

Facility Users Guide: Covid-19 Return to Site

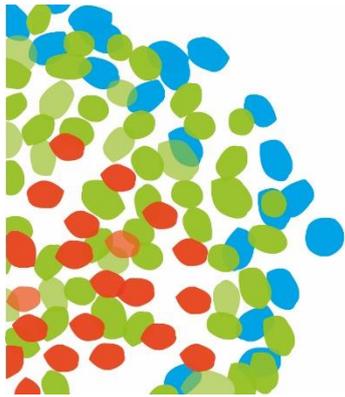


IMAGE RESOURCE FACILITY

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Head of Facility
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Contents

1. Introduction	1
2. Hygiene Rules.....	1
3. Who can be in the IRF and When	2
4. Social Distancing	4
5. Access to the Facility.....	4
6. Accidents and ill Health & Emergencies	5

1. Introduction

The Image Resource Facility (IRF) is committed to continued provision of research support for our SGUL community. In these times of change we are all required to review our working practices and adhere to university and government guidance on how to operate in the research environment. We thank you in advance for your cooperation with changes that we must employ and ask for your patience. In the coming months we welcome feedback and will be reviewing our practices with an aim to have the facility operating in an effective and efficient manner.

This document outlines the facilities various approaches and expectations we have relating to user access and equipment use. These considerations may be subject to change dependent on [university policy and guidance](#) changes.

2. Hygiene Rules

We expect that all persons coming to the Facility, will consider their own health status and if displaying symptoms or possible symptoms of Covid-19 will not enter the facility and further; will follow the [university guidance](#) on visiting site and self-isolation.

Social distancing will be in effect within the facility with floor markings and signage to assist users and IRF staff to comply with social distancing guidelines.

Daily decontamination of door handles, door push plates, hot and cold taps on handwashing sinks, will be carried out by contractors 'Churchill' – under instruction from Estates and Facilities Management, however anyone accessing the area is expected to wash hands (unless the hand sanitiser station in corridor 3 was used) immediately upon entrance prior to entering other areas of the facility.

Hand Gel dispensers have been fitted at the beginning of Corridor 3, and should be used by all persons on arrival and exit of IRF. Please note there are handwashing facilities available inside the facility for those who prefer not to use hand sanitisers. In that circumstance handwashing must be used.

Gloves and alcohol spray are also supplied within the LM suite for use by users. Please spray your hand or gloves only!! **Do not spray the equipment.** Gloves should be disposed of in bin provided when exiting the LM suite or Histology section.

Masks (face Coverings) must be worn within IRF.

3. Who can be in the IRF and When

Users may only return to work within the IRF, after they have informed the relevant section lead and confirmed by email that they have read the Return to Work: IRF Covid-19 Users Guide:

LM: Greg Perry gperry@sgul.ac.uk

Histology and Head of Facility: Sandra Ashton sashton@sgul.ac.uk

Access to the facility will be by booking on the PPMS system only.

LM suite

All users of LM suite must ensure that they read, sign the LM suite risk assessment on work surface in room 01.60 (scanner room).

The Light Microscopy suite will be operating a 'one occupant per room' policy. This will be reflected in the facility PPMS booking system, which will be programmed to prevent multiple users within a room. Any concerns regarding safety or breach of social distancing rules should be reported to section lead.

Hygiene procedures to follow:

- **Work alone wherever possible – remote assistance is available via Teams if no facility staff present**
- **Wash your hands at the sink in the entry to the histology lab**
- **Wear nitrile gloves when operating equipment in the LM suite.**
- **Use visor if being assisted by other staff members**
- **Used the cling film provided to cover the eyepieces during use.**
- **When finished using equipment take a paper towel and spray a small amount of 70% ethanol onto the paper towel. Use this to wipe down the microscope (except the eyepieces) and surrounding work surface. Do not use paper towels to clean the eyepieces or any glass component.**
- **Dispose of used paper towels, lens tissue and gloves in the yellow bin provided and located in the LM suite lobby (by the main door).**
- **Inform IRF staff by email if ethanol, gloves or paper towels need to be replenished.**

Histology Suite

The histology suite of the facility comprises the following equipment/ services where there are differences in permission levels for users' access:

