

Email address

Sarah.Chapman@nd.edu

1. What is your name (First, Last)?

Sarah Chapman

2. What is your cell phone number (include area code)?

574-514-6774

3. Which College, School, or Organization is your primary affiliation?

Notre Dame Research

4. Which specific laboratory, studio, or core facility are you affiliated with?

All NDIIF Core Facilities (Electron Microscopy, Optical Microscopy, InVivo Imaging, Histology)

Request to Reopen

1. Indicate the rationale for reopening your laboratory, studio, or core facility (i.e., indicate why your research requires physical access to campus facilities) and source(s) of funding.

The NDIIF are shared scientific cores with instruments that are dispersed in various locations within the campus of Notre Dame. Annually the NDIIF serves 9 different departments on campus within nearly 100 different labs and only a limited number of facility staff. Our instruments within each facility are utilized for a variety of experiments that require specialized tools and techniques not present anywhere else on our campus. These experiments require a researcher to physically load the samples into the machine and record the events in real-time. For many labs, these types of experiments are fundamental to their research projects, and thus the opening of the cores with the research lab openings is required.

2. Provide a plan for how physical distancing will be implemented in your laboratory, and will be brought from studio, core facility, office, and team spaces. Address the six-foot interpersonal spacing home so that and nominal occupancy requirements for Phases 2 and 3 as they relate to all activities to be undertaken (e.g., microscopes, tissue cultures, small control rooms, etc.). Indicate how your interaction with others will manage working hours and/or shifts. For core facilities, also indicate how you will and will not need to manage user access to maintain appropriate physical distancing.

1. All training activities are suspended until further notice.
2. From May 26th-June5th for EM core and until June8th for other three cores, no users will be permitted in the facility while instruments and facility spaces are being prepared for reopening.
3. Imaging services, without the presence of the customer in the room will be provided if requested by the PI.
4. All communication will take place by appointment via email, telephone or through online conference tools such as Zoom, Skype, Microsoft Teams or WebEx.

5. A dedicated table with a tray will be installed near office 210 Stinson-Remick Hall, where EM samples should be delivered (customers should leave a notice with the sample name, user and PI contact information). A dedicated table with a basket will be installed outside of 010 Galvin Hall, where Biological samples for imaging should be delivered (customers should leave a notice with the sample name, user and PI contact information). These tables will provide a means to distribute samples by avoiding person to person contact.
6. A detailed formulation of the task for each sample should be submitted by email in advance.
7. If it is needed, a special Zoom meeting will be organized with the customer to clarify the project.

The time booking should go through the core directors ONLY:

Requests should be made in advance, at least one day prior to the planned work.

A daily calendar will be posted outside of each instrument room. If users have not been given permission to use the instrument and his/her name does not appear on the calendar, the user MUST NOT enter the room. Contact should be made to the core director if the user believes that a mistake has been made on the calendar and to be granted permission to enter the room.

Only ONE person is allowed in the instrument room at a time.

- Doors must be closed while systems are in use. Users shouldn't enter the room if the room is already occupied. The break between imaging sessions should be at least 30min.

There will be a "Check in"/"Check Out" process built into the SOP so that it is clear who is in the room at any given time, as well as if it is occupied or vacant. Each user will be asked to register at the entrance with their name and phone number. Signage will be posted on each door that must be filled out before entering the instrument rooms. Also the user will indicate that the room is occupied by using the slider magnet posted on the outside of the door. Since the building and oftentimes the imaging suite is shared by multiple users, users will be asked to please check the hall before entering/exiting the facility to avoid accidentally bumping into someone and to maintain social distancing of six feet .

Detailed pdf plans for each of the cores within the NDIF have been submitted to Melanie DeFord for review and will be sent to all users requesting access to the facilities after being granted approval from the Research Task Force Team.

In addition, the Optical Microscopy Cor shares the 007 Galvin suite with the Flow Cytometry core. Communications between Sarah Chapman and Dr. Athansia Panopoulos has been steady. Dr. Panopoulos and Sarah will present a plan for the users of the 007 Galvin suite that includes the guidelines set forth by both cores and will require ALL users of both cores to adhere to the guidelines presented by Dr. Panopoulos and the NDIF as described in the attached pdf for the OM core. A proposal to move the flow cytometer instrument has been submitted and is awaiting a response from the appropriate stakeholders. This would eliminate the possibility of overlap between the users of these two cores.

