

ALM Core Restart Level 2 – Changes to Operations and Phased Startup

Our policies are subject to change, concurrent with OHSU policies.

Staff availability. Per our OHSU-wide guidelines for Restart Level 2, core staff will telework as much as possible and come to campus only for needed hands-on activities. We will no longer offer walkup in-person support, but we can be reached on our cell phones and can connect to our computers and workstations for remote support. To accommodate the many users who will work shift and weekend schedules, we are extending our support hours to **8am and 8pm on weekdays** and **12pm-5pm on weekends**. You are welcome to ping any of us during weekday hours, but on weekends funnel your requests through Stefanie as she will know who covers the shift.

Stefanie	503.729.1991
Crystal	971.930.5487
Brian	971.645.9908
Hannah	503.528.6620

Equipment access. Occupancy in microscopy rooms must follow physical distancing policies. To prevent crowding, calendars for the instruments in LBRB 478, LBRB 476, and KCRB 3161 will either be linked for restricting use to a single instrument at any given time or will be managed by core staff. Note that some instruments will remain inaccessible to users until we return to Level 0.

Usual access	Restricted access (linked to another instrument)	Core staff only	Offline until Level 0
LSM 880 Fast Airy (KCRB)	LSM 980 (LBRB)	Slide scanner 'Marathon' (KCRB)	Axioczoom (LBRB)
Zeiss Spinning Disk (KCRB)	Apotome (LBRB)	Slide scanner 'Sprint' (KCRB)	Axioczoom (KCRB)
CoreDv (LBRB)	LSM 900 (LBRB)	Lightsheet (KCRB)	Invert (LBRB)
Celldiscoverer (LBRB)	Nikon Spinning Disk (LBRB)	IncuCyte (LBRB)	
Elyra (LBRB)		Tissue clearing (KCRB)	
LSM 7MP (LBRB)			

Workstation access. At our Marquam Hill location, only one workstation in LBRB 481 will be accessible for in-person use. Please follow the instructions in iLab carefully when making a reservation to physically work in the offline suite. All workstations will be available for remote access from your desks or from home. Reach out and we will send you step-by-step instructions on how to get set up for remoting into our computers.

Slide scanning services. Due to the need for restricting crowding in KCRB 3181, core staff will be handling all slide scanning going forward. Please request all slide scanning jobs using the form in iLab. We will load slides for overnight scanning at the end of each day (including weekend days, if demand requires it).

Phase 1. Preparing for return of research use. Our workstations have been moved to the Research Data Network (RDN) to improve teleworking options. Three instruments in LBRB have been exchanged to newer models – The LSM 880 was replaced by the LSM 980 featuring the newer Airyscan.2 modus, the decade-old LSM 780 has been replaced by a LSM 900 with Airyscan.2, and the Elyra PS.1 has been replaced by its lattice illumination-based successor.

Phase 2. User access and recertification for unsupervised use. Although most of you enjoyed 24/7 access prior the lockdown, all users will have to schedule their first use on any instrument with remote staff support. The purpose is so we can instruct you about the modified scheduling etiquette, educate about proper cleaning

procedures, and evaluate your recollection on how to run the system effectively and safely after the prolonged gap in access. Your access in iLab has been altered to reflect the need for staff support. Please follow the instructions on the reservation screen carefully to link your reservation to an available staff member and schedule for at least one hour. Disregard the charged rate as it reflects both instrument and staff charge – we will adjust the cost post-reservation to reflect only peak instrument rate.

We will use ConnectWise to watch your software interactions remotely, but we will need you to bring your smartphone to connect with us through WebEx or Skype for Business to guide your interactions with the hardware. Hands-free cradles and charging devices are available at each setup.

Phase 3. Unsupervised access to equipment allowed. Users who recertify under Phase 2 will regain 24/7 access the facility and may operate instruments unsupervised. Phase 2 will interdigitate with Phase 3 as users get recertified.

