



Biological Imaging Facility Return to Work Plan

Based on guidance from the Northwestern University Task Force on Reopening Core Facilities, as well as from a group of light microscopy facility directors from around the globe, we have established the following plan to reopen the Biological Imaging Facility in the wake of the COVID-19 pandemic and the related University shutdown. We will continually update our [NUCore page](#), [our website](#) and the [Office for Research Core Facilities page](#) with our current status and any operational changes. Please also know that you can always contact BIF staff (bif@northwestern.edu) with any questions or comments. More detailed guidelines will be in the attached pdf that will also be available on our website: bif.northwestern.edu.

Prior to accessing instrumentation at BIF:

1. Complete the [Pandemic Essentials: Research on Campus](#) certification course in myHR Learn before returning to campus.
2. Familiarize themselves with the BIF COVID-19 Operations Policies and acknowledge and agree to these before entering the lab.

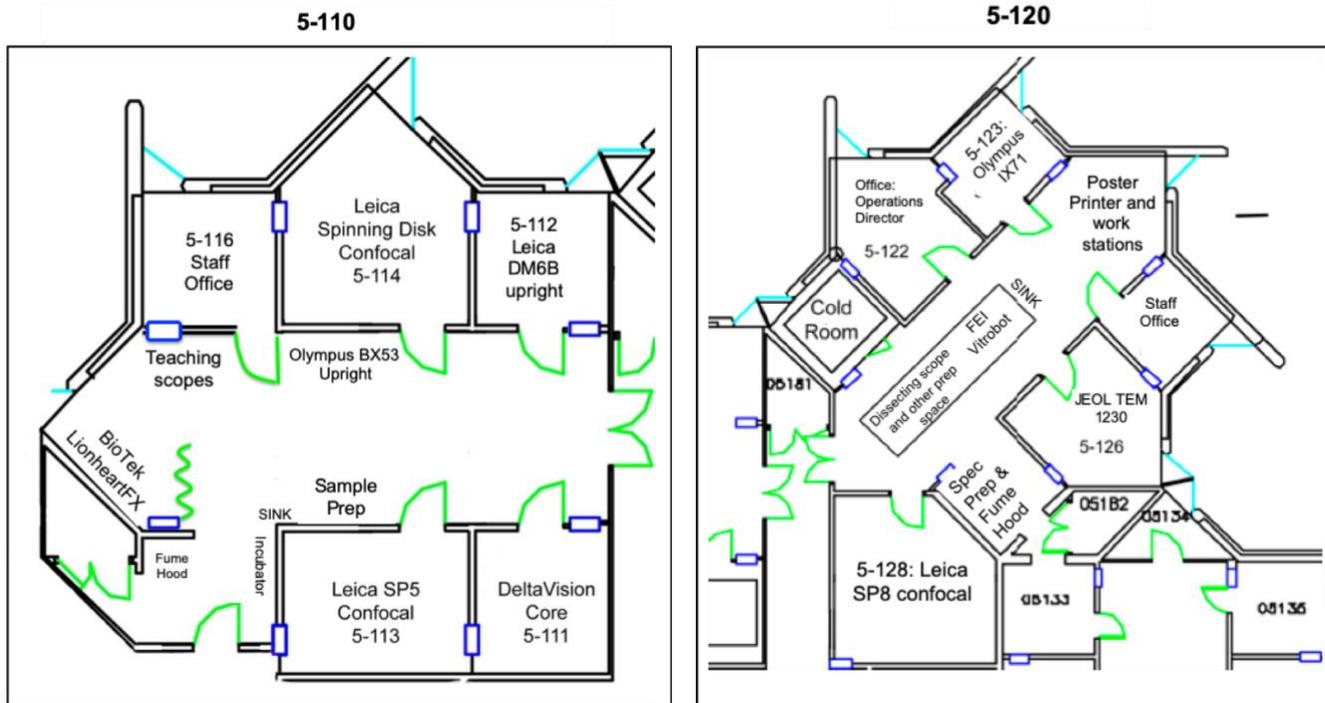
BIF will resume operations in three phases:

Phase 1: Essential work only (ended 6/3/2020) In Phase 1, only essential projects (with approval from department heads) are allowed to use BIF instrumentation. With the Hogan building reopening, this phase will end on June 3rd. BIF staff has ensured that all instrumentation is operational and ready for users with non-essential projects. Instructions for cleaning instruments and other high touch surfaces are available on our website and in each instrument room.

Phase 2: Limited User Access to Core Facilities (Beginning 6/3/2020) In Phase 2, operations are slightly restructured to allow for safe access and operation of instruments. Proper cleaning of high-touch surfaces and social distancing are key and users must follow guidelines. BIF staff will be in the facility in rotating shifts in order to support users.

1. Occupancy limits are set for each microscope room and will be strictly enforced. See the floor plan and table in the figure below for occupancy limits.
2. Users need to strictly adhere to their reservation times, completing all sample cleanup, data saving/transfer and instrument cleaning prior to the end of scheduled time. Users should leave 15 minutes between reservations of other users, to ensure minimal overlap and traffic in the facility and hallways. Additionally, upon arrival at the facility, if the instrument room needed is occupied, please wait in the hallway on one of the two marked X's on the floor until the room becomes available.
3. Wildcard access to all BIF spaces is required. Please request Wildcard access via our website (<https://www.bif.northwestern.edu/training/wildcard-access/>) in order to access instrument rooms.
4. At the start and end of each reservation, please follow guidelines posted in each room for cleaning instruments, computers and other surfaces. Ethanol and papertowels are available in each instrument room.
5. Facemasks are required in all common spaces and we encourage the use of facemasks and safety goggles at instruments to minimize risk of infection.
6. In person trainings will not take place during this phase. Researchers that require imaging but are NOT currently trained users can request full service imaging from BIF staff in order to collect the necessary data. In rare cases, remote trainings may be offered to users that have significant prior microscope experience. If imaging services are needed by researchers that are not currently trained, please contact BIF staff (bif@northwestern.edu) to discuss options.

7. BIF staff will continue to be available for instrument support remotely via phone, email or Teamviewer. Please do not hesitate to contact staff if issues arise during instrument operation or if assistance of any kind is needed. Appropriate contact info is posted in each instrument room.



BIF occupancy limits and guidelines for entering space. Individual instrument rooms will be available via Wildcard Access. Occupancy is determined based on ability to be at least 6' apart. If the instrument room required is occupied at the start of your reservation, please wait in the hallways between 5-110 and 5-120 on one of the X's marked on the floor. In instrument rooms with occupancy of 1, in the event assistance is needed, users will be asked to stand outside the room while BIF staff enter. Common spaces in Hogan 5-110 and 5-120 have total occupancy of 3. If there are more than 3 people in the common area, please wait until people have entered instrument rooms or offices. Facemasks are required in all common areas.

Instrument Name	Room #	Occupancy
Deltavision Core	5-111	1
Leica SP5 Confocal	5-113	2
BioTek LionheartFX	5-115 niche	1
Leica Spinning Disk Confocal	5-114	2
Leica DM6B upright	5-112	1
Olympus IX71	5-123	1
Poster printing station	5-124	1
Leica SP8 Confocal	5-128	2
Olympus Brightfield with microinjection set up	Silverman 1567	2 (total for 1567)
Olympus Fluorescence Scope	Silverman 1567	2 (total for 1567)

Phase 3: Expanded Operations Guidelines from state and local authorities will drive entry into Phase 3. Some restrictions may be eased, and training of new users will resume in some fashion. Plans will depend on recommendations from authorities and will be updated as available.