

Workplace Safety Protocol during the COVID-19 Pandemic for Clients/Users of the FEMR**CONTACT INFORMATION OF FEMR STAFF**

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Every researcher, including the PI, lab personnel and students, who intends to perform on-campus research at the FEMR during this research resumption period must read, understand and comply with the directives outlined in this protocol.

You must play your role to ensure a safe, healthy and secure work environment. Personal actions, such as observing physical distancing and wearing personal protection equipment (PPE) always, will greatly minimize and reduce the potential exposure and transmission of COVID-19 to our families, friends, colleagues, and co-workers.

BOOKING RESEARCH INFRASTRUCTURE

Only **Level 1** (independent) and **Level 2** (partially independent) users are permitted to book and access the research infrastructure of the FEMR until further notice. Users must use the Infinity system from Idea Elan for booking. Please see description of user levels at <https://www.mcgill.ca/femr/user-access/training>.

Level 3 (dependent) users and external clients are not permitted to book research infrastructure until further notice. Staff will provide full service for these users. Email Kelly Sears and describe their experiment(s), the analysis required and suggested instrument. He will assign the experiment(s) to the appropriate staff. Kelly Sears will also communicate and provide results to the user via email or direct download from the file server. Please note – full service includes both instrument and technical fees except for experiments carried out on the Thermo Scientific Talos F200X TEM, where internal users pay instrument fees only.

The sessions that may be booked are structured differently depending on the research infrastructure to be used. Please see booking regulations for each instrument or equipment below before booking your session on IE Infinity.

ACCESSING THE FEMR

Clients and users of the FEMR:

- You must self-monitor for signs and symptoms of COVID-19. **DO NOT come to campus with a 38 °C or above temperature - report any 38 °C or above measurement.** If you are concerned that you may have been exposed to, or are experiencing symptoms of COVID-19, please call the Info-Coronavirus telephone line at 1-877-644-4545 or 514-644-4545 to locate the nearest specialized clinic for testing.
- If you are sick, even with only mild cold-like symptoms, do not come to the campus nor access any rooms at the FEMR.
- If you have underlying medical conditions, or at risk of developing severe COVID-19 symptom, you are advised to avoid coming to the FEMR and you should request staff or ask a colleague to carry out your experiments.
- Entering the Strathcona Anatomy & Dentistry Building or W.H. Wong Building for McGill faculty, staff and students requires an active McGill ID card or blank proximity card. Entrance to the S.A.D. Building is through the campus (south) West Wing entrance of the building. Entrance to the Wong Building is through the Foster door. All other card readers at the building entrances are locked down. It is forbidden to open doors and allow non-authorized persons to enter the buildings.
- External clients/users may enter and use the research infrastructure at the FEMR but must submit a Visitor Access Form. Contact S Kelly Sears at kelly.sears@mcgill.ca for more information.
- Upon entering the building, a McGill Security Agent will ask you pertinent health questions, to remove any gloves and use the hand sanitizer available at the dispenser.
- Follow the directions of the posted signage and proceed directly to the microscope room or sample preparation laboratory.

WORKING AT THE FEMR

Washrooms

Users are requested to use the washrooms located at the basement level of the S.A.D. Building (B/33) or W.H. Wong Building. A maximum of two persons while maintaining physical distancing is permitted in the washroom. Signage on the door will indicate “No Entry” when in use.

Access to the microscope rooms

When booking time on an electron microscope on IE Infinity, leave a 30-minute window between sessions to allow staff sufficient time to clean all touchable surfaces, when possible.

ONLY three users per day will be permitted on each instrument.

Access to the electron microscope rooms is via a card reader.

ONLY one person is permitted in each microscope room and no more than two persons per lab bench.

Keep a two-metre physical distance between individuals always.

