The CBIA core will be open from **8:00 AM to 6:30 PM, Monday to Friday.** Only one member of the CBIA core staff will be on-site as required.

The **Axioscan Z1** at ORCC is **NOT** accessible to RGN people during Phase 1.

**No face-to-face training will be offered during Phase 1.** Virtual consultations and training on imaging theory will be available. Submit your training form online as usual and a member of our staff will contact you.

### A. Reservations and Staff Contacts

1. Workstations and microscopes must be booked **at least 24h in advance** using iLAB. You will be contacted by CBIA prior to your first session to review the Phase 1 procedures.

2. **A 30 min gap must be in place between all reservations.**

3. **Do not go to the CBIA core office.** E-mail cbiacore@uottawa.ca

4. **For emergencies** use the Microsoft TEAMS App on your phone to contact either: Chloë: cvanooost@uottawa.ca or Redaet: rdaniel2@uottawa.ca. TEAMS will also be available on each workstation.

### B. PPE and Cleaning

1. You **must** wash your hands (in 3140) or use the hand sanitizer (all rooms) to clean your hands before touching any equipment. **No Gloves Allowed.**

2. You **must** wear a Mask (surgical or cloth) at all times.

3. You **must** disinfect the equipment before and after use. Keyboards etc. have been covered in plastic wrap, leave the plastic wrap in place at all times. Use 70% ethanol to clean:
   a. **Focus knob,**
   b. **Eye pieces,**
   c. **Touch screen,**
   d. **Keyboard,**
   e. **Mouse.**

### C. Physical Distancing and New Standard Operating Procedures

1. You must not enter a microscopy room without a reservation. Do not arrive before your reserved time.

2. **Check the maximum occupancy** (posted on the door). You must not exceed the maximum room occupancy.

3. **Stay 2 metres apart** from other users.
4. Once inside the room immediately wash your hands (in 3140) or use the hand sanitizer BEFORE touching any equipment. NO GLOVES ALLOWED

5. Follow the start-up procedure as usual. Do not forget to start the iLAB Kiosk.

6. At the end of your session follow the standard shut-down procedure, CLEAN the microscope (see above), the Workstation keyboard AND mouse. If any of the protective plastic covers needs replacing, please notify the CBIA core staff immediately through TEAMS.

7. Food and Drink are not allowed in any CBIA rooms (as always).


_________________________  ______________________  ______________________
Name                      Date                     Signature