

CBIA Return 2 Research- Phase 2

The CBIA core will be open from **8:00 AM to 6:30 PM, Monday to Friday.**

Limited face-to-face training is now offered.

Virtual consultations are still available.

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 R2R rules.
2. A 15 min gap must be in place between all reservations.
Please, do not extend your reservation!
3. To contact staff 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: cvanoost@uottawa.ca or Redaet: rdaniel2@uottawa.ca. TEAMS is also 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, and where you handle 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).
8. Sick? STAY HOME! Follow all Public Health Guidelines.

Name

Date

Signature