Clients/users must wear nitrile gloves and lab coat (provided by the user) always and in all areas of the FEMR. It is also recommended to wear a surgical mask always in all areas of the FEMR. *Owing to the limited air flow and air exchange in Rooms B31 (Tecnai G2 F20 TEM) and B32, B32A and B32B (Titan Krios), a mask is obligatory always.*

Do not to touch eyes, nose, or mouth. Also, coughing or sneezing into a bent elbow or tissue is recommended. The tissue should be discarded immediately, followed by hand washing or application of hand sanitizer. A bottle of hand sanitizer is available in all rooms of the FEMR – please do not remove it.

Practices while working in microscope rooms

McGill staff and students are required to submit the online Daily Health Questionnaire at <https://www.mcgill.ca/medresearch/daily-health-questionnaire> when entering the S.A.D. Building or answer the following questions by submitting an email to hr-academic.engineering@mcgill.ca, their supervisor and Dr Florence Paray <florence.paray@mcgill.ca>, when accessing the Wong Building

In adherence to government-mandated measures which require companies/universities to monitor the health of employees returning to the work environment, I am providing the responses below to the three questions posed below. I understand that if I answer “Yes” to any of these questions, I am prohibited from returning to campus. Moreover, I acknowledge that it my responsibility to answer these questions truthfully to protect the health and well-being of those that I work with and encounter while at McGill.

Question 1: *Do you have any of these symptoms: cough, fever, difficulty breathing, sudden loss of smell?*

Response 1 (Yes/No):

Question 2: *Have you been out of the country in the last two weeks?*

Response 2 (Yes/No):

Question 3: *Are you in contact with someone who has COVID-19?*

Response 3 (Yes/No):

Date (yyyy/mm/dd):

Name (last name, first name):

McGill ID #:

Immediate Supervisor’s full Name:

When entering/exiting the EM hallway (Hall7-Wong 0220) and rooms (0310, 0360) in the basement of the W.H. Wong Building, clients/users must Indicate their presence on the board. Only one person at a time is permitted in the EM hallway (Hall7-Wong 0220); a mask is obligatory always.

EM room doors are to be closed always.

All interactions or questions to staff while running an experiment will be done remotely (telephone or video conference [i.e. Skype, Zoom, MS Teams, Facetime, etc.]). Staff are not permitted to enter a room when a client/user is operating an instrument.

In case of an instrument malfunction or glitch that staff cannot resolve remotely with the user, staff or facility manager will enter the room wearing lab coat, nitrile gloves and surgical mask. The client/user must either exit the room or maintain the 2-meter physical distance while the staff attempts to fix the problem. Staff will wear a new pair nitrile gloves and replace the plastic wrap on the keyboard, mouse and microscope control panels before operating the microscope. The plastic covers will be replaced again by the user once staff has completed the task and left the room.

If every user when entering a room disinfects their hands with hand sanitizer, dons a new pair of nitrile gloves and surgical mask, we can minimize the spread and transmission of COVID-19 on touchable surfaces. This will greatly reduce the need to disinfect these surfaces.

At the beginning of each session, cover keyboard, mouse and microscope control panels with protective plastic wrap.

Users are permitted to wipe with 70% ethyl alcohol the handle and metal parts of the of the TEM sample holder (or cryo-holder) up to the O-ring. Do not wipe the O-ring or the holder tip beyond the O-ring (the rod beyond the O-ring should never be handled with bare hands).

Wipe with 70% ethyl alcohol sample loading tools and handles of the liquid nitrogen dewars.

Avoid using the microscope binoculars on the TEMs. Observe your samples using the CCD camera instead of the phosphorus screen. If you must use the binoculars, request staff to disinfect them prior to use. *Do NOT use ethyl alcohol on rubber parts, the glass screen or monitors!*

Avoid touching cell phones while working with the microscope. If using a cell phone, keep the phone away from eyes and mouth. Use the speakerphone and disinfect the phone with 70% ethyl alcohol at the end of the session.

Remove the plastic wrap covering keyboard, mouse and microscope control panels at the end of the session.

