

## Guidelines for BIC usage during the extended on-site standby operations of the University (as of: 27.04.2020)

Dear Users,

the following rules are for your safety and the safety of our staff. They comply to the recommendations of German Biolmaging – Gesellschaft für Mikroskopie und Bildanalyse and are being widely adopted at imaging core facilities throughout Germany <https://www.gerbi-gmb.de/Corona>.

You should be aware **that the facility is a different work space than your research group. The facility is a multi-user environment where virus transmission between individuals and through contaminated surfaces is facilitated.** Therefore, we ask you to follow these rules accurately. Should you have any question, or should there be any particular circumstance with your work or your experiments that hinders you from adhering to them, please contact us immediately. There will always be one person on-site to assist you. You can also write to [bioimaging@uni-konstanz.de](mailto:bioimaging@uni-konstanz.de). The guidelines will be updated according to the evolving situation and your feedback.

We are happy to welcome you back at the BIC and wish you successful imaging sessions!

Yours, BIC staff

### 1. Access and Booking

- Access to the BIC is granted under the same rules that govern the entry to the University campus (see ukn/coronavirus), i.e. people who are SARS-Cov-2 positive or otherwise sick are not allowed to access the facility. People who are at risk to develop severe symptoms should preemptively avoid the facility. You can resort to our **“assisted microscopy service”** if you would like us to image your samples under your (remote) guidance.
- All the checking and booking must be done online. It is not allowed to walk into the BIC rooms to see if a microscope is available.
- Your first booking needs to be accepted by BIC staff. Before, you will be requested to meet with BIC staff for a short personal introduction to the new rules of behavior. The meeting will take about 10 min and protective measures will be observed.
- Room rules for warranting physical distancing (1,5 -2m):

For the time being, only one person per microscopy both is allowed in room L930 (large facility room). Only two booths can be occupied at the same time. This is to enable distancing while moving in and out of the booths. Users leaving the facility have priority over those entering. Users exiting a booth should call for the other user to wait until he or she has left the room. Users entering the facility make sure by looking through the door glass that no other user is in the entrance space. They write their name, arrival time and microscope on a self-adhesive note (Post-It, provided by the sink in L930) and put it up on the door glass for others to see from the outside before starting their session.

In room L937 (Axiozoom and Image Analysis Workstation), only one person is allowed per session.

Between imaging sessions, a user-free instrument slot of 15 min has to be observed.

The above rules are enforced by the online booking system PPMS.

For working at the OMX (superresolution microscope, room L936), please contact Dr. Martin Stöckl as usual.

If you wish to use the cell culture, please contact the facility staff.

You will find the specific room rules also attached to the respective room doors.

## 2. Hygiene rules

- You are requested to wear masks while working in the facility to avoid contaminating surfaces by sneezing or coughing (allergy season!). Users should bring their own masks. We have a very limited number of masks in the facility which can be purchased at cost price.
- You must wear lab coats in the facility. Since the facility is a lab of biosafety level S1, lab coats cannot be moved between the facility and your lab. For the duration of the standby operations, we ask you to bring a fresh lab coat and store it between visits in the dedicated shelf in L930.
- Upon entering the facility, wash and disinfect your hands at the sink and put on gloves. Latex and nitril gloves of different sizes will be provided nearby the sink. Before exiting the facility, remove the gloves and wash your hands again.
- Frequently touched surfaces (eyepieces, computer peripherals mouse and keyboard, touchpads) must be covered by cling film (see image below). Apply the cling film before starting your microscopy session and remove it at the end. Ask BIC staff if you need help.
- You are encouraged to bring and wear your own safety glasses for further protection from virus transmission through the eyes.



## 3. PPMS booking rules

To enforce distancing as indicated above, two slots (a and b) can be booked per instrument. When both slots are filled (one per instrument), the system won't allow booking of a third instrument. Example: if you want to book the LSM880, choose slot a or b. Depending onto whether another instrument in the room, e.g. the LSM700, has been booked at the same time, you may see that the LSM880 is only available in one of the two slots. Check both slots! If both slots are highlighted in gray it means that a second system, e.g. the Spinning Disk, is already occupied during the same booking hours.

**Thank you for your cooperation!**