

<p>Scope</p>	<p>The purpose of this document is to outline the safety procedures and general guidelines for accessing, using and submitting samples to the Microscopy and Imaging lab (MILab) during the resumption of on-campus research as of May 2020. These guidelines aim to ensure the health of our users and personnel with regards to COVID-19. This document will be updated as new health and safety guidelines becomes available.</p>			
<p>Contact information</p>	<p>Name</p>	<p>Role</p>	<p>Phone</p>	<p>email</p>
<p>Principles</p>	<p>Mohini Ramkaran MILab Manager (514) 398-6904 Milab.chemistry@mcgill.ca</p> <ul style="list-style-type: none"> • Data collection/analysis to support research without compromising the health and safety of MILab users and staff is priority. • Research ramp-up will be gradual and will be implemented in <i>phases</i>. • Guidelines for MILab access is subject to change as the situation evolves with regard to COVID-19. • Directives must be adhered to by managers and users (those submitting samples and those operating the instrumentation themselves). 			
<p>Location and instrumentation</p>	<ul style="list-style-type: none"> • OM21A: Multimode NSIIIa, Multimode 8, Cypher-VRS, MFP3D, LVEM5. Enclosed space of 26 m² with separate entrance within main MC2 lab OM21. Paired microscopes are ~1.2 m apart. Low ventilation for noise/vibration control. 			
<p>Access</p>	<ul style="list-style-type: none"> • Due to restricted access to the Chemistry department, access to MILab, whether it be for sample submission or instrumentation access is currently limited to approved users within the department. • Access to OM21A will be limited to 2 people in the room at any given time given the limited space of the lab and the proximity of instrumentation and limited to certain instrument pairs. • Phase 1: Remote control (OM21A) Staff only: Lab requires preparation and microscope verification before access to authorized users can be given. • Phase 2: Staff and restricted access (OM21A) Staff or level 1 (independent) authorized user: Upon completion of phase 1, staff will run full service (service with operator) for most users (level 1-independent, level 2-partially independent and level 3-dependent). User run-rates will apply for full-service if service was normally user-run. The staff's on-site schedule will be coordinated weekly with users using an accessible calendar system to make arrangements for sample submission. A dedicated area in OM is available for safe sample drop-off. 			

	<p>In the event that sample capacity is reached by staff or for research groups with heavy microscope usage, certain users will be granted access to OM21A provided that:</p> <ol style="list-style-type: none"> 1. User has been granted permission to access the department. 2. User has been trained and is fully certified to use the instrumentation requested. <p>Facility manager will grant individual access to authorized users. No one should access the instruments without permission from the manager.</p>
<p>Staff schedule</p>	<ul style="list-style-type: none"> • Staff will be on-site 3-4 days/per week. • The schedule will be announced on the Wednesday prior to the booking week. • Schedules will be announced on http://mcgille580.chem.mcgill.ca/booked/Web/view-calendar.php and will be accessible for all users to view.
<p>Sample submission</p>	<ul style="list-style-type: none"> • A sample submission form provided by staff must be completed and returned by email before coordinating specimen drop-off. • Samples must be prepared to microscope specifications (lateral and height dimensions). SPM samples must be pre-mounted on an AFM specimen disc (Multimode and Cypher systems) or microscope glass slide (MFP3D). Supports are provided upon request. EM: Only grids recommended by staff should be used for the LVEM5. • Samples on specimen discs must be supported (use of magnet, sticky tack or other low stick, easily removable adhesive mount – do not use scotch tape) in a closed receptacle and must be clearly identified with your name, lab and sample ID. The sample ID will be used as the filename to save the data. • Staff will provide additional information about sample preparation if required. • Departmental users: A sample submission area is located in front of the freight elevator in the basement of Otto Maass and a dedicated area for Microscopy samples is identified. • External users: A sample submission area is located by the chemistry loading dock. It will be accessible Monday – Friday 8am – 3:30pm. Drop off at other times must be coordinated with staff. Use doorbell to gain access. Access is restricted to the loading dock area ONLY.
<p>Reservation</p>	<ul style="list-style-type: none"> • Level 1 users who have been authorized by MILab manager to access instrumentation in OM21A will be able to make a reservation on http://mcgille580.chem.mcgill.ca/booked/. • Booking schedule starts from Monday to Sunday. • Reservations begins as of the Wednesday prior to the booking week. • Users can book 1 week at a time. • Users allowed to book 1 Resource at a time. • Maximum reservation time is 7 hours/users. Additional time can be added if space allows on the same day.

