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. Regular staff hours are **9am and 6pm on weekdays.**

- 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 slide scanners in KCRB 3161 will be managed by core staff. Note that some instruments will remain inaccessible to users until we return to Level 0.

<table>
<thead>
<tr>
<th>Usual access</th>
<th>Core staff only</th>
<th>Offline until Level 0</th>
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</thead>
<tbody>
<tr>
<td>LSM 880 Fast Airy (KCRB)</td>
<td>Slide scanner ‘Marathon’ (KCRB)</td>
<td>Axiozoom (LBRB)</td>
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<tr>
<td>Zeiss Spinning Disk (KCRB)</td>
<td>Slide scanner ‘Sprint’ (KCRB)</td>
<td>Axiozoom (KCRB)</td>
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<td>CoreDv (LBRB)</td>
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<td>Invert (LBRB)</td>
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<td>Celldiscoveerer (LBRB)</td>
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<td>Elyra (LBRB)</td>
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<td>LSM 7MP (MRB)</td>
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<td>LSM 880/980 (LBRB)</td>
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<td>Apotome (LBRB)</td>
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<td>LSM 780/900 (LBRB)</td>
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<td>Nikon Spinning Disk (LBRB)</td>
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<td>Lightsheet (KCRB)</td>
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<td>IncuCyte (LBRB)</td>
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<td>Tissue clearing (KCRB)</td>
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**Workstation access.** All workstations will be available for on-site or 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 remote access.

**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).

**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 recertification. 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 can watch your software interactions remotely, but we will need you to bring your smartphone to connect with us through WebEx or MS Teams to guide your interactions with the hardware. Hands-free cradles and charging devices are available at each setup.

**Unsupervised access to equipment allowed.** Users who have been recertified will regain 24/7 access the facility and may operate instruments unsupervised.

**Access and cleaning.** Prior to your first instrument use, we will send you step-by-step procedures for accessing our area and how to prepare for your support session. We will discuss and answer any questions when we connect with you remotely.

**Scheduling.** To allow our core staff to maintain calendar oversight, you must book instruments at least 24 hours in advance. For workstations, you must make your reservations at least 1 hour in advance. Please, 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.**

**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 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.

**User trainings.** Novice users who can demonstrate frequent and sustained needs for instrument access may be considered for training, but will have to shadow either core staff or more experienced lab members prior to beginning their training course. Training is instrument-specific and proficiency is not transferable, even for instruments capable of the same modality. Please contact us ahead of time with a project goal in mind so that we can direct you to an instrument that would be appropriate for your experiment.
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 cling 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.  o Dab excess from top of the lens with lens paper.  o Gently wipe front lens with cleaner-soaked lens paper.  o Dry with lens paper.  o 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 cling wrap 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.