

Peds/Winship Flow Cytometry Core Research Ramp-up Guideline (Effective from 6/1/2020)

Part 1: Space, Personnel, and Physical Environment

1. Mandatory PPE

- 1) Gloves, lab coat, face mask are required to enter the Core. Gloves must be discarded in designated biohazard containers at each instrument before exiting the lab.

*Warnings will be sent to the users who are found entering Flow Core without appropriate PPE the first two times. Users who are found the third time without proper PPE will be expelled from the flow core and can only use core when normal operation is resumed.

- 2) The Core will issue one plastic face shield per user. Users must bring face shield for all instrument sessions, and will not be permitted into the core space without it. Whenever there is more than one person in the Core, face shields must be worn on top of the requisite face mask.

2. Social distancing

- 1) At the HSRB site, one person per instrument maximum.
- 2) At the Winship site, only one person is allowed in the lab at any given a time.
- 3) Observe 6 ft. distancing inside core lab and during entering and exiting. Red X's on the floor will serve as a reminder to maintain distancing.

***No additional lab members or collaborators except the users who register instrument can be present during experiment setup or sample acquisition. Users who violate this rule will no longer be permitted to book instruments for use.*

Part 2: Equipment issues

1. Instrument use

- 1) Instrument reservations MUST be made on PPMS in order to use cytometers regardless of time of day, and every effort must be made to finish the experiment during the allotted time.
- 2) Instrument use without an online reservation is not allowed. Violators will no longer be permitted to book instruments until further notice.

2. Restricted instrument booking through PPMS

- 1) Please note that instrument calendars are set up to lock out certain cytometers when booked to reduce personnel contact. Reservations on the following instruments will lock out time on the corresponding instrument in the pair:
 - Symphony A5 and Sony SH800
 - Cytoflex and ImageStream X
 - Symphony A3 and Aurora Avon
- 2) Users are required to leave a 15-minute gap on PPMS prior to and following each instrument session booked.

3. Sample material

All biohazardous or potentially biohazardous samples must be fixed before analysis on the instruments. This includes any human samples (primary cells AND cell lines)

4. Equipment disinfection

Users are required to wipe down the keyboard, mouse, and work area around the instrument before and after each instrument session with a Kimwipe dampened with 70% Ethanol provided at each instrument

5. Instrument assistance and troubleshooting *(Coming soon.)*
 - 1) Remote connection software with cameras and speakers will be set up on all instruments.
 - 2) Assistance can be requested in advance when booking time on the instruments through PPMS.
 - 3) For troubleshooting issues or questions that come up during an instrument session, a direct link will be provided on instrument computer desktop to request support from a staff member. Users will be asked to leave the core during instrument repair and troubleshooting by staff.
 - 4) To comply with social distancing requirements, users can no longer enter the office area but may request assistance through the direct link on the instrument desktop or by submitting an incident report through PPMS.
6. Cell sorting appointments
 - 1) Users are required to communicate and schedule with core staff about upcoming sample dropping, and are asked to provide a gating strategy prior to the sort.
 - 2) Users are required to follow PPE requirements and distancing rules (see Part 1) when dropping off samples.
 - 3) Necessary controls, samples, and collection materials will be dropped off at the beginning of the appointment. Once controls have been recorded, the user may return at an agreed upon time to confirm gating strategy.

Part 3: Staff support

1. Training
 - 1) Training will be conducted remotely when possible to reduce staff contact time. Additional resources will be provided such as SOPs and video tutorials to aid users.
 - 2) If in-person training is required and social distancing rules cannot be followed, EHSO approved enhanced PPE[#] will be required for the staff member and user.

[#] Standard Laboratory PPE + Surgical Mask + Face Shield (Use respiratory protection if advised by EHSO due to risk assessment). Please refer to <http://www.ehso.emory.edu/documents/Emory-Employee-PPE-and-Disinfection-Matrix.pdf>
2. Consultation. All consultations for sorting, panel design and analysis will be provided through email or remote access.