

Micron rules and guidelines for accessing the facility during the SARS-CoV-2 pandemic

The rules and guidelines described below should help Micron facility staff and users to protect themselves for resuming operations as safely as possible. The additional measures in this document are based on the COVID-19 Return to Onsite Working Risk Assessment approved by the Department of Biochemistry. Many of the new measures are adopted from discussions with the UK and Global Bioimaging communities coordinated by the Royal Microscopical Society during this pandemic. General Micron rules still apply. Please read carefully before resuming access at the facility. This document along with the general Micron rules are also available here: <https://micronoxford.com/access-guidelines-%26-rules>

Please note that for safety and environmental reasons we will ONLY restart operating those instruments requested in the survey <https://forms.gle/N8eRf2RwMDkBdj3GA>.

Guidelines for access:

- All users must enter & exit via the front door to the department and not visit any other parts of the building. There is a sign-in sheet for Micron users at the reception-cafe area. This must be completed when a user enters and exits the building.
- Users who experience COVID-19 symptoms, they or anyone else in their household is self-isolating must not access the facility and should follow the Department of Biochemistry's guidance <https://intranet.bioch.ox.ac.uk/aboutus/staffinfo/coronavirus-covid-19-advice>.
- If you become unwell or develop COVID-19 symptoms after working in the facility you must report this to departmental staff immediately.
- All facility related queries/issues have to be emailed to micron@bioch.ox.ac.uk and not to an individual Micron staff member.
- Instruments are available for ONLY existing and trained users who have been granted access by Micron staff. Training, assisted imaging and all face-to-face interactions are suspended until further notice.

- All microscopes, the image analysis suite and the wet lab area are registered on the online booking system. Users will be required to book these equipment/areas online at <https://www2.bioch.ox.ac.uk/portal/booking/> . If you don't see the image analysis suite listed under your bookable instruments in the Bumblebee booking calendar please contact us at micron@bioch.ox.ac.uk.
- Room #: 50-059a, 00-030 and 00-060 are registered on the booking system. Before booking the instrument, people will need to book the room first and then the instrument. If you don't see this room listed under your bookable instruments in the Bumblebee booking calendar please contact us at micron@bioch.ox.ac.uk and we will add you. You can find your instrument location at <https://micronoxford.com/microscope-systems>
- Users are not allowed to walk in to see if a microscope/computer/wetlab area is free. All the checking and booking must be done online.
- Number of users is restricted to one user per instrument.
- Users must maintain a distance of 2 meters between each other at all times. To allow facility staff to better monitor and coordinate space occupancies, users are required to **book no less than 48 hours ahead** of their intended session. The 48 hour advanced booking is not required for the image analysis suite.
- Users are required to book the wet lab area **48 hours in advance** if the area will be needed for a longer period of time (e.g. for sample preparation). Please note that this space is shared with other equipment.
- Facility staff may also monitor logging actual utilization of computers. These logs can serve as an additional record of actual instrument use.
- Users should allow a **30 minutes user free time slot between booking sessions** to allow for air exchange in the room. Facility staff will not use this time slot to check on instruments. Please note that we have introduced the 30min booking slots to the booking system to accommodate the 30 min user free gaps, charging will remain at hourly usage.
- Users should come to perform their experiments and leave immediately after. Strictly no running over with imaging time or waiting for the next user.
- Booking schedules for instruments will not be altered. **General Micron rules still apply.** For long time-lapse and overnight experiments, please book the room for the duration when you will physically be in the room, e.g. when you are setting up the experiment and when you collect your sample, then book the instrument you will be using as you would normally do. During long timelapse/overnight imaging users should not remain at the instrument or check on their experiment outside the times indicated in their room booking.
- The door between the analysis suite 00-012 and the microscopy room 00-030 is not to be used to reduce movement between rooms. Access to 00-012 will be through the

south corridor only. Access to 00-030 will be through the north corridor only. We have not locked the door, however, in case of a fire emergency.

Guidelines for instrument use:

- The University does not insist that you wear face masks, but you may do so if you wish. You must, however, wear the usual PPE in the wet lab area.
- All sink stations will be regularly filled with soap and tissue. Please wash hands thoroughly before and after your session.
- Please wipe surfaces (keyboards, mouse, touch screens, focus knobs, whatever you are going to touch or you have touched) with 70% ethanol before and after your session. It is important that you wipe responsibly for the next user too. Wet the tissue with ethanol and not the parts! Thank you.
- Eye cups on the eyepieces have been removed from all microscopes. Please wipe the eye-pieces with lens cleaning tissue and 70% ethanol before and after usage. Ethanol should be sprayed on the tissue, not directly on the parts.
- All users using microscopes with eyepieces are encouraged to bring and wear their own safety glasses for further protection from virus transmission through the eyes. Users wearing safety glasses should still clean the eye-pieces.
- We have emptied and disinfected all temperature water baths, ultrasonic baths, stage incubators and CO2 humidifier bottles. If you will use any of those, it is your responsibility to empty them after use, rinse them with 70% ethanol and wipe them dry with tissue.
- Do not leave the 70% Ethanol, mQ water bottles or the tissue box empty for the next user! If the extra stock supplies in the storage cupboards runs low please let Micron staff know asap.
- You must follow the complete shut down procedure of both microscope and PC at the end of your session if you are the last person on the day on: LSM780, LSM880, FV3000, both spinning disk PerkinElmers, Z1-lightsheet and the PALM/TIRF.

Please follow the above guidelines and use the facilities in a responsible and considerate way. Failure to do so may result in access being revoked.

Happy and Safe Imaging!

Micron Facility Staff