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CCSC User Guidance for Post Covid-19 shutdown

The Cytometry & Cell Sorting Core transitioning to BCM Phase I policies. During this time there will be limited access to all CCSC services including both assisted and unassisted appointments.

- All appointments will be 'requested' through iLabs but ALL approvals will be subject to staff availability.
- NO UNSCHEDULED ACCESS TO THE CORE! All visits will be scheduled with staff members present
- 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 7am – 6pm 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
- All persons who access the core will follow the CCSC safety protocols

CCSC Approval Process

Prior to approval;

- Appointments will be requested in iLab
- Your request coincides with staff availability and current biosafety operating procedures, i.e. minimum 6 foot distance or coordination of sample drop off.
- Additionally, your request may be revised at core management discretion and can change after approval.

Once iLabs appointment is scheduled, we will contact you with your approved times in the Core.

Please keep in mind that there is a 6 ft distancing rule in the core. Some instruments may not be used at the same time. CCSC reserves the right to move appointments to alternative equipment for best utilization. If you have questions about this rule prior to scheduling, please contact us at CCSC@bcm.edu

Please read the biohazard guidelines we are implementing at this time (see below). Any deviation or failure to comply with these rules will result in you being denied access into the core. If you are all also slated to run until 6pm (that's when the core closes), all cleans, shutdowns and Cavicide wipedowns must be started at 5:45pm at the latest and completed by 6pm.

If you have any questions comments or concerns, please contact us.

!WARNING!

- All users must wear face masks at all times
- Only one user per instrument
- All gloves coming into the core facility must be disposed of in the proper biohazardous waste containers.
- New gloves are to be worn inside the core (provided by the CCSC)
- All instruments and work station areas must be wiped down with Cavicide wipes (Provided by the CCSC) after you complete your scheduled appointment
- All users must maintain >6ft rule
- No unscheduled or unapproved appointments/visits allowed!

Violation of these rules during this time will result in immediate dismissal from the core facility and your access will be revoked

User Best Practices

Read all updated safety protocols including but not limited to the following;

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

Schedule ALL time in iLab appropriately as outlined in documentation

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