

ARC-MMA USER GUIDELINES DURING COVID-19 / SARS-2 PANDEMIC

PHASE 2 – RAMP UP PHASE

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CONTEXT FOR OPENING IN MIDST OF COVID-19 PANDEMIC

The Analytical Resources CORE, ARC, is enabling a return to normal research service activities, consistent with best safe practices during the pandemic. The return to a normal routine will take place in stages. As we learn more about the SARS-2 / Covid-19 viral pandemic then this will guide our response.

STAGING THE PHASING IN OF RESEARCH SERVICES

Please watch for, observe and pay attention to notices, signage etc. that will provide up to date information about the MMA Staging and your personal responsibilities, our expectations during that stage.

PHASE 2: RAMP UP

As of July 20, 2020, we have begun rolling out our Phase 2 operations. These are providing more of our traditional, self-service operations in all laboratory areas but with appropriate safety procedures so that we reduce the potential for spread of Covid-19.

PHASE 3: RETURN TO FULL OPERATIONS

This would be the pre-Covid-19 operational model, allowing full access to trained users in all laboratories, tours for visitors, in-person training, classroom group exercises, etc.

PHASE 2 GUIDELINES

GENERAL SAFETY PROTOCOLS

USE OF PPE

We require that you wear a mask in our MMA laboratories during this time, and until further notice for two reasons, this reminds everyone you come in contact with that the virus potential has not been depleted and helps reduce the viral load spread from the breath of individuals who are unwitting, or asymptomatic carriers of covid-19. Everyone is expected to practice these measures so that we can reduce exposure and viral loads. Masks also remind us that a primary infection route is by picking up virus on your hands, then touching your face. The mask helps you to stop this infection behavior. Masks should cover mouth and nose.

USE OF DISINFECTANTS AND SANITIZER

Use sanitizer solutions provided to disinfect hands prior to entering the lab and before using equipment.

Sanitizer solutions will be available at every station. Use sanitizer solutions provided to disinfect hands prior to entering the lab and before using equipment.

Wipe down workstations (keyboard, mouse, other surfaces) prior to leaving the lab.

Never wear gloves while using the keyboard or mouse.

We are making an effort to provide personal use, 2 oz bottles of disinfectant solution to everyone that comes into the MMA, originally this was courtesy of Dr. Karen Dobos Group and the OVPR. Keep with you at all times. If available, please take one. Look for refill stations.

SOCIAL DISTANCING

We require 3ft physical distancing in every laboratory.

Do Not Congregate around instruments or around our sample submission stations. Conduct your business and leave.

INSTRUMENT SCHEDULING AND SERVICE REQUESTS

Requests for instrument time and services is done through iLab, through calendar reservations or through service requests.

COMMUNICATIONS AND REMOTE OPS

ILAB

ILab will be used for requesting training and services, and for scheduling and recording instrument time.
<https://www.research.colostate.edu/mma/ilab/>

SLACK

Slack is used in the ARC-MMA as our communication platform with users and MMA staff members. Join here:
<https://join.slack.com/t/csu-arc/signup>. For more info: [Slack User Guide](#).

Join other relevant lab and instrument Slack channels to stay informed about general lab or instrument specific updates. Users are expected to use instrument-specific Slack channels to report instrument issues or any other notifications to MMA staff.

REMOTE PC

ARC-MMA provides RemotePC software on all instrument computers and workstations, to give users the ability to manipulate instrument experiments, access data, and perform data processing remotely from their own computers. Please request access by contacting any of the MMA staff.

ARC LOCAL RESEARCH SAFETY TEAM

ARC-MMA provides users access to general MMA user guidelines, new user onboarding guidelines, lab access quizzes, instrument SOPs and instructional movies through a VPR hosted MS Teams Local Research Safety Team (LRST) "[VPR Core ARC LRST](#)".

STAFF SUPPORT

ARC staff are mostly all back on campus and available in person for assistance in the laboratories. ARC staff is continuing to offer remote support where requested, through scheduled virtual meetings (Teams or Zoom).

INSTRUMENT TRAINING

ARC-MMA is offering training again on all self-use instruments through a combination of virtual and in-person instruction. Training can be requested in iLab.

All our training documents (videos, SOPs, quizzes) are located in our ARC LRST TEAMS platform which we use for all new user onboarding.

The MMA is developing online instructional (SOP) videos for multiple self-use instruments. Some of these are already being used in new user training, to reduce the in-person training time which is focused on proficiency testing.

- For in-person training that requires researchers to be closer than 3ft, researchers will be expected to wear a face shield and face mask; and close contact will be kept at a minimum.
- Close (within 3ft) contact will be kept to a minimum and only for essential parts of the training, for example to look at a part of the instrument or software, and then step back to keep as much distance as possible.
- If users do not already have their own face shield, disposable ones will be provided by the ARC for users during training.
- Eye protection is required during training.
- On appropriate platforms, virtual training will still be our first approach to reduce the in-person training time.