IMSERC SARS-CoV2 / COVID-19
Operations Training

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Training Overview

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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
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
- One person per NMR
- 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 NMRs) must be made
- X500 and Ag500 require only room reservation
- Au400, HFCN600, A600, and Hg400 require only instrument reservation
- Use your portable device to start your reservation. Login terminals will not be available
- Example scXRD:
  - 15 minutes = Room reservation
  - 4 hour = Instrument reservation

Users **MUST** have two (2) reservations to use most IMSERC instruments except NMRs
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)

• 80-85% Ethanol or Isopropanol spray bottles
  – Check-in and check-out by sink (except NMR)
  – Spray bottles on each NMR table
  – 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:
  – 1st = Revoke access and retrain
  – 2nd = Revoke access, retrain, alert PI and/or Research Dean
  – 3rd = 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
• Instrument training
  – Work with trained students to run samples
  – IMSERC staff submissions at user rates
  – Limited remote training is being piloted
• 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