3. All requests must include a schedule such that Building Managers and other support services know which research personnel should be in the building/research space at any given time. Please complete the draft schedule in Appendix D, which can be downloaded here, https://research.nd.edu/assets/388931/fullsize/appendix_d_lab_ramp_up_schedule_f01.xlsx, and upload part of your response with your lab/core facility name saved as the file name. The schedule should cover a two-week interval. While this schedule serves as an initial planning tool,

faculty are encouraged to utilize their preferred scheduling means (e.g. Google Sheets, Calendars, etc.) moving forward:

https://drive.google.com/open?id=1Dw542GpslcXxvXjy9so_neobUI3fAs6L,
https://drive.google.com/open?id=19s0eUg4bTirOvuE5nqI_K5-CVf135t26,
<https://drive.google.com/open?id=1BU3QTfttbuVhzsFYEQJnGUBgY6iuCiFh>,
<https://drive.google.com/open?id=1yW668kERnOUZmKUI8Xfdj2Szde05eZZF>,
<https://drive.google.com/open?id=1T4uvAnQ-u2obOfGhIApL-gNEGEGDU64D>,
https://drive.google.com/open?id=1WWZP9dU7vOw7_W82IM73ddCKGntC8pq3,
<https://drive.google.com/open?id=1J8TdpZ8n6bg7-PszgTfWfThneWiRLn2F>,
https://drive.google.com/open?id=1i_w63otVCb-JPeHSreHrdOTUtk3k7U3G,
<https://drive.google.com/open?id=1WFISDAXA1FiWEpyE5ZdGtHYEJ9BNnZSI>

4. What is your plan for logging researchers' arrival and departure within laboratory/studio/core facility spaces and their self-assessment of their health?

Users will be instructed to "Check in" so that it is clear who is in the room at any given time, as well as if it is occupied or vacant. Each user will be asked to register at the entrance with their name and phone number. Signage has been posted on each door that must be filled out before entering the instrument rooms. Also the user will indicate that the room is occupied by using the slider magnet posted on the outside of the door. Since this space is shared by multiple users, users will be asked to please check the hall before entering/exiting the facility.

Wellness check forms will be filled out by all researchers working in/entering the research buildings, as determined by the University, and will be monitored by the Building Manager for the respective building in which the core is housed. Thus, anyone accessing the NDIIF spaces will have completed this wellness check. Furthermore, the NDIIF facility will be sending and posting the following information to all users of the NDIIF suites:

- DO NOT ACCESS THE FACILITY FOR A MINIMUM OF 14 DAYS if you have been in high risk areas or had contact with confirmed COVID-19 patients.
- DO NOT ACCESS THE FACILITY if you are COVID-19 positive or otherwise sick - even if you are only experiencing mild, cold-like symptoms.

If you are experiencing symptoms or have questions regarding COVID-19, you are encouraged to call the Notre Dame hotline: 574-631-5900. <https://coronavirus.nd.edu/>

- If you are at risk to develop severe symptoms, you are advised to avoid the facility and have colleagues or NDIIF staff do the imaging for you.

5. How will your personnel maintain physical distancing for breaks, lunches, etc.?

There is no eating in any of the NDIIF facilities. NDIIF personnel have private office space that is away from the imaging instruments. These personal office spaces will be utilized for breaks, lunches, etc. to maintain physical distancing.

6. Describe your procedures to clean and sanitize shared items, equipment, and work surfaces prior to use by others (see Hygiene Plan as a minimum example:

https://research.nd.edu/assets/388928/fullsize/appendix_h_example_hygiene_plan_f01.pdf)

RULES UPON ENTRY

1. Wear a mask (user provided) at all times.
2. Personnel will wash hands immediately upon entering into the NDIIF facility space. Where sinks are not present, hand sanitizer will be supplied.
3. Gloves (facility provided) are required when entering the facility until departure. A waste container will be provided at the facility exits for disposing gloves. A lab coat (user provided) is required at all times while in the facility areas.
4. Minimize bringing any personal belongings into the research space. Only bring with you what is essential to your research.
5. Follow instrument specific disinfection procedure at the start of your session. Disinfecting solutions (following CDC guidance): ethanol (70% min.) solution with a contact time of 1-2 minutes should be used and has been provided to wipe down the surfaces of countertops, door handles, light switches and computer/keyboard equipment.
6. Cover keyboards with plastic wrap. At the end of the appointment remove plastic wrap from keyboards and discard, disinfect mouse, knobs and other touched surfaces with disinfecting wipes.
7. A log placed within each room must be completed indicating that cleaning procedures have been completed by each user as well as the NDIIF staff.
8. Follow instrument specific disinfection procedure at the end of your session. Disinfecting solutions (following CDC guidance): ethanol (70% min.) solution with a contact time of 1-2 minutes should be used and has been provided to wipe down the surfaces of countertops, door handles, light switches and computer/keyboard equipment.
9. Cover keyboards with plastic wrap. At the end of the appointment remove plastic wrap from keyboards and discard, disinfect mouse, knobs and other touched surfaces with disinfecting wipes.
10. Wash hands or use hand sanitizer before leaving the space.

