

## Standard Operating Procedures for Users of the London Regional Microscopy Facility and Vital Facility

To: Individuals using equipment located within the London Regional Microscopy Facility and Vital Facility

Date: July 31, 2020

Re: COVID-19 Standard Operating Procedures: Phase 3, 40% Occupancy Limits

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- Users of the facility must have completed all required safety training and have been granted access to the facility and scheduling privileges. Contact [LRMF@robarts.ca](mailto:LRMF@robarts.ca) for more information and to clarify access requirements and status.
- All equipment and analysis stations must be booked through the FBS website: <http://fbs.robarts.ca>
- In addition to booking the microscopes, room access should be booked ahead using the SSMD Outlook calendars according to current Schulich policies.
- Equipment may be restricted due to capacity limits (set by the Faculty) and or equipment proximity. Bookings may be adjusted by facility managers to accommodate cleaning between sessions.
- Facility hours will be restricted to 7 am – 11 pm during Phase 3.
- During Phase 2, users not housed in the footprint of Robarts will need to arrange for special booking times during low occupancy times on a request basis.
- No visitors are permitted during Phase 3.
- Only 1 person per microscope or analysis station is recommended. If 2 persons are required to carry out experiment or analysis, masks and faceshields must be worn.
- Physical distancing rules will be followed among all individuals in the core facility. If you are unable to maintain 2 m distance between individuals, masks and faceshields must be worn.
- A gap of 15 minutes between users will be enforced. Please book accordingly. Please do not run overtime. Allow enough time for cleanup. If you find a user on the system at your scheduled time, inform them that their time is up and wait outside the door until they finish cleaning up before entering their workspace.
- Users must wash hands on entrance to the lab and when leaving the lab. Hand wash stations are located within the lab areas. Frequent hand washing is recommended.
- Users are encouraged to disinfect the keyboards, benches and equipment before and after use with disinfectant wipes located within the facility.
- Users of equipment located within the lab areas must bring their own appropriate personal protective equipment (PPE) provided by their PIs (lab coats, safety glasses, masks, gloves, and faceshield for use when distancing is not possible).
- Fresh gloves can be worn on the equipment and removed on departure.
- Dispose of gloves, masks and cleaning materials into biohazard bins located within the lab prior to leaving the facility.

- If technical assistance is required, please contact staff to troubleshoot using phones or screen sharing software when possible. In-person assistance is permitted with masks and face shields. Staff will be less available due to work from home recommendations, so assistance should happen by appointment whenever possible.
- Your eyes and face should never touch the microscope parts. We recommend remote focus of samples via the software. Training instructions are available from staff.
- When eyepieces must be used, the user should wear a mask and freshly disinfected safety glasses. Plastic wrap is available as an alternative to safety glasses. Cover the eyepieces with plastic wrap during use and discard it in the biohazardous waste bin upon departure.
- Upon arrival and before leaving, the microscope should be cleaned with either alcohol wipers or 70% ethanol and kimwipes.:
  - Clean the focus knobs, buttons and stage controls.
  - Allow the damp disinfectant to have 1 minute of contact before drying.
  - Apply liquid ethanol to the kimwipe, not directly onto the microscope. Do not allow liquids to seep into controls.
  - Avoid the need to clean the actual eyepiece lenses by using appropriate eyewear or plastic wrap. If they do become soiled, they should be cleaned with lens cleaner followed by 70% ethanol, using lens paper only to wipe them.
- Inform the staff if any supplies are missing or the bins become overfilled.
- Please ensure that you have logged off software, shut down equipment, transferred data and disinfected the area before leaving.
- Please refer to Western's Health and Safety page for any further information <https://www.uwo.ca/coronavirus/health-safety.html>

Thank you