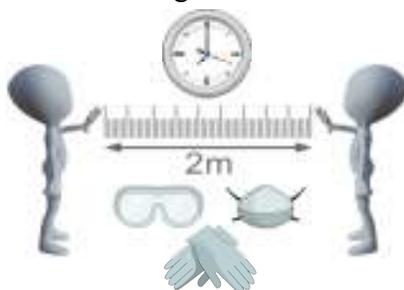


## SARS-CoV-2 – Safety Procedures & Lab Use

The IUMSC is adopting new lab use and sample submission procedures to ensure the safety of our staff and users. A423 will remain locked until further notice. Please observe federal, state, and IU regulations and apply common sense when using our shared facility, that is, and minimize the time you spend near and allow at least 2 meters distance to any other person in the lab. Please note that IUMSC staff is partially working from home. Contact us via email if you have questions or concerns. If you would like to discuss experiments or data, we will set up a Zoom meeting.

### **ALARA**

*As low as reasonably achievable.*



**TIME**  
**DISTANCE**  
**SHIELDING**

### **Computer use.**

It has been reported that SARS-CoV-2 survives up to three days on hard surfaces and therefore such surfaces should be disinfected frequently. Further, it has been recommended to practice “social distancing,” that is, remain at a distance of at least 2 meters to the next person to avoid spreading the virus.

We therefore request that you only use computers with the keyboards down (every second computer) and leave one seat empty between you and another user. Once you have finished your work please set the keyboard up onto the computer so that we or another user know that it has been used. We will disinfect the keyboard, mouse, and general area and then set the keyboard back down signaling that it is safe for the next user. **A keyboard up means it should not be used or has not been disinfected!**

### **Single crystal and powder sample submission**

Please submit your sample by informing us via email and then leave the sample in the designated plastic tub on the conference table in A421 or the 4<sup>th</sup>-floor hallway at the entrance to A421 in the designated sample submission area. The sample should be clearly labeled with your name and sample number (*[your initials]\_[lab notebook number]\_[lab notebook page]*, e.g. *MP\_VI\_140*). Unlabeled samples will be discarded. IUMSC staff will retrieve the sample and disinfect the sample container before bringing it into A423. We will inform you about the status of your sample via email. For each sample, please send via email a submission sheet to us including the relevant experiment parameter and conditions.

### **Instrument use**

Approved users may use the facility until further notice. The use of the Emyrean diffractometer must be scheduled via our web calendar (<https://www.iumsc.indiana.edu/cal/index.php>). When working in our lab, please exercise caution and wear PPE that you supply (masks, gloves, glasses). Follow federal, state, and IU regulations to keep yourself and others safe. You should disinfect the sample preparation area, any tools you used, and the sample holder or goniometer head with a surface disinfectant that we supply. If disinfectant runs low, please inform IUMSC staff.

We will disinfect the instruments (door handles, sample stages, other surfaces), associated computer keyboards, mice, screens, and lab/sample prep utensils as well as the microscope area and other tabletops, and surfaces frequently. For single crystal diffraction, contact us for instrument reservation. For powder diffraction, please use our online calendar for scheduling; please allow 30 min buffer time before and after experimentation.



## Reopening after COVID-19 Hibernation

1) **Occupancy.** Staff and users are permitted maintaining 2 m distance and limiting time spend with other occupants of the lab. IUMSC staff will mostly work from home but also in lab, using a shift schedule.

### *IUMSC staff and affiliates*

A421B and A423 Dr. David Bish (affiliate)  
A423A and A423 [Anthony Parker](#) and [Dr. Veronica Carta](#)  
A423B and A423 [Dr. Maren Pink](#)

### *Additional occupants of research suite not affiliated with IUMSC*

A421A Angela Hansen  
A421C and A423G Dr. Yaroslav Lozovy

2) **Personal Protective Equipment (PPE) and Surface Disinfectant.** Staff and users are required to wear PPE (masks, gloves, glasses). While we have glove dispensers, we prefer users to bring their own gloves. We will supply surface cleaning solutions and for staff only their personal hand sanitizer.

3a) **Independent Instrument Use (approved and authorized users).** Instrument use must be scheduled through our web calendar (<https://www.iumsc.indiana.edu/cal/index.php>) for routine powder diffraction and individually by contacting IUMSC staff for specialized powder diffraction and single crystal diffraction. Our web calendar will automatically add 30 min buffer time after each reserved time slot (which should include time needed for preparation and experimentation). In the case, the instrument is occupied or another user is still present during the prescheduled time, the arriving user should leave the lab and involve IUMSC staff to resolve the conflict. Access after-hours requires the presence of two people observing social distancing guidelines.

3b) **Individual Computer Use (authorized users).** The computer area may be used with strict observance of social distancing. That is, only computers with the keyboards down (every second computer) may be used, thus leaving at least one seat empty between users. Once a user finishes their work, the keyboard of their computer should be placed onto the computer so this area can be disinfected before the next use. IUMSC will disinfect the keyboard, mouse, and other surfaces before making the area available for the next user.

4) **Sample Drop-off and Retrieval (facility clients).** Samples should be left and retrieved in the designated areas in A421 or the 4<sup>th</sup> floor hallway at the entrance to A421, Sample must be clearly labeled and submission sheets sent in advance via email to IUMSC staff. Unlabeled samples will be discarded. For sensitive samples, sample drop-off should be scheduled with an IUMSC staff member.

5/6) **Staff and User/Client Interaction // Project Consultation and Result Discussion.** Electronic means such as email or zoom are preferred for staff-user/client-interactions. If in-person interaction is needed appropriate PPE must be worn, time should be limited, and a distance of at least 2 meters must be observed.

7) **Cleaning.** Approved and authorized users must clean sample preparation areas, sample holders, and tools they used. IUMSC staff will clean lab surfaces, including instruments, computer keyboards, mice, and screens, the microscope area and other tabletops frequently.

8) **Training of New Users.** Prospective new users can take the X-ray safety exam and online training remotely in preparation for in-person training at a later date.

9) **Adherence to Guidelines.** Facility users who violate IUMSC and IU guidelines lose their privilege to access the laboratory and their supervisors will be notified.

10) **Contacts.** General questions should be directed to [Maren Pink](#). Questions concerning instrument scheduling can be directed to IUMSC staff, while inquiries regarding specific data should be directed to the appropriate crystallographer ([Veronica Carta](#) or [Maren Pink](#)) and computer or server related issues should be reported to [Anthony Parker](#).