



Flow Cytometry Core Facility

Updated: Jan 2021

Purpose:

To provide guidelines and procedures for UVA researchers and staff in the FCCF to ensure their health and safety and mitigate the risk of COVID-19 during the initial stages of reopening. Procedures may be updated over time and it is expected that researchers and staff comply with these updates.

Adherence to these guidelines and procedures is required. Anyone not complying will receive a reminder of the rules; if non-compliance continues, the person will be asked to leave the flow core facility.

Facility guidelines:

- Do NOT enter Facility without wearing a mask.
- Do NOT enter the facility unless you have an appointment or contacted staff prior.
 - Appointments made and approved in iLab before entering facility.
- Do NOT enter the facility if you are sick or been in contact with someone that has been sick
 - UVA HOOS Health Check is mandatory prior to entering.
- Do NOT bring extra lab members to appointments.
- Upon entering and exiting facility register using QR code or Kiosk computer at lab entrance for check in.
 - You must log in and out of flow core facility.
 - Rm2011 Main Lab
 - Rm2013 Sorter Lab
 - One-way entrance and exit will be marked.
- Disinfect all instrument work stations before and after use with Cavicide.
- Wash hands after-entering the facility and before-leaving the facility.
- Wear proper PPE – the facility is designated BSL2 therefore the wearing of lab coats and gloves are already required.
- Practice physical distancing – minimum of 6 feet from another researcher or staff
 - Instrument work areas will be marked off on the floor.
 - **Awareness is key** – please be aware of your physical distance from others in the facility and adjust when needed.
- No more than 4 users in the facility at one time.
 - This will be maintained and reflected in iLab instrument availability.
- Facility staff will regularly (several times/day) clean surfaces with Cavicide and 70% ethanol.

Analyzer guidelines:

- All unassisted appointments made in iLab requires core approval.
 - This is a change from normal operating procedures.
- Assisted staff services
 - Drop off encouraged

- Users may stay in lab during acquisition at staff discretion to maintain adequate facility numbers and distancing.
- Only one person will be allowed at an instrument for unassisted appointments.
 - This means do NOT bring others with you.
- Disinfect all instrument work areas before and after use.
 - Clean high touch surfaces (keyboard, mouse, lab bench, seat, instrument) with Cavicide.

Sorter guidelines:

- Sorting Appointments drop off encouraged.
 - Provide extensive details for the sort set-up by email or on sort reservation page (gating strategy, collection tube size, fluorochromes used, number of cells to be collected, etc.)
 - You can wait maintaining social distancing to validate sort gates.
- Maintain physical distance when dropping off samples.
- Leave after dropping off samples and do not return until the sort is complete.
 - If consultation is required for the initial sort set-up, the research is required to maintain a 6-foot distance from the sort operator and any other facility user.
- Only pick up samples after you have received notification that the sort is complete.

Sample transport guidelines:

- Continue to transport samples in containers with closed lids and proper BSL label.
- Clean outside of sample container with disinfectant after-entering and before-leaving the facility.

Software guidelines:

- The analysis workstations will require iLab scheduling and approval.
 - This is a change from normal operations.
 - Availability will be available at the discretion of the core staff to maintain adequate facility numbers and distancing.

Appointment, training, and consultation guidelines:

- Continue to schedule in iLab.
- Scheduling analysis and sort time accordingly
 - If late or running over, you may need to reschedule.
 - If someone else is scheduled that causes the facility to reach max capacity, you will need to exit facility and reschedule.
- Check iLab emails for appointment approval or scheduling comments.
 - Do NOT ignore iLab emails, this will be your form of communication for scheduling.
- Training on instruments will be at staff discretion
 - Contact Director pertaining to training.
 - In-person training will require physical distancing.
 - Disposable gowns, gloves, and masks will be worn.
- All consultations will take place over email, phone or Zoom