When exiting the building, users should wash their hands with soap and water in the washrooms in the basement area or hand sanitizer for at least 20 seconds

WHAT MICROSCOPES MAY BE ACCESSED AT THE FEMR AT THIS TIME AND HOW?

The **Titan Krios (SADB B/32)**, **Talos F200X (SADB B/30)**, and **Helios Nanolab 660 FIBSEM (SADB B/27)** may only be accessed through the dedicated operator of these instruments. Time on each instrument may be booked by sending an email to Kelly Sears, who will schedule the experiment. He will also provide instructions for bringing samples to the FEMR. If not already done, users must complete and submit the project form at www.mcgill.ca/femr/user-access/forms/project-form. The dedicated operator will perform the analysis of the sample without the client being present. If required, the operator will consult with the user remotely via telephone, Facetime, Skype, etc. when performing the analysis. As full service, standard instrument and technical fees will apply. Special after hours and weekend rates are suspended until further notice.

The **Tecnai G2 F20 200 kV (SADB B/31)**, **Tecnai G2 Spirit 120 kV (SADB B/29)**, **Tecnai 12 TEM (Wong 0310)** and **Quanta 450 FE-ESEM (Wong 0360)** may be booked by Level 1 and Level 2 users via IE Infinity. Standard instrument fees will apply.

Experiments done by Level 1 and 2 users on the **Tecnai G2 F20 TEM, Tecnai G2 Spirit TEM, Tecnai 12 TEM, and Quanta 450 FE-ESEM** are reserved according to the following rules. Please book these microscopes during one of three possible sessions from Monday to Sunday: 9:00 am – 12:30 pm, 1:30 pm – 5:00 pm and 6:00 pm – 10:00 pm. Level 1 users may book in any of the three time slots. Level 2 users are restricted to business hours during weekdays.

Be prompt and leave the room at the scheduled time. This will permit the ventilation system to renew the air in the room before the next user.

Using the FEI Vitrobot MK IV, Leica EM ACE600 sputter coater, Leica EM CPD030 critical point dryer, and other sample preparation equipment

Level 1 and Level 2 users of these instruments may book equipment via the IE Infinity system. Only one user at a time should use the equipment and no more than two users per bench.

As in all areas of the FEMR, users must wear new nitrile gloves and lab coat always. It is recommended to wear a surgical mask.

The bench area where the equipment is located should be sanitized using 70% ethyl alcohol wipes before starting to use the equipment. Dispose of the nitrile gloves and Kimwipes as biohazardous waste.

The equipment, including control panels and surfaces that are manipulated during its usage, should be carefully wiped with 70% ethyl alcohol before and after each use. Dispose of the Kimwipes as biohazardous waste.

Similarly, any tools e.g. pipettes, tweezers, etc. should be carefully wiped with 70% ethyl alcohol before and after each use. Dispose of the Kimwipes as biohazardous waste.

Fill in the logbook next to the equipment. Ideally, use your own pen.

BRINGING SAMPLES TO THE FEMR FOR FULL SERVICE

Level 3 users or external clients may deliver samples to the FEMR by making prior arrangements with Kelly Sears by email. The user/client will provide information about the samples, PI or supervisor, contact information (cell phone), and a description of the analysis to be done. Also, whether the sample should be stored at RT, 4 °C, -20 °C or -80 °C.

At the designated time, the user/client will bring the sample to the anteroom located outside of B/15, basement of the Strathcona Anatomy & Dentistry Building. This room is located at the basement level of the S.A.D. Building near the University Street entrance. The sample should be placed on the table and delivery confirmed with Kelly Sears via text or cell phone.

GROUP AND ONE-TO-ONE TRAINING AT THE FEMR

All in-person group training sessions are suspended. In the coming weeks, group training will resume using Zoom or MS Teams.

One-to-one training sessions are also suspended until further notice. Once restrictions are lifted, one-to-one training sessions will resume.