

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

We have implemented a number of changes to ensure that staff and users can work in a safe environment. We have taken several factors into consideration e.g. ventilation, size of the room, direction of air flow from the ACs, vicinity of instruments, etc. 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 booking or resuming access to the facility. This document along with the general Micron rules are also available on our website: <https://micronoxford.com/access-policy>

Guidelines for access:

- As of Monday, September 21st, it will no longer be necessary for members of the department to sign-in/out when entering and exiting the building. Please continue to use the front access door and not the rear exit by the Stores. The department will continue to monitor electronic access logs to ensure that the out-of-hours and lone working [policies](#) are being observed. **Don't forget your access card, without it you won't be able to exit the building when the reception is closed.**
- It is now a University policy that you are required to use face-coverings that cover both mouth and nose in any of the University buildings, which includes the Biochemistry Department. You are free to continue wearing your own face-covering providing this meets the necessary [requirements](#). Face-coverings will be still available at rooms 00-030, 00-060, and the wet lab area in the usual place in case you need a clean one. You could also ask for one at reception if yours got wet in the rain e.g.
- 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. Access will be revoked for anyone facilitating unauthorized access to the facility.
- You must inform Micron facility staff if you have moved on to a different project than that specified in your health and safety form.
- COVID-19 related research requires approval from the Head of the Department. Please contact nadia.halidi@bioch.ox.ac.uk if you wished to conduct such experiments at Micron.
- 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. Please note that the wet lab space is shared with other equipment.
- 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.
- Room #: 50-059a (LSM780) is registered on the booking system. This is now a single occupancy room. 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>
- Zippy and FV3000 are registered together on the booking system as "Micron: Room Zippy - FV300". Before booking the instrument, people will need to book first "Micron: Room Zippy - FV300" and then the instrument. If you don't see this entry listed under your bookable instruments in the Bumblebee booking calendar please contact us at micron@bioch.ox.ac.uk and we will add you.
- PALM/TIRF and LSM880 are registered together on the booking system as "Micron: Room PALM/TIRF - LSM880". Before booking the instrument, people will need to book first "Micron: Room PALM/TIRF - LSM880" and then the instrument. If you don't see this entry listed under your bookable instruments in the Bumblebee booking calendar please contact us at micron@bioch.ox.ac.uk and we will add you.
- Lightsheet - OMX_SR are registered together on the booking system as "Micron: Room Lightsheet - OMX_SR". Before booking the instrument, people will need to book first "Micron: Room Lightsheet - OMX_SR" and then the instrument. If you don't see this

entry listed under your bookable instruments in the Bumblebee booking calendar please contact us at micron@bioch.ox.ac.uk and we will add you.

- For all bookings 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.
- Booking schedules for instruments will not be altered. **General Micron rules still apply.** For long time-lapse and overnight experiments, please book the sub-room for the duration when you will be physically 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. Users will still need to book the instrument for the duration that it is used.
- 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.
- Number of users is restricted to one user per instrument. The user who books the system has to be the one using the instrument.
- Facility staff may also monitor logging actual utilization of computers. These logs can serve as an additional record of actual instrument use.
- Users must maintain a distance of 2 meters between each other at all times.
- Users should come to perform their experiments and leave immediately after. Strictly no running over with imaging time or waiting for the next user.

Guidelines for instrument use:

- 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 or at the wet lab area 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