Introduction
This document has been prepared by @YorkUMicroscopy. This document gives practical considerations on how to work safely in the Imaging Facility. We expect that this document will be updated over time. This version is up to date as of September 23, 2020. Please check https://microscopy.info.yorku.ca/ for updates.
If you have any feedback for us and to raise a concern, please email microscopy@yorku.ca.

Managing risk
To reduce risk to the lowest reasonably practicable level Users are asked to work remotely. Clinically vulnerable individuals have been strongly advised not to work outside the home. To make sure individuals who are advised to stay at home under existing government guidance do not physically come to the Laboratories. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

Managing risk – Users
Users who suspect that are SARS-Cov-2 should follow Ontario government policy even if they appear to have only mild cold-like/seasonal allergies symptoms.
Users who show any common symptoms of upper respiratory infection or otherwise sick are not allowed to access the Facility.
To reduce the number of contacts to minimum, the core staff run equipment instead of Users.
Users are asked to re-activate their QReserve account by submitting a Machform request: https://sciforms.apps01.yorku.ca/machform/view.php?id=47229
Your QReserve booking will be done by @YrokUMicroscopy for invoicing purposes only.

User can share their experiment progress live via screen sharing and zooming with off-site Team Members.

No on-site analysis is permitted at this time.
Users are encouraged to plan ahead to maximize their productivity at each scheduled booking.
Social distancing at YorkUMicroscopy

Please do explore options for remote connection using Teams/Zooms before your booking. Webcams are installed to promote efficient communication between Users and staff providing touchless way to communicate as opposite to smart-phones video conferencing apps employed for this purpose. Zoom/Teams are tools of choice to facilitate communication and screen sharing for staff to assist users while operating instruments, or for Principal Investigators to direct staff operating the microscope.

Service and Consultations

Providing regular service to our Users is of paramount importance.

Please do not come in person to schedule your service. Planning for experiments, consultations and data discussions are executed remotely.

Please request a Zoom/Team meeting. Facetime/Whatsup platforms are available as well. There are tables available for Users on-site.

Delivering specimens to @YorkUMicroscopy

Please follow York University guidelines when coming to Life Science Building and leaving Life Science Building to drop-off your specimens in person. Access to the Facility is restricted to by appointment only. Please be reminded that face covering is mandatory for the entire duration.

Otherwise please follow Specimens Drop-off instructions:
https://sciforms.apps01.yorku.ca/machform/view.php?id=49461

Managing Risk - Specimens

All sample containers should be wiped down with disinfectant before bringing them to the facility. Slide boxes, styrofoam boxes, containers if they are used to keep live samples warm during transport must be wrapped in a cling wrap.

Boxes cannot be placed directly on benches. A fresh cling wrap has to be applied first and removed after.

Communications and Meetings

To reduce transmission due to face-to-face all meetings will be scheduled as zoomings. The Facility website will be updated daily, if any changes to the equipment status. QReserve booking is mandatory.

All microscope rooms are equipped with web cameras and Zoom/Teams software to create a comfortable and safe virtual meeting space.

Additional information

https://microscopy.info.yorku.ca/
https://yubetters together.info.yorku.ca/