



Instructions for the Bioimaging Core Facility and all users during the SARS-CoV-2 pandemic.

This document is adapted from the recommendations made by the German Bioimaging Network.

Preamble.

Core facilities are shared scientific infrastructures. Users come from different departments or institutions to operate the same equipment and take advantage of scientific services provided by a limited number of facility staff. In this multi-user setting, the transmission of the SARS-CoV-2 virus between individuals or from contaminated surfaces is facilitated (more than 300 active users coming from 100 research groups for the Bioimaging before pandemic).

Due to the exceptional situation we are living in or through, rules have to swiftly be adapted to allow staff to use the facilities while maintaining their safety. One of the rules is **Social Distancing**, which must be guaranteed to protect all staff in the labs. This, in most cases, will mean reducing the use of each room/ lab to one user at the time, reinforcing therefore the applicable safety. This is why core facilities deserve special attention from the Faculty of Medicine's higher management in accordance with the University of Geneva and the recommendations made by the Federal Council.

Recommended Measures for the Bioimaging Core Facility by the Decanate of the Faculty of Medicine, Geneva, Switzerland (April 22, 2020).

- Users who are **SARS-Cov-2 positive or otherwise sick are not allowed to access the facility** even if they appear to have only mild cold-like symptoms.
- Users who have been in risk areas or had contact with confirmed SARS-CoV-2 patients **are not allowed to access the facility for 14 days.**
- **Users with health conditions who are at risk to develop severe symptoms are advised to avoid the facility** and ask colleagues to perform experiments in their place.
- **The usage of (simple) masks during work in the facility is strongly recommended and obligatory in case of close contact (less than two meters) and for laboratories with a surface < 45 m² (Types I & II).** Using masks reduces the risk of droplet transmission by asymptomatic carriers.
- **Allow only one user per microscope, per session and per room (Type I laboratories, < 22 m²) and two persons maximum simultaneously for Type II laboratories (22- 45 m²).** Limit room occupancy such that the rules of social distancing can be followed as much as possible.
- The technical staff can ensure maintenance/ repairs during the time, the equipment is not used, or can indicate a maintenance session in the official reservation schedule.
- The technical staff will **adapt his work schedule** to avoid rush hours (transport).

- **Between sessions, a user free instrument/room time slot (at least 10 min.) is favorable** for disinfecting the equipment.
- **Allow trainings but adapted to the operational restraints, the priority of experiments (degree of importance) and the hygienic crisis.**
- **Put up signs at all facility doors stating that all touchable surfaces (*keyboards, computer mice, eyepieces, focus knobs, joysticks, etc...*) are possible means of transmitting SARS-CoV-2.** Transmission through the eye (conjunctiva) is considered possible.
- **For cleaning of surfaces use 70% ethanol or any disinfectants.**
- **Consider removing the eyepiece cups to ease disinfection.**
- **Remove all shared lab coats.**
- **Make processing stations accessible remotely where possible,** contact IT services about feasibility and resources.
- **Ask software providers for possibilities of free temporary licenses for working at home.**
- **Remote sessions are a preferable method when possible.**
- **As recommendations from the responsible authorities can change quickly, it is essential to check regularly the site of the Faculty of Medicine, the webpages of the University of Geneva and Federal Office of Public Health FOPH :**

<https://www.unige.ch/medecine/fr/> (Faculty of Medicine)

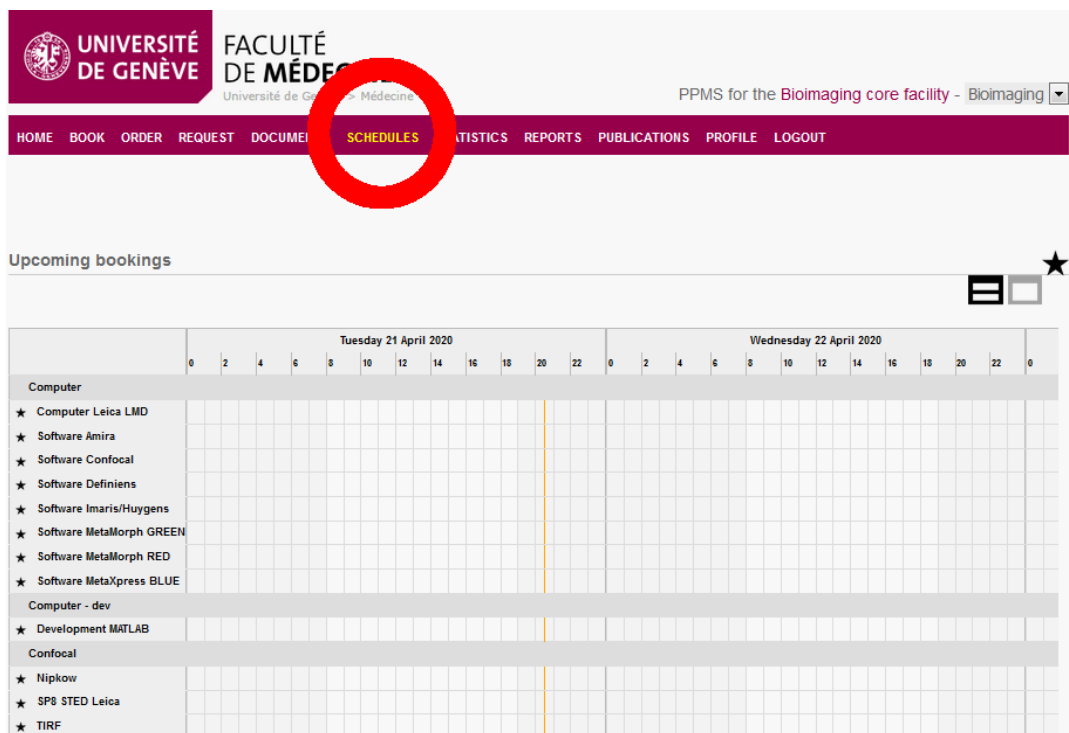
<https://www.unige.ch/coronavirus/fr/> (UNIGE)

