



UNC Flow Cytometry Core Facility

Title:

Reopening Procedure to Limit Covid-19 Transmission

Classification:

Biosafety

Effective Date: 06/01/2020

Revision Date: 5/22/20

ID: BS COVID19SOP001.1

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Reopening Procedure to Limit Covid-19 Transmission in the UNC Flow Cytometry Core Facility.

OBJECTIVE/PURPOSE:

The Covid-19 pandemic forced reduced operations of the Flow Cytometry Core Facility in March 2020. Reopening the core to users requires new procedures for PPE, physical distancing of both staff and clients as well as additional cleaning procedures adopted during the initial period of reduced operations. These procedures are outlined below and will remain in effect until the University Administration and School of Medicine determine that it is safe to resume normal physical distancing without precautions.

SECTIONS:

- I. Staff coordination
- II. Decontamination procedures
- III. PPE
- IV. Room occupancy limits

RATIONALE:

To provide clients and staff with procedures to limit the transmission of Covid-19 in the Flow Cytometry core setting.

I. STAFF COORDINATION:

- Staff should wear PPE: lab coats, gloves, eye protection and surgical masks in the core laboratory. Masks may be removed if staff is alone in a room with the door closed. Masks need not be worn while Powered Air Purifying Respirator (PAPR) is in use
- Staff will stagger lunch times at desk and limit occupancy of cubicles to ensure the 6 ft social distancing limit is maintained.
- Depending on the workload of the core, staff may also have staggered work hours to minimize the interactions with each other and clients. Work hours will be coordinated and recorded on a google doc or similar to allow for contact tracing.
- During work situations of client assistance, staff will attempt to maintain 6 ft distance during an experiment or machine training. In situations where individuals must work closer than 6 feet apart such as direct training periods staff members will additionally employ full face shields in addition to masks.
- Staff will produce numerous signs to be used around the facility, using picture depictions as well language to communicate new guidelines for the clients to follow.
- At each machine the following signs will be posted:
 - Instrument Disinfection (see section II)



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- Bench/Work Area Disinfection (see sections II)
- PPE Requirements and Glove Policy for using the instrument- (see section III)
- Capacity Limits for the room- (see section IV)
- Staff will post occupancy limits on the doors of each room.
- Staff will mark off 6 ft distances on the floors within the facility to give guidelines for social distancing.
- Within the BSL2 anti-chamber, the floor will be marked with arrows on the left side coming into the room for entrance and for exit on the right side of the room to allow users to wash hands before leaving the facility.
- Staff will also actively engage with users to make sure that all are educated on the new guidelines and to ensure that all new clearly delineated rules are being adhered to.
- Lab meeting will be held by zoom. To set up a zoom meeting – use the UNC password protected site: <https://software.sites.unc.edu/zoom/> and log in with your ONYEN.

CLIENT GUIDELINES:

- All Clients should wear their own provided lab coats, surgical masks and eye protection. They may bring their own gloves or use core provided gloves to be worn within the core. Lab coats cannot be stored in the core.
- All Clients shall utilize their lab-provided face shields while operating the machines in B021C or during training. Face shields will be stored by clients in sealed bags provided by core labelled with the client's name and will be maintained by the client in their lab for future use when in the core. Shields will not be stored in the core, except for core staff.
- 50% occupancy: Only one person will be allowed at each machine during the duration of an experiment with the exception of training. Training will be done primarily through remote viewer and newly prepared training videos. When training in person, both the trainer and trainee will wear all PPE listed as well as face shields and will limit time and exposure when 6 ft distancing is not practical.
- Clients will bring only their prepared samples with them during the operation of each experiment. This will be limited to racks containing the prepared samples and ice buckets as needed. Extraneous lab equipment limited to pipettors and pipet tips will be permitted.
- Clients should clean the lab bench, keyboard and computer mouse with provided cleaning materials before and after use.

CLEANING BY CORE STAFF

- Core staff will clean all counters, keyboards, computer mice and machine surfaces at the beginning of each workday. Core staff will clean door handles at the beginning and end of each workday with approved cleaning supplies.

II. Decontamination



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OBJECTIVE/PURPOSE: To decontaminate and clean machines and benches between usages

MATERIALS:

- One of the following:
 - 70% Ethanol
 - 10% Bleach solutions
 - Disinfectant wipes
 - Cavicide solution (active against SARS-CoV-2)

EQUIPMENT:

- Paper towels
- Spray bottles
- Gloves

PROCEDURE: Client should perform one of the following depending on available disinfectant:

1. Wearing gloves, wipe down the machine, mouse, keyboard, and surrounding work area with a clean, wet, alcohol wipe. Let sit visibly wet for at least 10 minutes or until evaporated.
2. 70% Ethanol may be sprayed onto the machine, mouse, keyboard, and surrounding work area until visibly wet; let sit for at least 10 minutes. Wipe with clean paper towels. This should be performed during the prescribed instrument cleaning after each client run.
3. Or, 10% Bleach solution (made fresh daily) may be sprayed onto a clean paper towel until wet. Wipe down machine, mouse, keyboard, and surrounding work area with paper towel. Ensure all surfaces are dry before use. Metal surfaces should not be cleaned with bleach.
4. Alternately, use commercial Cavicide as directed by manufacture if available.

All instruments should be decontaminated by the user before and after each instrument appointment.

III. Personal Protective Equipment (PPE)

OBJECTIVE/PURPOSE: Required PPE to limit COVID 19 transmission in the UNC Flow Cytometry Core Facility

Materials:

Surgical Masks – provided by department

Lab coats-provided by client

Gloves – provided by lab or core



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Face Shields-provided by core

PROCEDURE:

1. While in the Core, all clients will be required to wear their own provided lab coat and mask. These personal PPE shall be clean and follow departmental guidelines for cleaning and changing out
2. While at an instrument, clients will be required to wear gloves - either brought by them or provided by the Core. Departments will provide masks.
3. If at a machine that is within 6 ft of another machine, occupied or not, that client is required to wear a face shield and surgical mask.
4. In B021C, due to high occupancy and small space, investigators will wear surgical masks and face shields(provided by the core)-see Guidelines, Objective II

FISHER SCIENTIFIC/RIMS

Ordered Part #/Supplier Part #	Order Quantity	UoM	Unit Price	Ext. Price
23309829 2802	1	CS	\$203.75	\$203.75
Description:	FULL FACE SHIELD HOOK/LOO			
Status Message:	1 Back Ordered			
Estimated Delivery:	06/10/2020			

IV. Occupancy limits

OBJECTIVE/PURPOSE: Establish occupancy limits per room to limit transmission risk of Covid 19 in the UNC Flow Cytometry Core Facility

PROCEDURE:

1. All personnel will wear lab coats, gloves, eye protection and surgical masks in the lab at all times.
2. Stay separated by six feet whenever possible.
3. Minimize co-occupancy by using HTS or Autosamplers



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4. Face shields will be worn in addition to surgical masks, gloves and lab coats when training or troubleshooting requires distancing at less than 6 feet or in B021C when more than one investigator is present.

Room B018 (LSR II/CyAn/Attune/Aurora): Maximum of 4 people at any given time.

Room B022 (MoFlo XDP): Maximum of 2 people at any given time

BSL2 suite:

Room B021A (Aria III): Maximum of 2 people at any given time

Room B021B (Aria II): Maximum of 2 people at any given time.

Room B021C (Fortessa/Attune/iQue/ImageStreamX): Maximum of 3 people at any given time.

Note: in B021C, due to enclosed space and longer exposure time, investigators are required to wear surgical masks and face shields.

PPE (except face shields) will be provided by investigators' labs and department