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.
- Please do not use the facilities if you have any signs of illness, whether COVID related or not (e.g., coughing, sneezing, obvious physical signs). If the Director or any member of the Facility staff suspects a User is ill, the User will be asked to leave the facility. Based on the individual circumstances, we will discuss the proper course of action, including the duration of time for which facility access may be revoked, with the PI, Departmental Leadership, and other appropriate administration.
- Any failure to adhere to the rules and regulations outlined within this document or by the University of Colorado Boulder will result in the user being asked to leave the facility until further notice.
- All reservations for use must be made using the calendaring system and strictly adhered to.
- Be patient and respectful, and encourage a positive and safe working environment.
- All policies listed throughout this document will be strictly enforced.

People

All people entering Core Facility must adhere to the following guidelines

- No entry is allowed 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
- Must wear all required PPE at all times (Note: PPE is to be supplied by the User):
  - Change into PPE upon entry into the facility. Remove PPE upon exiting.
  - PPE include:
    - Face mask that covers the mouth and nose (washable or disposable)
    - Nitrile or latex gloves
    - Safety Goggles (if eyepieces are going to be used)
- Sanitize hands just before or upon entry into the Core Facility, as well as upon exiting. Use 70% ethanol, soap and water, or other 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 is allowed.
  - Keep microscope room doors slightly ajar to facilitate communication and air flow.
- Do not enter a microscope room unannounced
- Complete your imaging session on time. Allow sufficient time to clean the microscope and work area before the end of your session.
- 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.
  - PPE include:
    - Face mask that covers the mouth and nose (washable or disposable)
    - Nitrile or latex gloves
    - Safety Goggles

**Research Equipment and Physical Spaces**
- Disinfect all common and study-specific research equipment following the protocols posted throughout the facility. Protocols are available online at the Core Facility Website (see below)
  - Use one prepared 70% ethanol wipe
  - Disinfect all relevant surfaces (microscope, enclosures, surfaces, keyboards, mice) prior to and after your session
  - Treat the facility as a “dirty” environment. Assume only the areas and surfaces that you have wiped are sufficiently clean.

**Microscopy Support and Assistance**
- One-on-One communication and real-time support will be limited to electronic correspondence (give emails)
- Additional Trainings for Current Users will only occur upon request through remote access
- New User Trainings: Contact the Facility Director to request an appointment
- 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 need to discuss any of the above policies
- To insure a safe environment for all, please 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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- Website: [https://bficores.colorado.edu/imaging-facility/protocols](https://bficores.colorado.edu/imaging-facility/protocols)