<https://www.bag.admin.ch/bag/en/home.html> (FOPH)

Recommended Rules of Behavior for Users of the Bioimaging Core Facility.

- **All users should maintain social distancing all the time.** Wearing masks for users accessing and working with these two pieces of equipment is strongly encouraged (see Annex I):
 - In microscope rooms (9 rooms/ less than 22 m² each + 1 corridor), only one person per instrument and per room is authorized. People using the *ImageXpress* or the *Axioscan.Z1* should move immediately after having loaded their samples. These two instruments being located in the corridor at the entrance of the platform, please respect carefully the rules of social distancing.
 - In computers' room/ Bioimaging office (open space, less than 45 m²), maximum two persons are authorized to work simultaneously. When two workplaces are occupied at the same time they should have a distance of at least two meters. Users should respect the mark on the floor when they need to talk to the staff.
- **Hygienic rules are clearly shown at the entrance of the platform (see Annex II).** **Please respect them and marks made on the ground to maintain social distancing.**

- The staff is **always** reachable by phone or by emails (which are regularly consulted) **during normal business hours (8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. from Monday to Friday).**
- **At least one staff member will be present on site during weekdays from 10:00 a.m. to 16:00 p.m.** (see personal planning schedule at the entrance of the Bioimaging office).
- All users must **contact the staff in advance** by phone (cisco jabber) or email **for trainings and for any assistance (remote sessions) :**
 - François Prodon : francois.prodon@unige.ch, tel. 022 379 52 66.
 - Olivier Brun: olivier.brun@unige.ch, tel. 022 379 52 64.
 - Nicolas Liaudet : nicolas.liaudet@unige.ch, tel. 022 379 52 65.
 - Sergei Startchik: sergei.startchik@unige.ch, tel. 022 379 52 65.
- Users are not allowed to walk into the facility to see if a microscope is free. **All the checking and booking must be done on line with our booking system PPMS (<https://ppms.eu/unige/login/?pf=2>).**
- **Priority is given to research groups working on Covid-19** in term of access to the Bioimaging resources (instruments, analyses and personnel).
- **Respect your booking. No possible extension.** You can easily check on PPMS the occupancy of the platform per instrument by clicking on « Schedules » as shown:



- Exceptionally, billing will be based **only on real usage time** due to the time required to disinfect the instruments before starting each imaging session.
- **In the two rooms containing two microscopes each (LSM800 & Axiocam Fluo, LSM700 & Axiocam Histo, respectively), users can not book the second instru-**

ment on line with PPMS if the other one is already used, thus guaranteeing social distancing with one person per instrument, per session and per room.