Access and cleaning. Attached are step-by-step procedures for accessing our area and how to work safely in our shared instrumentation area.

Scheduling. To allow our core staff to maintain calendar oversight, you must **book at least 24 hours in advance**. In addition, you **must include time for cleaning** with your reservations. The reservation start and end time will be strictly binding – data transfer must be finished, proper cleaning performed, and you must vacate the instrument room without overlapping with the next user. Non-compliance is reportable and can result in revoked access. **You can only make reservations for yourself, and reservations are non-transferable. You are not allowed to bring any observers with you.**

Staff-assisted data acquisition services. Throughout Level 2 operations, we urge all users to schedule their sessions with staff support and to rely on our expertise in running our equipment efficiently. We can run the instrument for you while you direct us remotely for image selection in your sample, or you can instruct us how you would like the sample imaged and we will execute your request without you. You can request this service through new service request forms in iLab. To incentivize hiring us for data acquisition, we will charge only peak instrument and **no staff charges**.

Staff-assisted data analysis services. We can provide you with data analysis services through telework. This will incur the usual workstation and staff charges.

We will not train new users during Phase 2 and Phase 3. New users to the facility must hire core staff for data acquisition services.

ADVANCED LIGHT MICROSCOPY INSTRUMENT ACCESS @ RESTART LEVEL 2

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PLAN AHEAD –

- Make your reservation at least 24 hours in advance. No walkups are allowed and cancellations must happen at least 72 hours prior to start of your reservation. Please include your cell phone number in your reservation details to allow for last minute communications.
- Include in your reservation block at least 5 min of setup time, any and all data transfer, and at least 10 min of cleanup time (see below).
- As usual, check the iLab calendar for upcoming use that day/evening and shut down equipment only if you are the last user of the day. Check evening hours – many users have shifted work schedules!
- Do not overstay the end time of your reservation. Overlap with the next user is not allowed. Non-compliance is reportable and can result in revoked instrument access.

PROTECT OTHERS AND YOURSELF –

- Consider allowing 15 minutes to elapse before you enter a room that was only recently vacated. This lowers your risk of infection by allowing time for aerosolized virus to settle and/or clear through air exchange.
- Flip occupancy signs on doors before entering and when leaving.
- Wear masks at all times and sanitize/wash your hands after entering any room.
- If working with an instrument with eyepieces, wear safety glasses or cover the eyepieces with plastic wrap. You will find glasses in disinfectant baths in equipment rooms with sinks. Rinse with water and dry before use. If you bring your own, disinfect prior to use.
- Before touching anything on or near a setup, wipe surfaces with Kim wipes soaked in disinfectant or 70% alcohol. Do not spray surface directly - but spray on wipes - to prevent aerosolizing virus. Please use disinfectant, and not alcohol, for plastic and Plexiglas enclosures! Our computer keyboards, mice, and mouse pads are washable – so, clean away! Cover joysticks and focus knobs with cling wrap.
- Place sample on scope and apply immersion oil as usual, but keep a mental note of what you touch to include in your cleaning regimen at the end.
- Whenever using immersion media, clean all used lenses as previously instructed.
 - Dab excess from top of the lens with lens paper.
 - Gently wipe front lens with cleaner-soaked lens paper.
 - Dry with lens paper.
 - Wipe sides of objective with 70% isopropanol pad if dirty and dry with Kim wipe.
- After removing your sample and cleaning all used immersion lenses, safely remove wraps and discard. Soak Kim wipes in disinfectant spray and wipe all knobs, handles, cage doors, tilt arm, and other items you've touched, including immersion media bottles. Do not spray equipment!
- Wipe down table tops, computer keyboard, mice, and mouse pads with wipes soaked in 70% ethanol.
- Before leaving the room, return glasses to disinfectant baths if used and wash/sanitize your hands.

BE MINDFUL –

- Make sure all trash drops in the bins.
- Double-check that you have picked up all your samples and belongings before leaving.
- Please, do not take what is not yours.