

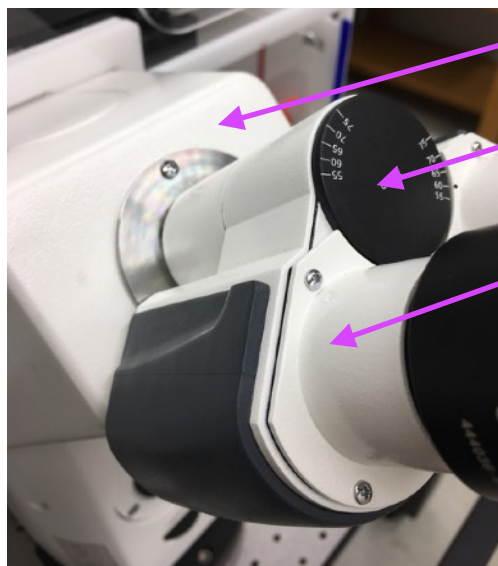
New procedures to be followed by all unassisted (trained) CDB Microscopy Core users

0) **You should already be wearing a face mask.** This mask should be kept on for the duration of your microscope session. **Safety glasses are required when using a microscope with eyepieces;** if you forget to bring them or if you wear prescription eyeglasses and wearing additional glasses is difficult, you will need to cover eyepieces with cling wrap (see step 4).

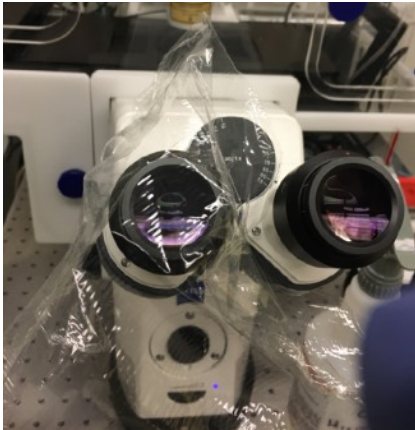
1) Apply hand sanitizer before entering the room if possible. Smilow has hand sanitizer stations out in the lobby. BRB, CRB, and Anatomy-Chemistry do not, but there should be a bottle or station near or inside the microscope room.

2) **Put on fresh gloves** (a box will be kept in each room) immediately after entering the room.

3) If the previous user left cling film on the eyepieces, remove it and throw it in the trash. Spray Kimwipes with 70% EtOH until they are wet but not dripping and **wipe the eyepieces and the front of the microscope stand directly under the eyepieces** (see picture below — arrows point towards general areas you should wipe, in addition to eyepieces themselves).



4) **You should be wearing safety glasses if the microscope has eyepieces.** If you forgot to bring them, you must cover eyepieces with cling film (provided by core). See pictures below. For each eyepiece, use a ~15-cm wide piece of cling film.



Twist both ends so the plastic is fairly flat against the glass lens so you have something like this:



Repeat for the other eyepiece so you have something like this:



It won't be pretty but it should stay wrapped for your session as long as you don't mess with it too much.

5) Spray a paper towel or Kimwipes with 70% EtOH until it's wet but not dripping and **wipe the following areas:**

- **desk area around keyboard/mouse**
- **table around microscope stand**
- **touchpad (if there is one)**
- **focus knobs**
- **joystick/translation knobs**
- **knobs on incubation box**
- **computer mouse itself**
- **any power buttons or switches**

If the keyboard is already covered in cling wrap, carefully wipe the surface with with 70% EtOH sprayed onto a Kimwipe. If it isn't, wrap it in cling wrap before you use it as shown below:



6) Start the system and log onto the computer account you normally use. Acquire data as usual. **DO NOT TOUCH YOUR FACE** during your session! If you do touch your face or other surface that you haven't cleaned, spray your gloved hands with 70% EtOH.

7) **Keep your cell phone in your pocket** and use it ONLY if absolutely necessary (for example, if you need to contact core staff for help or if you need to call security). If you do use your phone during your session, spray your gloves with 70% ethanol after you put your phone away.

8) If you must leave the room (to use the restroom or go back to the lab) remove your gloves after you are out of the room. Wash your hands with soap and water as soon as possible! When you return to the microscope, apply hand sanitizer and a fresh pair of gloves.

9) When you are finished, follow the normal shut-down procedure (complete shut-down if you're the last person of the day or "partial shut-down" if someone is using the microscope later that day). Remember to upload your data before logging out or shutting down the computer.

10) **DO NOT WIPE THE OBJECTIVES WITH KIMWIPES OR ETHANOL!** Use only lens tissue as you have been previously instructed.

11) Repeat step 5), wiping down all surfaces with 70% EtOH. Remove the cling wrap from the eyepieces and wipe them again with a Kimwipe moistened with ethanol.

12) After you leave the room, remove your gloves and throw them away. **Remember to take everything with you that you brought to the microscope room;** items left behind will be discarded by staff at the end of the day. Also remember to apply hand sanitizer and/or wash your hands thoroughly as soon as possible!