- **Announce yourself, while respecting social distancing to the staff before entering to the microscope rooms (phone ahead).** Please note, if the staff members are not at their office places, they are either off-site (see schedule and planning), or inside the microscope facility and reachable by phone.
- All users must bring and wear their **own safety glasses (OBLIGATORY)** for further protection from virus transmission through the eyes.
- All users are also encouraged to wear a **surgical mask** for further protection from virus transmission through the nose and mouth. **For any training (see below) and Type II laboratory (= computers' room), the usage of the mask is OBLIGATORY (close contacts, less than one meter).**
- All users must **wear fresh appropriate gloves (OBLIGATORY) (see Annex III)**. Wash your hands with water and soap or use a hydroalcoholic gel before. Gloves will be available in front the main door of the microscope rooms (outside). The gloves have to be disposed of after use. First step at facility entry: put gloves on, last step at facility exit: gloves off (eventually because if you must bring back your samples in your lab, keep them); disinfection in-between. At the end of your imaging session, dispose of used gloves in the waste bin at the entrance of the Bioimaging only if you do not bring back your samples in the lab...Waste bins are also available for your samples inside the microscope rooms if necessary.
- **Before starting a session : put on the mask first (see Annex I) and then the gloves. At the end of a session : remove the gloves first (see Annex III) and then the mask.** **All users must know how to put on and remove safely a mask and gloves. Do not forget to wear your own goggles.**
- Users should **not touch bare surfaces without gloves**. That includes door handles, microscope parts, and computers including peripheral devices.... **NEVER TOUCH YOUR FACE.**
- **All surface contacts of an instrument (keyboard, mouse, eyepieces, joystick) must be disinfected with 70% Ethanol on a cleaning tissue before and after use (wait 5 minutes after cleaning before starting your session).** Dispose of used paper tissues in the dedicated waste bin available in each microscope room.
- **User can not change the adjustment of the air conditioning.**
- **The normal rules for trainings have been changed and can be modified at any time according to the evolution of the Covid-19 crisis, the goal is to restrict the social interaction at maximum and to maintain the social distancing.**

New training procedure :

- Make your registration on line if you are a new user (no need to do it if you already used the flow cytometry or histology core facilities) at :
<https://ppms.eu/unige/areq/?pf=2>
- Contact **IN ADVANCE** the staff by email or phone to organize a session ;
- Come to the Bioimaging office with your samples and equipped with gloves (**OBLIGATORY**), goggles (**OBLIGATORY**), clean lab coat (**FACULTATIVE**) and a mask (**OBLIGATORY**) ;
- Maintain the social distance ;
- The personnel shows you how to start, put your samples on the microscope, and shut down the concerned system ;

- The personnel also shows you how to disinfect the system ;
 - Then the personnel assists you by remote session with Team viewer and by phone simultaneously from his desk. The personnel can check physically the instrument in case of problem. In this situation, the user must go out from the microscope's room to facilitate the intervention of the technician and to maintain the social distancing. After the intervention, the user can go back to the microscope to continue his/her observations and the remote session.
- **Do not start overnight experiments which could become problematic if the Faculty should be closed the next morning.** Contact the core facility staff to discuss overnight experiments.
 - Users should focus on **imaging softwares that can be easily installed on their personal computers (see Annex IV) and teleworking.**
 - For the moment, **all assistance in image processing are only made by remote sessions** (please contact systematically in advance Nicolas and Sergei by email or by phone to organize as best as possible future sessions at distance).

Annex I : How to put on and remove a face mask safely.

Important, please consult : <https://www.who.int/emergencies/diseases/novel-corona-virus-2019/advice-for-public/when-and-how-to-use-masks>

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it

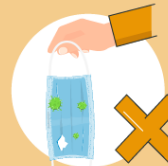


Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·win



Annex II : Flyer posted at the entrance of the Bioimaging Core Facility with hygienic recommendations.



Exit plan for SARS-CoV-2 lockdown: hygienic recommendations

Contact the staff **IN ADVANCE** by phone (Cisco Jabber) or email for remote sessions:
<https://www.unige.ch/medecine/bioimaging/en/contact1/>




Do not use the platform if you are sick (+/- symptoms), or if you have been in contact with a contaminated people, in the last 14 days.




Book on line your imaging session. Check if nobody else works in the same room at the same time. Focus on imaging softwares that can be easily installed on your personal computers & teleworking.




Wash your hands with soap & water or use a hydroalcoholic gel.
Dispose of used paper tissues in dedicated waste bins.




Use new gloves (OBLIGATORY)
Wear a surgical mask & goggles (OBLIGATORY)



Before starting your session: (1) wash all contact surfaces with 70% EtOH on a cleaning tissue (keyboard, mouse, eyepiece, touchscreen, joystick, etc...), (2) Wait 10 minutes.
At the end of your session: repeat (1) & (2).




Maintain social distancing all the time:

(1) Microscope rooms:
➡ only 1 person per instrument & per box.

(2) ImageXPress & Axioscan.Z1:
➡ load your samples and move.

(3) Computer rooms (open space):
➡ max. 2 persons simultaneously.

FACULTY OF MEDICINE




UNIVERSITÉ DE GENÈVE

Annex III : How to Safely Remove Disposable Gloves.

Document source : <https://www.globus.co.uk/how-to-safely-remove-disposable-gloves>



Annex IV : Free temporary licenses which are available for users.

- ❖ **LEICA** provides a free 90-days offline licence of LAS X downloadable at : <https://www.leica-microsystems.com/las-x-home-office-license>
- ❖ **NIKON** provides temporary licences until June 20 for single users, please contact directly Manuel.Kradolfer@nikon.com