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## **CCSC UPDATED User Guidance for Phase 2 Post Covid-19 shutdown**

The Cytometry & Cell Sorting Core is operating under BCM Phase 2 policies. During this time there will be limited access to all CCSC services including both assisted and unassisted appointments.

- NO UNSCHEDULED ACCESS TO THE CORE! All visits will be scheduled prior with CCSC staff
- All persons who access the core will follow the CCSC safety protocols.
- All appointments will be 'requested' through iLabs but ALL approvals will be subject to staff and instrument availability.
- All unassisted appointments must be via a preapproved appointment during the hours of 7am – 10pm Monday-Friday and 7am – 7pm weekends.
- There will only be one person allowed per instrument, including core members, unless for training purposes in which 2 people are allowed per instrument. When 2 people are present and they are within 6 ft of each other, face shields are required for both people in addition to face masks.
- All unassisted appointments must follow biosafety and sanitization protocols supplied by core.
- 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 remote solution, e.g. Zoom, phone, or email.
- 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

## **CCSC Approval Process**

Prior to approval;

- All after-hours users will watch the following videos on aseptic technique and instrument sanitization
  - [Aseptic Technique](#)
  - [Instrument Sanitization](#)
- After-hours users must read biosafety guidelines and submit an attestation form to ccsc via online or email.
  - [Analyzer Biosafety Protocol](#)
  - [Analyzer Attestation Form](#)
  - [Sorter Biosafety Protocol](#)
  - [Sorter - Aria Attestation Form](#)
  - [Sorter – Sony and BioSorter Attestation Form](#)
- Appointments will be requested in iLab and approved or changed and then approved:
- Your request must coincide with availability and current biosafety operating procedures, e.g. 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. 6 ft will be marked by tape on the floor around each instrument. If 2 users are at an instrument for training purposes, then face shields are required in addition to face masks. If caught without face shield, one will be provided if available or users will be expelled from the core. 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](mailto: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 also slated to run until 10pm (that's when the core closes), all cleans, shutdowns and Cavicide wipe downs must be started at 9:45pm at the latest and completed by 10pm. For the weekends if you are slated to run until 7pm, all cleans, shutdowns and Cavicide wipe downs must be started at 6:45pm at the latest and completed by 7pm.

If you have any questions comments or concerns, please contact us at [ccsc@bcm.edu](mailto:ccsc@bcm.edu).

### **!WARNING!**

#### **Biohazard Guidelines:**

- All users must wear face masks at all times
- Only one user is allowed per instrument. However, two users are allowed per instrument for training purposes. If users are within 6 ft of each other, then face shields are required in addition to face masks.
- 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 at all times (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. If <6ft, then face shields are required. If caught without face shield, one will be provided if available or users will be expelled from the core.
- 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 sanitize pre and post use while only one person per instrument (2 people if for training purposes).

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.

Wear face mask at all times.

If within 6 ft for training purposes, both users must wear a face shield in addition to a face mask.

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

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.