**Code of conduct in the Microscopy Services Laboratory during COVID-19 closure**

**Revision January 19th, 2021**

We expect every researcher that uses our core to follow these rules and guidelines:

**Evaluate your health before coming to the core**

- If you have any of the following symptoms, **do not come to the core**:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

- If you had a respiratory illness (COVID-19, something else, or don’t know), then you can only come to the core once the following conditions are met:
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
  - Complete absence of respiratory symptoms (e.g., cough, shortness of breath); and,
  - At least 7 days have passed since symptoms first appeared

**Carefully plan your visit to the core**

- You can make a reservation via iLab on the following systems: LSM700, LSM710, Spinning disk, BX61/IX81, light-sheet.
- If you need a different microscope (TEM, SEM, WILD, IX70), contact the staff for assistance.
- If you need the BX61 or IX81, reserve the BX61. Only one of these microscopes can be reserved at one time and we have chained the reservation systems of both together, under the BX61. Please write a comment in your reservation indicating which system you want to use. Please contact the staff if you cannot access the BX61 calendar (for example, if you were only trained on the IX81).
- Leave at least 30 minutes between your reservation and any others.
- If you are doing something new, difficult, or think you will need assistance, please contact MSL staff in advance, via email. We can only provide very limited in-person assistance, so planning ahead is key to getting good results.

**Behavior when you are in the core**

- Stay 6 feet away from other users, as much as possible. If you need to walk past someone, ask them to move out of the way, when they have a pause in their workflow, so you can get by.
- Masks are mandatory and must be worn at all times.
- Do not eat anywhere in the core.
- Do not use the refrigerator to store your food or drinks.
- Do not drink, congregate or work at the table in the common area.
- You may leave closed containers with drinks only on the desk in the common area, and have a drink there if no other users are in that area.
- Put on black or light blue gloves when you enter the core (they are behind the entrance door). Exception: light-sheet users, see below.
- Consider signing into the kiosk via your phone instead of the common computer. To activate UNC wifi on your phone: [https://sils.unc.edu/it-services/personal-computer-faq/wireless](https://sils.unc.edu/it-services/personal-computer-faq/wireless). Website where you can sign-in to our kiosk: [https://uncch.ilab.agilent.com/service_centers/4326/equipment_kiosk/dashboard](https://uncch.ilab.agilent.com/service_centers/4326/equipment_kiosk/dashboard)

**Behavior when you are using a microscope**

- Only one person may use a microscope at any given time. MSL staff will consider rare exceptions to this rule for our electron microscopes, which have been outfitted with dual monitor setups that allow social distancing while two people are in the room. Exceptions will be granted only for cases where Zoom screen sharing is not sufficient, two people absolutely must be in the room together and if the total occupancy of the core at that time can accommodate the request.
- Disinfect microscope surfaces **before** starting your imaging session:
  - Wipe eyepieces with lens paper and pure EtOH
  - ONLY for light-sheet: wipe microscope knobs, joystick, keyboard and mouse with EtOH 70. Use spray bottles to spray paper towels or kimwipes, then wipe kimwipes or towels on necessary surfaces.
- Disinfect microscope surfaces **after** ending your imaging session, using same procedure as above.
- If you are a light-sheet user: wash your hands before and after using the system, in addition to all other guidelines. Do not use gloves on the keyboard; use gloves when you are touching DBE-contaminated surfaces and materials.

**Understand the consequences of non-compliance**

- Users that do not comply with these rules will be asked to modify their behavior and/or leave the core. Supervisors (typically, PIs) will be informed to ensure non-compliant behaviors do not repeat in the future.
- If non-compliance continues, users will be banned from the core for 2 weeks. Other imaging core directors will be informed of non-compliance at MSL.
- If a user attempts to access the core while banned, the issue will be elevated to the Department Chair level and may result in a permanent ban from the core.

**Acknowledge these rules and commit to following them**

- All MSL users must provide a signed version of these rules to MSL staff, via email: [msl@med.unc.edu](mailto:msl@med.unc.edu)

I, _____________________________________________, acknowledge I have read these rules and agree to them. I also understand that if I am found in violation of these rules, my access privileges to the Microscopy Services Laboratory may be revoked. I also understand that these rules may be modified in the future.

_________________________  __________  ______
Signature            Date      PID