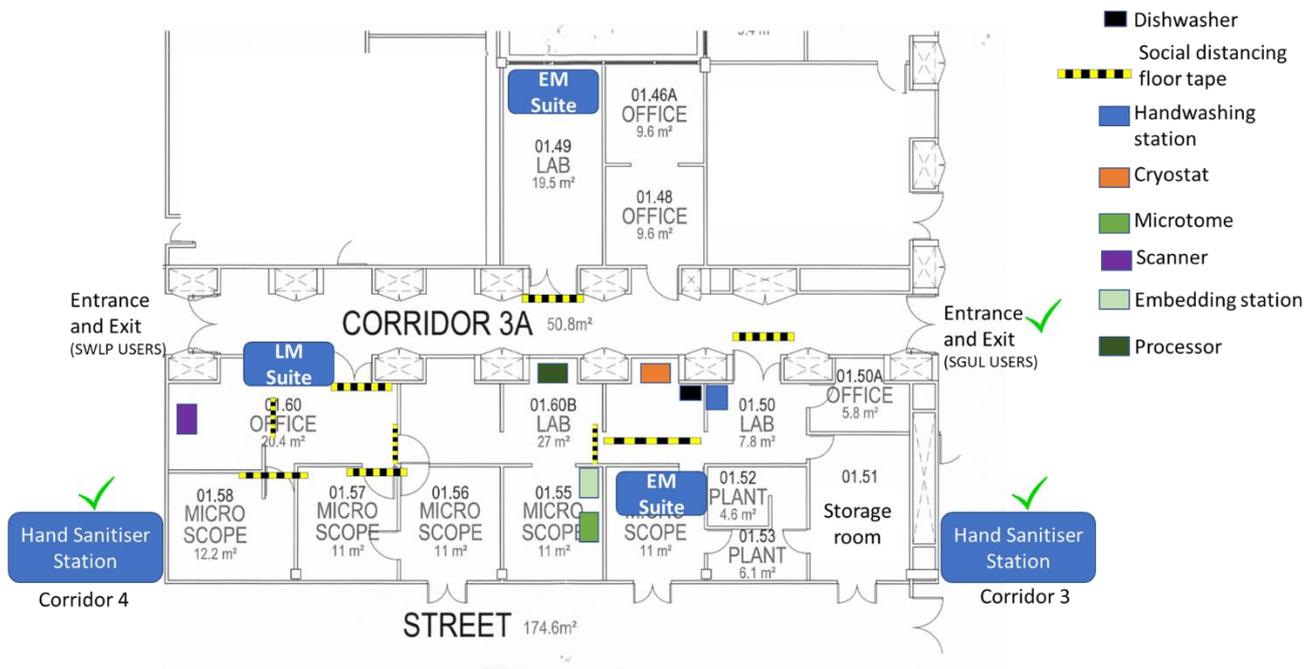
Equipment	Permission?	Considerations.
Microtome	Yes	<ul style="list-style-type: none">• Must be booked on PPMS• Must sign risk assessment (on shelf next to fume hood black folder)• Must be trained (now or previously) on microtome use by IRF staff• Must wear gloves
Fume hood	Yes	Leave in a clean and tidy state
Cryostat	Yes	<ul style="list-style-type: none">• Must be booked on PPMS• Must sign risk assessment (on shelf above cryostat)• Must be trained (now or previously) on microtome use by IRF staff• Must wear gloves
Wax Processor	No – IRF staff only	If you require use of this equipment please contact Head of Facility to make specific arrangements.
Wax Embedding Station	No – IRF staff only	If you require use of this equipment please contact Head of Facility to make specific arrangements.
Histology stains – H & E	Yes	<ul style="list-style-type: none">• Must be booked on PPMS• Must sign COSHH risk assessment (on shelf next to fume hood yellow folder)• Must wear gloves• Must be trained in safe use of histology lab (now or previously) by IRF staff
Immunohistochemistry	No – this is a service only!	If you require this service, please contact Head of Facility to make arrangements. All requests for service will be accommodated in line with the university guidance on key principles as well as availability of reagents.

The Histology suite will be operating a 'one occupant per room' policy. This will be reflected in the facility PPMS booking system, which will be programmed to prevent multiple users within a room. Any concerns regarding safety or breach of social distancing rules should be reported to section lead.

Visors should be worn if multiple users must access facility equipment at the same time.

4. Social Distancing

Social distancing decisions have been made concerning use within the facility. Floor tape has been used to provide clear instructions on where to stand if waiting to access handwashing facilities or in conversation with other users. The schematic below shows location of equipment with reference to social distancing:



5. Access to the Facility

Access to the facility will be by booking on the PPMS system only.

In-line with the [university guidance](#), IRF staff will only be on-site for the performance of scheduled laboratory work only. At all other times staff will be remote working and can be accessed via email. The Facility core hours are 9-5pm daily. Work and access outside of those hours is discouraged, however if this is unavoidable we ask that users get permission from the section lead, work in-line with their risk assessments and follow the university guidance on [Lone Working](#).

Facility access: IRF staff on-site

Access will be as usual, rooms will be unlocked.

Facility access: IRF staff not on-site - rooms not unlocked

the following process will be used:

- When users are booked into IRF equipment booking systems, on the days that IRF staff are not on site, Greg Perry or Sandra Ashton will send an email to security SGUL-Security@sgul.ac.uk and Mell Masters mmasters@sgul.ac.uk stating who that person is and what time they will need to pick up the keys (for specific room and handwashing access)
- The person collects the key at the designated time
- Person opens the required room (following all facility hygiene rules)

- The key can remain with the user until session has finished, after which it **must** be immediately returned to security.
- Security will inform IRF of any deviations from the process by facility users.

6. Accidents and ill Health & Emergencies

Users must report any accidents or emergencies to the section lead. Any injuries/accidents or near misses should be reported to Facility Management and the users own university line manager / PI. An accident form must be completed online immediately by PI, that will be sent to the SHE Office.

In the event of an evacuation, all work must be halted in a safe manner and the facility vacated. Please be aware of and follow the university guidance on [Fire Emergency Evacuation](#).