

# Access and Use Policy for CU Boulder Microscopy Core Facilities

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## General Statements

- The Microscopy Cores critically support your research and analysis needs. As these are open-access, multi-user facilities with technologically advanced instrumentation, it is essential that we all respect the rules and regulations for facility access and instrument use and care.
- If the Director or any member of the Facility staff suspects a User is ill via coughing, sneezing, or any obvious physical evidence the User will be asked to leave the facility, and we will discuss the proper course of action, including the duration of time for which facility access will be revoked, with the PI, Departmental Leadership, and other appropriate administration. This policy will be strictly enforced.
- Any failure to adhere to the rules and regulations outlined within this document or by the University of Colorado Boulder will result in the offender being asked to leave the facility until further notice. This policy will be strictly enforced.
- All reservations for use must be made using the calendaring system and strictly adhered to.
- No Undergraduate students during Phase 1 without explicit, written approval of the PI and Department Chair.
- Be patient and respectful, and encourage a positive and safe working environment.

## People

### All people entering Core Facility

- No entry if you have had symptoms of any illness in the past 14 days *or* contact with someone with symptoms of respiratory illness and/or confirmed COVID-19 in the past 14 days. Symptoms include:
  - Fever
  - Cough
  - Aches/Fatigue
  - Respiratory distress
  - Chest discomfort
  - Sudden loss of taste and smell
- Will wear required PPE at all times (Note: PPE will be supplied by the User and worn in accordance with University Policy):
  - Face mask that covers the mouth and nose (washable or disposable)
  - Change into PPE upon entry into the facility. Remove PPE upon exiting.
  - Nitrile or latex gloves
  - Clean lab coat (recommended, washable or disposable)
  - Safety Glasses (recommended)
- Sanitize hands just before or upon entering into, and exiting from the Core Facility using 70% ethanol, soap and water, or approved hand sanitizer.
- Do not bring backpacks, jackets or other personal belongings into the facility. The only exception is a USB thumb drive or portable hard drive whose surface can be wiped down.
- Maintain a minimum distance of 6 feet from other people to the fullest extent possible
  - Only one user per microscope room at a time, **no** team imaging allowed
  - Leave 30 minutes between reservations to minimize face-to-face interactions

- If possible, keep microscope room doors slightly ajar to facilitate communication and minimize opening/closing of doors
- Do not enter a microscope room unannounced
- Do not arrive early and thereby initiate face-to-face interactions

### Core Facility Staff

- Wear all required PPE at all times:
  - Change into PPE upon entry into the facility. Remove PPE upon exiting.
  - Face mask that covers the mouth and nose (washable or disposable)
  - Clean nitrile or latex gloves
  - Clean lab coat (recommended, washable or disposable)
  - Safety Glasses (recommended)

### Research Equipment and Physical Spaces

- Disinfect all common and study-specific research equipment following the protocols posted throughout the facility, protocols will also be available online at Core Facility Website
  - Use 1 prepared disinfecting or 70% ethanol wipe
  - Disinfect all relevant surfaces (microscope, enclosures, surfaces, keyboards, mice) prior to and after your session (see infographic at microscope)
  - User **must** log that microscope was cleaned before and after use (in user Excel log)
  - Treat the facility as a “dirty” environment. Assume only the areas and surfaces you have wiped to be sufficiently cleaned

### Microscopy Support and Assistance

- Face-to-Face communication and real-time support will occur electronically or with adherence to social distancing policy (>6 feet, or user will temporarily vacate space)
- Additional Trainings: for current users will only occur using remote access or with adherence to social distancing policy
- New User Trainings: contact the facility director to discuss (likely not until Phase 2)
- The Facility Director and Staff can be reached at the posted phone numbers (see below)

### Questions, Comments, Concerns

- Please contact any member of the Facility Staff if you would like to discuss the above policies
- Do not hesitate to notify the Facility Staff if you observe any user not following the above policies
- Please be **patient and respectful** with each other while in the Facility
- Encourage a **safe and positive** working

### Contact Info

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