope or image analysis workstation must be booked on PPMS in advance of a session. Users must only work within booked sessions and should not walk in to see if a microscope or image analysis workstation is free.
- Bookings must allow for a user free time slot of 15 minutes between sessions.
- Users must knock on the door of a microscope room and wait for a reasonable time for a response before entering.
- Only one user is permitted to use a microscope per session.
- No more than one person at any one time in any of the confocal microscopy rooms.
- Room T13E, housing the Leica SP5 upright, should be accessed directly from the door that opens into the corridor (card access will be installed) rather than walking through room T13D (Olympus FV3000).
- A maximum of two users in the office area (Room T13B) at any one time; one operating a computer workstation and the other operating the Leica fluorescence stereoscope.
- Only one computer workstation may be used in person at any one time. Remote access will be available for both computer workstations.

- Food and drink should not be consumed anywhere in the image facility, including the office (T13B).

Training and technical support

- New users will not be trained during the initial restart phase. However, methods of training new users will be investigated during this time.
- Technical support will be provided remotely. Contact Matt Wayland by phone (07733 268757) or e-mail (mw283@cam.ac.uk).

PPE

- Users should wash hands and put on gloves immediately upon entering the imaging facility. Glove removal should be the last step before exiting the facility. Users should not touch bare surfaces without gloves; that includes door handles, microscope parts, computers and peripheral devices.
- If gloves come into contact with immersion oil, they should be cleaned using 70% ethanol.
- Gloves must be disposed of after use in bins and must never be reused.

Equipment

- Users should cover keyboard, mouse, eyepieces and other touchable surfaces with protective plastic wrap before starting their microscopy session and remove and dispose of the wrap at the end of their session. Users may wear safety glasses as an alternative to covering the eyepieces with plastic wrap.
- Exposed surfaces that have been touched and are not covered in wrap must be cleaned/ disinfected at the end of the session by wiping with 70% ethanol. Do not use spray bottles to avoid creating aerosols.

