

BCH Cell Function and Imaging Core COVID-19 Phase 1 Guidelines

- Do not check if instrument is open in person. Only book online for a time slot and only come to that time slot. Do not go over time.
- Schedule time slots in iLAB. For rooms with multiple instruments (FACS, microscopes) there are calendars for those rooms. Make sure to book the slot on an open time on the calendar for the **room that the instrument is in** and then in the reservation pop-up **specify the instrument** in the drop-down menu. Make sure you also choose the correct pricing in the pricing drop-down menu. The room calendars will ensure one person per room. **NB: only book the time in the room calendar that you will actually be in the room for!** For experiments in which you don't need to be in the room the entire time (e.g. overnight timelapse experiment) please contact us to discuss prior to booking.
- Gloves may be worn into the room but must be changed for new gloves that will be supplied by the core. These should be disposed of upon leaving the room.
- Follow posted disinfecting protocol before and after using the instrument using supplied 70% ethanol. This will entail spraying the chair, microscope focus knobs, keyboard and mouse, eye pieces, microscope power switches, room light switches and room door knobs. After 30 seconds of contact time with the 70% ethanol solution, the surfaces may be wiped with supplied wipes (paper towels and/or kim-wipes). A checklist of sanitization steps will be posted with each instrument.
- Please contact Michael Anderson at michael.anderson@childrens.harvard.edu for general inquiries, concerns and to report things such as plastic wrap over objects getting tears in them, low disinfecting solutions and low wipes.
- Certain instruments are in individual lab spaces and not dedicated core space. For the **Biotek Cytation 5, Zetaview, EVOS FL and Agilent Seahorse**, please contact the person/people listed in the respective instrument description on iLab to coordinate your usage with them.
- No new physical instrument trainings will be held, but virtual trainings on **Aivia Image analysis software** will be available.
- The buddy system must be adhered to anytime when using the core. This requirement is satisfied if at least one other person is on your same floor. If you plan on using the core at times when another person is not expected to be on your same floor, it is satisfactory to have a person that virtually knows you are using the core and are doing well. This is ultimately up to the user's lab to on how they manage this requirement.
- **Enders 613 microscope specific guidelines (LSM 880, ASI diSPIM, Image Analysis Workstation with Zeiss Zen and Aivia)**
 - Gloves will be located on table to the right immediately after entering Enders 613.
 - Image analysis workstation should only be used remotely. This includes but is not limited to processing in Zen and using Aivia. If transferring unprocessed files physically from the workstation (i.e. USB drive), please follow posted sanitizing protocol for the workstation.

- Remote access to Workstation for Aivia and Zeiss Zen use:
 - Obtain VPN from research computing at BCH
 - Send email to michael.anderson@childrens.harvard.edu with Children's ID number with "access remote workstation" as the subject line
 - Remote connection guide (Workstation Computer Tag: RDT01393). When entering user-name, put chboston\ before ID number. Below are remote connection guides for Windows and Macs, must be signed into VPN to see articles.
 - Windows: <http://websvc4.tch.harvard.edu:8090/display/RCK/Remote+Connection%3A+Windows>
 - Apple: <http://websvc4.tch.harvard.edu:8090/display/RCK/Remote+Connection%3A+Mac>
- Michael Anderson is available for virtual assistance from 8:30am -4:30pm Monday-Friday. This includes both software and hardware assistance. Contact details are on at each instrument.
- If when arriving to room, if it is still marked as occupied by another user, since the microscopes are well over 6 feet away from the door, you may slightly open the door and inquire with the user on the microscope. If you need to wait for a user to vacate the room, please go to Enders RM 609.1 office to wait until they are done. Please contact Michael Anderson at michael.anderson@childrens.harvard.edu if any assistance is needed.
- **Enders 648 microscope specific guidelines (Fortessa, Melody, Canto)**
 - Gloves will be supplied on the table to the left immediately after entering room.
 - Room will be closed for reservations Monday 9am-12:30pm and Friday 3pm-5pm every week for instrument calibrations.
 - Bin Bao will provide email and hands-on troubleshooting. His email and phone number are posted at each instrument to get in contact with him. For hands on troubleshooting, we ask that the user leave the room and wait in their Enders office until prompted to return after the troubleshooting is completed.
 - Data will be transferred from computers via usb drives
 - **Enders 1261, 1347 and 1250 specific guidelines (Keyence, Olympus FV3000R, Vala)**
 - Gloves will be supplied in each room
 - Data will be transferred via usb drives for Keyence and Olympus FV3000R microscopes
 - Vala data will be analyzed and transferred via remote access to its workstation

- All assistance and troubleshooting will be conducted via email correspondence to Neil Mazumdar at neil.mazumdar@childrens.harvard.edu
- For remote access to Vala workstation please contact Neil Mazumdar at neil.mazumdar@childrens.harvard.edu