**BICF Policies for Reopening**

*Revised 6.17.20 AKF*

Below is a list of new polices that all BICF users will be required to follow once the facility reopens after the recent Covid-19 shutdown. These guidelines are subject to change at the discretion of the lab manager to meet any new university or CDC recommendations. Users in violation of any of these rules will have their access to the BICF revoked.

**General Lab Policies**

1. Anyone experiencing symptoms of Covid-19 and/or a respiratory illness should refrain from entering the facility:
	* Symptoms include cough, fever, shortness of breath, chills, aches, new loss in taste/smell.
2. Masks must be worn at all times in the facility:
	* Both nose and mouth must remain covered.
3. Hand sanitizer must be used immediately upon entry into the facility:
	* This is crucial as the facility does not have a sink for the necessary handwashing.
	* Sanitizer must be used upon each entry, even if users just step outside for a few seconds.
4. BICF occupancy will be limited to one researcher at a time:
	* No one may accompany the user to observe or aid in experiments
	* Exceptions may allow for 2 people in the facility if instruments being used are on opposite sides of the lab and social distancing guidelines can be followed. For this exception, permission must be explicitly granted by the BICF manager before any space-sharing occurs.
5. Computers and work spaces must be protected with plastic wrap prior to use:
	* Before touching any keyboard/mouse, thoroughly cover in plastic wrap
	* After work is compete, throw plastic wrap away in the trash
6. When experiments are finished, users must clean the area by throwing away all trash and disposing all chemicals per university safety protocols
	* Anything brought into the BICF must be taken upon leaving the facility. Nothing is to be left behind in the lab space.
7. Any issues with instruments, experiments, or supplies should be reported immediately via email to the BICF manager

**Scheduling Policies**

1. All scheduling will be done using the FOM system like usual
	* The new “Lab Capacity” feature of FOM ensures that no overlap even for users on different instruments
	* If a message pops up when you attempt to reserve instrument time that says “The concurrent number of users in BICF Lab Capacity has exceeded the maximum”, it means someone else has booked time on a different instrument in the room. Please choose another time to reserve for your experiment.
2. Each research lab may send one trained researcher to use an instrument each day.
	* This encourages one researcher to run all samples for a group to cut down on the number of people in/out of the facility and save PPE
	* If a research group needs to use multiple instruments in the same day, one trained researcher may enter the facility for each instrument used.
3. Priority will be given to users doing Covid-19 research and groups in the Department of Chemistry & Biochemistry.
4. No training will take place for the foreseeable future.
	* If a research group needs to use an instrument but has no trained users, staff will perform the analyses and send the data digitally.
5. For the rare situations when permission is explicitly granted for multiple users to run experiments simultaneously, Dr. Friedman will manually enter the time onto the FOM calendars to ensure proper billing.

**Disinfection Policies**

1. BICF staff will clean all common areas, surfaces, instruments regularly, including doorknobs, light switches, desks, chairs, computer equipment, gas valves, labware (solvent bottles, pipettes, etc.)
2. All instruments/shared equipment should be wiped down by the user both before and after use:
	* Disinfectants (10% bleach solutions, ethanol, etc.) will be provided on the front desk closest to the door.
	* Any instrument component that is touched must be cleaned (power button, sample holder, gas valve, etc.).
	* Any shared labware used must also be sanitized (pipettes, pipette boxes, solvent bottles, etc.).

**Sample Exchange Policies**

For AUC samples and cases in which staff must run analyses

1. Sample submissions should be discussed with the BICF manager prior to drop-off
	* Any sample storage requirements (temperature, light avoidance, etc.) should be noted at this time
2. The sample drop-off location is in the CBEC basement hallway between the NMR Facility and Unit Operations Lab. Look for the table clearly marked with BICF signage.
3. All samples must be clearly labeled with date, sample name, and user last name.
4. Data and results will be sent to users digitally, either by email or through the BICF shared data drive.