 INSTITUT UNIVERSITAIRE EN SANTÉ MENTALE / MENTAL HEALTH UNIVERSITY INSTITUTE	SOP#: MCMP_COVID19 MICROSCOPY – PHYSICAL DISTANCING AND COVID19 PROTOCOL		
	Version:	Approval date:	Approved by:
	May 19, 2020	May 20, 2020	N. Mechawar

PURPOSE: To minimize COVID-19 exposure and spread between researchers while using the instruments at the Microscopy and Cellular Microscopy Platform core facility.

SCOPE: Applicable to all researchers, staff and trainees using instruments at the MCMP.

RESPONSIBILITY: To be followed by MCMP staff and all researchers using microscopes at the MCMP.

MATERIALS: Biohazard bin, disposable gloves, plastic film, 70% ethanol solutions, Kimwipes, paper towels rolls, goggles and disposable surgical masks or personal cloth mask.

BEFORE ACQUISITION DAY

1. Users who have been in risk areas or had contact with confirmed SARS-CoV-2 patient are not allowed to access the facility for 14 days.
2. Users who are SARS-Cov-2 positive or otherwise sick are not allowed to access the facility even if they appear to have only mild cold-like symptoms.
3. Users with health conditions who are at risk to develop severe symptoms are advised to avoid the facility and ask colleagues to perform experiments in their place.

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4. The microscopes can **ONLY** be booked through the PPMS booking system online. It is strictly forbidden to use the microscopes without booking first. Between sessions, a user free instrument/room time slot (at least 8-15 min) is favorable. These recommendations assume a several-fold air exchange (4-8x) per hour in the facility rooms.
5. Only authorized users can perform imaging at the MCMP during the ramp up phase.
6. **All teaching and training is suspended until further notice.** Please ask users already trained on microscopes to perform imaging. If no one is trained to perform the experiments in your group, the MCMP will offer imaging services by core facility staff (contact Melina for further details).
7. All microscope will have **remote access software** installed to assist students during their sessions if need be.

ON ACQUISITION DAY

Physical Distancing While at the MCMP:

1. Due to limited space, only one person at a time will be allowed in each microscopy room. The booking system will be modified to implement this rule automatically. This rule will be enforced for the first 2 weeks to ensure compliance by the users and give time for adjustments. The rule will be relaxed to 2 people per room in the third week after reopening.
2. A distance of **2 meters must be maintained at all times** between users and/or staff at the MCMP.
3. Avoid entering and exiting the rooms repeatedly during acquisitions. Personal laptops will be permitted to work at the microscopes.

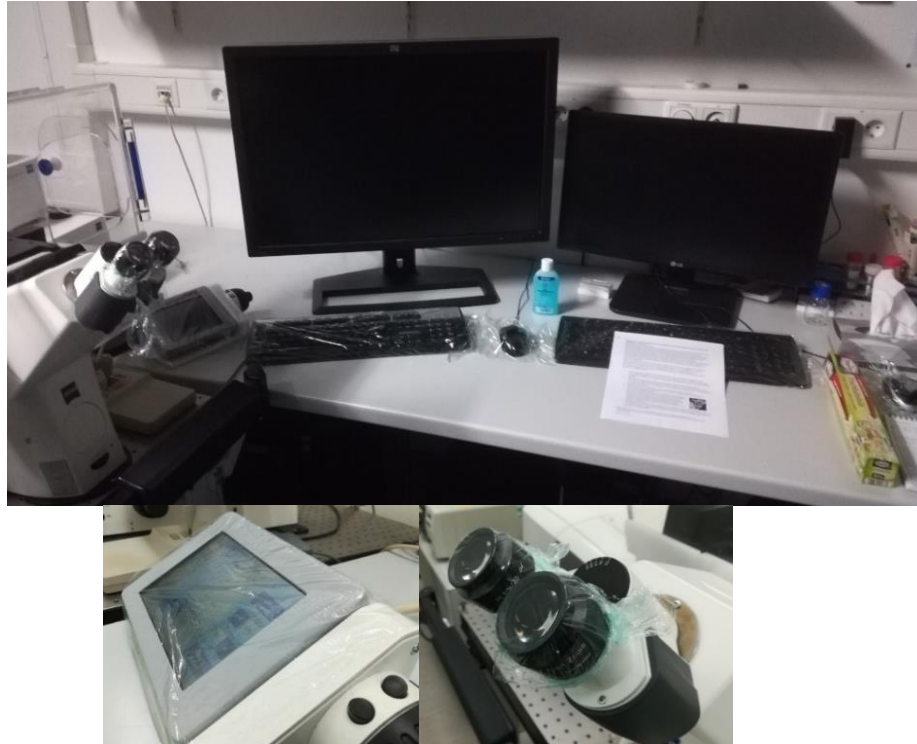
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Hygiene & Cleaning of Equipment and Surfaces

1. Wash hands upon entering & exiting the Perry
2. Wear personal mask when entering the microscopy room (disposable or fabric) and keep the mask while working at the microscope.
3. It is recommended that users with long hair wear it up or attached to avoid touching their faces and masks.
4. Upon entering the microscopy rooms, wear the disposable gloves provided by the facility ONLY.
5. Cover the keyboard, mouse, control panels and eyepieces with plastic film wrap (see pictures attached). If the acquisition requires long-term visualization at the eyepiece, goggles can be used instead of plastic wrap and eyepieces can be wiped down with 70% ethanol and Kimwipes (everything will be provided by the MCMP).
6. Any other surfaces that must be touched during acquisition and are not covered in plastic film must be wiped down with 70 % ethanol and Kimwipes (stage, slide cassettes, bench, fridge door handle, etc.). ***Please do not spray electrical equipment directly when wiping down the used systems***
7. **Users should not touch bare surfaces without gloves.** That includes door handles, microscope parts, and computers including peripheral devices.
8. Avoid preparing and cleaning samples at the microscopes if possible.
9. **A strict clean bench rule will be enforced.** Please do not leave your samples or personal effects on the microscopy benches.
10. When finished, shut down the system if necessary and remove all plastic coverings to dispose of them.

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11. After leaving the microscopy room, dispose of your gloves in the biohazard bin.



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