

Responsible Faculty Member/Principal Investigator

Dr. Ann Cowan

Location(s) to which this Safety Plan applies: Specify all applicable

Campus/Building/Floor/Room Numbers

UCH CGS Building 400 Farmington Ave. Suite R1510 and small rooms therein.

UCH ARB 263 Farmington Ave. Room EG6011

Overview

The Center for Cell Analysis and Modeling (CCAM) microscopy facility at UCH occupies labs in the ARB, and CGS building at 400 Farmington Ave. Both of these locations are solely managed by CCAM with the ARB location containing two microscopes and a user computer in one room while the microscopes located at CGS are one per room inside a larger central area and wet lab space. Access to the labs are restricted to CCAM personnel and approved microscope users; the CGS location has key card access and the ARB location has a punchkey lock with a combination restricted to facility personnel and authorized microscopy users. Both locations are supplied with appropriate waste disposal, both medical and regular. The ARB location does not have a sink and therefore users for that microscope are instructed to share the sinks, if needed, in the neighboring Histology (E6013) and FACS (E6014) facilities. Managers for both facilities are aware of this previous arrangement.

CCAM allows unrestricted access throughout the course of the day and week to trained users. This approach will continue, to accommodate the volume of users and to allow for the additional 30 minute down time between scheduled sessions. All users are required to reserve the microscopes in advance, using Elan, the online scheduling software. Last minute signups or unscheduled usage will not be tolerated during this time of COVID19 safety planning. All users will be provided a copy of the safety and cleaning plan, and the plan will be posted in each room.

Use of the microscopes will be limited to one person at a time due to space and distancing concerns. Because there are two microscopes in the one room in the ARB lab, in order to avoid two users being in the lab at the same time, both microscopes will be signed out during that time. Users have been encouraged to avoid using the computer housed in the ARB lab and have been instructed to use remote access. If a user absolutely requires computer use, they will be instructed to use the computer after microscope users have been given first priority and the two microscopes will be signed out during the time of computer use to avoid multiple users being present. Users have been instructed to allow for a 30 minute delay in between scheduled sessions to accommodate time for cleaning and to prevent the overlap of users from entering the same space.

Training Sessions

Training sessions will be limited to 1 trainee and 1 trainer at a time in the room. The trainer (either Ms. Staurovsky or Dr. Cowan) will be present during the training session; both individuals will wear masks at all times. Prior to the session, the work area and microscope touchable surfaces will be cleaned with provided disinfectant prior as delineated in the original Covid19 Safety Plan.

The trainer and trainee will endeavor to maintain a separation of 6 feet as much as possible, with the training pointing out software selections and components of the microscope from a distance. When necessary, the trainee and trainer will switch positions at the microscope. Sitting next to each other at the instrument will be kept to a minimum but may occur for short periods during the initial training. We will endeavor to keep training sessions under 2 hours. A significant amount of written training material is posted on our website for trainees to read prior to the session. In addition, training is not initiated until the trainee has actual experimental materials for observation so that the time spent in training achieves collection of experimental results and is clearly required for an experiment.

After the initial training session, additional help will be via telephone or video as much as possible. When necessary, a trainer may attend the microscope with the user, under the same conditions described above for training session, in order to trouble-shoot issues or provide training in additional functionality. Such sessions will be kept as short as possible.

Cleaning Protocol

Users will be provided with the following cleaning supplies; disinfectant wipes, kimwipes to be saturated with 70% ethanol, or 70% ethanol in a spray bottle and kimwipes to wipe down the solution.

Users will be encouraged to wear gloves during the cleaning procedure and to change gloves upon completion of the cleaning procedure.

Each new user will be instructed to clean the following with the appropriate cleaning agent and to allow the solutions to be in contact with the material for a minimum of three minutes, or to dry before using, to ensure adequate time for disinfection.

Room light switches- Upon entry the lights will be left on from the previous user. Prior to turning off the lights during the microscope use, clean with disinfectant wipes or kimwipes saturated with 70% ethanol.

Component switches, computer keyboard, and mouse – Prior to turning on instruments and/or computers, clean with disinfectant wipes or kimwipes saturated with 70% ethanol.

Incubator handles and knobs - clean with disinfectant wipes or kimwipes saturated with 70% ethanol.

Microscope components-

Stage, focus knobs, joystick, eye pieces

With regards to the eye pieces, the lens area as well as the observation tubes should be cleaned. In addition, it is highly recommended for users to obtain safety glasses to use to when looking through the microscope. The microscopes in the facility are primarily used with computer monitors, visual examination through the eyepieces is only needed when locating the specimen and initial course focusing.

Immersion oil bottle- clean with disinfectant wipes or kimwipes saturated with 70% ethanol.

Cell incubator door handles- clean with disinfectant wipes, kimwipes saturated with 70% ethanol, or spray with 70% ethanol.

Work surfaces - clean with disinfectant wipes or kimwipes saturated with 70% ethanol.

Chair – spray with 70% ethanol.

Hand sanitizing solution will be supplied in rooms that do not have sinks; appropriate hand soap and paper towels will be provided at each sink.

Monitoring compliance with this COVID-19 Safety Plan

Scheduling will be monitored to ensure a 30 minute gap between microscope useage is being maintained, and spot checks for users will be made to ensure there is a single user present in the labs.

Users who enter the work place, by the appropriate entry points, will be screened for temperatures by UCH. Users entering the CGS Building will be required to sign a log book upon entering, and when they sign in they will certify that they feel well, have not recently traveled or have been around anyone who has tested positive for COVID-19. Users will be informed that if they, or any members they have had close contact with, are exhibiting the typical COVID-19 symptoms, they are to stay home and report to their PI as well as inform CCAM of their current state of health.

Parties responsible for monitoring CDC, state, and University requirements related to COVID-19 in the workplace, updating this plan as required, and communicating changes to personnel.

Dr. Ann Cowan
Susan Staurovsky