	<ul style="list-style-type: none"> • Log books will be removed from the lab. The reservation schedule will be used to monitor usage. When booking users must: <ol style="list-style-type: none"> 1. Select Resource (i.e MM8/MM3/LVEM5 or VRS/MFP3D) 2. Select Accessory (check off instrument being used) 3. Identify instrument (MM3, MM8, LVEM5, VRS, MFP3D) in the <i>Title of Reservation</i>
<p>Prevention measures</p>	<ul style="list-style-type: none"> • MILab users are asked to consult the following resources: <ul style="list-style-type: none"> ➤ MC2 coronavirus measures https://mcgill.ca/mc2/coronavirus ➤ McGill's On-Campus directives: Preventing the spread of COVID-19 on campus. https://mcgill.ca/coronavirus/resources ➤ Chemistry OM and PP ramp-up measures https://www.mcgill.ca/chemistry/files/chemistry/chemistry_om_and_pp_ramp-up_measures_v3a.pdf <p>IMPORTANT REMINDERS:</p> <ol style="list-style-type: none"> 4. Users must wash their hands with soap and water or use hand sanitizer upon entering and leaving the lab. 5. Users are encouraged to avoid touching their eyes, nose and mouth. 6. Users are asked to use proper cough/sneeze etiquette (in bent elbow or tissue that is immediately discarded) and to wash hands/replace gloves immediately after. 7. Procedural masks are mandatory in OM21A and must be worn at all times when in the lab. 8. MILab users who test positive for COVID-19 are asked to complete the self-reporting form on Minerva and not to enter the MC2 area until cleared by medical authorities and/or meet the criteria described on https://www.mcgill.ca/coronavirus/resources/directives-preventing-spread-covid-19-campus for your return on campus. 9. MILab users who are sick, even with mild symptoms are asked to refrain from accessing OM21A.
<p>Training</p>	<ul style="list-style-type: none"> • Trainings will be suspended for now. Eventually we will be working towards virtual trainings through videos, enhanced manuals and/or remote training sessions.

<p>Environmental cleaning</p>	<ul style="list-style-type: none"> • When staff is on-site, the following surfaces will be cleaned upon arrival and at the end of her shift with 70% EtOH: <ul style="list-style-type: none"> High-touch surfaces: <ul style="list-style-type: none"> ○ Inner and outer door handles of OM21A ○ Sink countertop surface, faucet and handles ○ Light switch ○ Lab phone ○ Workstation tables and benches ○ Chair armrests Electronics: <ul style="list-style-type: none"> ○ Keyboards, mouse, certain operating consoles (SPM hamster wheel, EM consoles) will be wrapped with protective plastic. Users are encouraged to replace it during their usage. ○ Power bar switches • Users are responsible to disinfect the following surfaces <u>before and after</u> their session: <ul style="list-style-type: none"> ○ Workstation table ○ Chair armrests
<p>Microscope cleaning and setup modification</p>	<ul style="list-style-type: none"> • When staff is on-site, microscopes will be disinfected before and after her shift. • Users operating the instrument must disinfect the microscope before and after their session. • Refer to the disinfection protocol for each instrument posted in the lab.
<p>Microscopy supplies</p>	<ul style="list-style-type: none"> • All samples must be fully prepared and mounted prior to arriving to the lab. All shared material will be removed. • Users must bring their own tweezers to handle samples and grids. The cantilever tweezers will remain available but users must disinfect before and after use. It is highly recommended for users to purchase their own pair. All other tweezers will be removed. Contact facility manager for supplier and model reference.