IMSERC SARS-CoV2 / COVID-19 Operations Training

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Training Overview

1. Purpose of Training
2. Appropriate PPE Usage
3. Entrance / Exit + One-way
4. Room Capacity
5. Changes to Reservation Process
6. Disinfection + Preventative Measures
7. Interaction with IMSERC Staff
8. Enforcement Process
9. Special Considerations
10. Quiz + Questions
Purpose of Training

• Learn about IMSERC’s COVID-19-based operations
• Understand required PPE protocols
• Educated regarding interaction with IMSERC staff
• Regain access to IMSERC upon
  – completion of training
  – passing of quiz
• Check bulletin board and TV at right upon entry to IMSERC Ground floor
  – Policy, announcements, and further details and/or updates
Appropriate PPE Usage

- No gloves of any kind!  
  - Unless actively working with hazardous material
- Face mask is required  
  - Mask must be worn properly  
  - Complete coverage of nose, mouth, and chin
- Safety glasses/goggles required as normal
- Gowns, face shields, or other PPE optional

NO

YES
Appropriate Face Mask Usage

(A) Incorrect
Nose is exposed

(B) Incorrect
Not covering face

(C) Incorrect / not effective
Not fully covering nose

(D) Incorrect
Mask is very loose

(E) Correct
Mask covers chin, nose, and mouth and fits snugly

(F) Incorrect / not effective
Mask dose not cover chin

Entrance / Exit + One-way

- One-way system
  - Ground floor is **entrance only**
  - First floor is **exit only** via stairwell
- Follow one-way paths as marked on floor with arrows
- Labeled and color-coded for each subject area
- Handwashing in sink (⊗) is **required** upon entry
Room Capacity

• Different capacities per-room
• NMR is broken into 2 rooms
• Crystallography separates powder and single-crystal work
• Controlled by NUcore reservation ($0 charge)
• Signs are posted on each room
• Staff is not counted in the room capacity calculation
Always Maintain Social Distancing

... this is the first and most effective line of defense
Changes to Reservation Process

- Must reserve room for time of occupancy using NUcore
- Must reserve instrument (except X500 and Ag500) for time of acquisition/need as normal
- Thus, two (2) separate reservations (except X500 and Ag500) must be made
- Use your portable device to start your reservation. Login terminals will not be available
- Example scXRD:
  - 15 minutes = Room reservation
  - 4 hour = Instrument reservation

X500 + Ag500

Users MUST have two (2) reservations to use most IMSERC instruments
Preventative Measures + Disinfection

- Leave doors propped open
  - Eliminates shared touch-points
  - Air flow in all labs has been checked with doors propped open
- Your primary goal is to minimize residence time in lab
  - Start sample / get data, get in, and get out
- Handwashing is **required** upon entry
  - Follows one-way path
  - For Silverman B530 (Ag500) use the hand sanitizer by the entrance (due to the lack of a washing sink)
- 70% Ethanol or Isopropanol spray bottles
  - Check-in and check-out by sink
  - Follow one-way path
  - Spray bottles used additionally to enforce room capacity
  - Spray keyboard, mouse, and all common surfaces
  - Do not spray on equipment
  - 2-minute residence time before wipe
Interaction with IMSERC Staff

- Staff daily rotation schedule
  - Located in closed office
- Whiteboards near room entrances have info
- If staff assistance needed:
  - DO NOT go to office
  - Zoom call ONLY
  - Setup your portable device with Zoom and login using NU’s SSO option to access Chat/Video
- If in-person, proceed to designated waiting area
  - Marked with an “X”
- Goal: minimize interaction

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Enforcement Process

- IMSERC staff will not be actively policing
- Report non-compliance concerns and violations to imserc-director@northwestern.edu or anonymously at imserc.northwestern.edu/contact-issue.html
- Lack of compliance with any policy:
  - $1^{st}$ = Revoke access and retrain
  - $2^{nd}$ = Revoke access, retrain, alert PI and/or Research Dean
  - $3^{rd}$ = Revoke permanently (until operations return to “normal”)
- Please help us keep you all safe and mitigate the spread
Special Considerations

- All prep benches closed. Arrive 100% prepared to run sample
- Use of microscopes in Crystallography and microbalances in B172 must be considered for room capacity reservation
  – Reserve room / plan time accordingly
  – Follow posted protocol
- NO NEW instrument training
  – Work with trained students to run samples
  – IMSERC staff submissions at user rates
- Return of submitted samples
  – NMR tube pickup will be at entrance of IMSERC (follow one-ways)
  – Crystallography, MS, and Physical Characterization samples will be assumed for disposal unless specially notified otherwise
Questions and Feedback

- Check Frequently Asked Questions list at imserc.northwestern.edu/covid-faq.html

- Email questions, concerns, feedback to imserc-director@northwestern.edu

- Anonymous report at imserc.northwestern.edu/contact-issue.html
Thank You