7. Do you require a specific core facility to be opened in order to reopen your lab?

8. If yes, identify the research core facility (ies) or other support services that are essential for lab reopening. The full list of core facilities can be found here:

<https://research.nd.edu/our-research/facilities-and-resources>

8. If you selected a core facility (ies) in the previous question, please fill out the following form:

Safety and Research Team

1. The lab/studio/core facility reopening plan will be presented to Risk Management and Safety to ensure the reopening is feasible and safe given the reduced status of University operations. Therefore, please address any safety measures or changes that need to be adopted to allow for a reduced density in the laboratory, studio, or core facility. Please specifically detail plans for disinfecting, including what will be used, the concentration and contact time. Provide information about general safety resulting from the plan (e.g. how will you deal with working alone, etc.)

This is a single-person use facility, so no additional changes are required for safety, other than what has been described above and is attached in the detailed pdf documents for each of the NDIF cores. The NDIF staff and users as well are accustomed to use the imaging equipment independently. The NDIF is encouraging all persons entering into the facility to carry a cell phone in case assistance is required regarding personal or instrumentation. There are landline phones installed in each of the facilities as well in case an emergency should arise. The NDIF emergency plans are up to date for each of our facilities and all users will be reminded of the emergency plan of the NDIF space upon reopening of the facility.

2. Please review your previous ramp-down plan. In the event of a return to Phase 1 (hibernation), are there any changes necessary? Please list those changes here.

No, the same ramp down can be used, which was:

- Perform thorough cleaning of the systems.
- Backup all data on the computer hard-drive.
- Shut down machines and computers or place them into stand-by mode if full shut down is not possible.
- Empty all waste; schedule for pickup if possible.
- Clean facility.

3. Which building are you located in?

Galvin Life Sciences Center, Harper Hall, Raclin-Carmichael Hall, Stinson-Remick Hall

4. Identify your research personnel (or core personnel for the core facilities), including yourself, below. Include their names, status (For example, faculty, staff, postdoc, graduate student), emails, and cell phone numbers) Note that in Phase 2, all graduate students and postdoctoral scholars on the list will be asked through an independent method to sign an opt-in form before they will be allowed to participate.

Bradley Smith-email Bradley.D.Smith.115@nd.edu Cell phone (574) 229-2070

Sarah Chapman-email Sarah.Chapman@nd.edu Cell phone (574) 514-6774

Sara Cole-email scole7@nd.edu Cell phone (614) 589-1940

Alex Mukasyan-email amoukasi@nd.edu Cell phone (574) 387-0730

Tatyana Orlova-email: torlova@nd.edu cell phone (574) 229-1917

Maksym Zhukovskiy-email mzhukovs@nd.edu Cell phone (574) 220-2015

4. Is there anything else we should be aware of?

Not at this time.

5. If you selected a core facility(ies), please complete the core facility request form, which can be found in Appendix C here:

https://docs.google.com/forms/d/e/1FAIpQLSfLN1CZJ7_AOtI6QcX1L_1WmYb2r0sFpkzy1k9jowrdVVhAyg/viewform

6. What room number(s) is your lab/studio/core facility located in?

EM Core- SR B10 and B03, OM Core- 007 Galvin, IV Core-001 Galvin, Histo Core- 400D
FLSC

7. Do you require a specific core facility to be opened in order to reopen your lab?

No.

Owner (Self-ID by College/School or NDR)

Melanie DeFord, NDR

Initial Owner Review: Approve/Deny (If denied, mark why).

Approve

Department (Designate Who Submission was Sent to i.e. Dean, Chair, or designee and confirm date/time of issue by email, and their Approval/Denial)

N/A

3. Which College, School, or Organization is your primary affiliation?

Notre Dame Research

Grad School (Include name trainee names were sent to and date/time email was sent)

N/A

Send to RMS (Include name of reviewer request was sent to, date/time email was sent, and their Approval/Denial)

EK, 5/27, Approved 5/29

If approved, send to VPR (include date/time)

BB 5/29

VPR Approve/Deny

BB Approved 5/29

Assigned Reopen Date and Building Manager Notified (include date/time of notification)

5/30, Reopen 6/1