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CCSC Best Practices for Post Covid-19 shutdown

The Cytometry & Cell Sorting Core transitioning to BCM Phase I policies. The CCSC will offer ALL services, including both assisted and unassisted appointments, with restrictions. These restrictions include but are not limited to;

- NO UNSCHEDULED ACCESS TO THE CORE! All visits will be scheduled with staff members
- There will only be one person allowed per instrument, including core members
- All unassisted appointments will be 'Supervised' where users will only access core with preapproved appointment during the hours of 8am – 5pm Monday-Friday under distanced supervision by a CCSC staff member
- Assisted appointments will follow the sample drop-off /pickup policy, include pertinent document and interactions through zoom, VPN or phone
- All consultations will be via zoom, VPN or phone
- Work stations, data access and retrieval will be scheduled with staff and allowed via zoom/VPN, software installed on user computer or staff will complete analysis request remotely

Scheduling

All appointments will be 'requested' through iLabs but ALL approvals will be subject to staff availability. Instruments only scheduled if no other user is within 6' for duration of appointment

- Instruments within 6' will be blocked off on calendar and will not be allowed user access during duration
- Users under utilizing equipment with request for advanced practices pending the management will reserve authority to reschedule appointment to instrument that fits protocol and allows 6' distancing

Instrument schedules have 15-30min span so finishing user can vacate and new user can inhabitant

CCSC Staff Practices

Staff must be stationed >12' from other staff members

Staff must follow 6' guidance

Staff minimized and staggered schedules when possible

Staff wipe down common areas, i.e. doorknobs and common surfaces with Cavicide wipes

Staff will conduct work station sanitization protocols

- Instrument and desktop surfaces wiped with Cavicide wipes prior to appointment
- Keyboards and mice covered in plastic wrap
- Plastic wrap disposed of in Bio-waste container and surfaces wiped with Cavicide wipes

Staff needing to aid a user will ask user to vacate space to safe distance, i.e. >6', maintain PPE and safe practices

User Best Practices

Read all updated safety protocols including but no limited to the following;

- CCSC Best Practices
- CCSC Sample Dropoff Policy
- CCSC User Guidance

Schedule ALL time appropriately as in documentation outlined in iLabs

Arrive to appointment on time or alert CCSC of schedule changes immediately

Unassisted appointments will be 'supervised' remotely while only one person per instrument

Assisted appointments users will;

- Follow the sample drop-off /pickup policy
- Include all pertinent documents either with sample or via electronic communications
- Interact through zoom, VPN or phone

Don NEW gloves upon entering facility (gloves provided by core)

Wear face mask at all times

Follow >6' spacing from others at all times

Clean up and leave on time having followed all core policies

Wipe down work areas with Cavicide wipes