

User Policies: COVID-19 Phased Reopening

User policies in this document are imposed during phased reopening (Phase 2-4) of ASRC Imaging Facility in the crisis of COVID-19 until implementation of Phase 5. They are policies that users must follow in addition to other existing user policies (e.g. "User Policies_CUNY ASRC Imaging_general"). Policies in this document temporarily overwrite others when policy conflicts exist.

Phase 1: No user is allowed. Facility staffs report on site to prepare spaces for phased reopening. This includes equipment preparation, supply checks, and/or performing purchasing requirements. Reporting staffs must be authorized for access to the ASRC.

Phase 2: Building occupancy limits at 10-20%. Facility limits two out of six major instruments to be in operation at any given time (first reserve, first serve). Facility may be open for research experiments for ASRC experienced users only. Users external to the ASRC are not permitted to carry out research activities on-site during phase 2, unless preauthorized by administration.

Phase 3: Building occupancy limits at 20-50%. Facility limits three out of six major instruments to be in operation at any given time (First reserve and first serve). Facility may begin accepting experienced users external to the ASRC to carry out research activities on-site. Urgent and critical experiments with strategic partners should be prioritized.

Phase 4: Building occupancy limits at 50-80%. Facility limits four out of six major instruments to be in operation at any given time (First reserve and first serve). Facility allows all experienced users to carry out research activities on-site.

Phase 5: A return to business as normal with full operations and building occupancy (up to 100%).

Summary of Temporary User policies (Phase 2-4):

1. Starting from 11/01/2021, we are back using Badger system to make instrument reservations. The Google sheet will be discontinued after that day. For experienced users, who do not need assistance from facility staff, please make reservations directly in Badger system following the facility user policies. For non-experienced users, who need staff assistance or training purposes, please contact the facility staff to confirm availability before making reservations in Badger. New users must finish all the user registration steps and are able to login Badger with their accounts before scheduling training.
2. Each instrument has two sessions during normal operation hours for reservation: morning session (9am-1pm) and afternoon session (1pm-5pm). Afternoon user has priority to reserve evening off-hour session (after 5pm). Please check user policy document for more details, including off-hour reservation.
(https://asrc.gc.cuny.edu/content/uploads/sites/3/media/facilities/imaging-facility/user-resources/CUNY-ASRC-Imaging-Facility_General-User-Policies.pdf)

3. Please make sure you have a CUNY ID card or ASRC ID card for site access and facility access. See step 8 in user registration for details of getting an ID card:
<https://asrc.gc.cuny.edu/nanoscience/facilities/become-a-user/#accordion-step-8>
If your ID card not functioning on ASRC gate entrance or facility door, please contact asrcaccess@gc.cuny.edu and cc facility staff.
4. Each user must enable instrument before using and disable it after finishing in badger. Each user must copy/upload all data right after their reserved session. Please do not come to Imaging Facility outside your reserved instrument time to retrieve your data or any other purpose.
5. You are allowed to come earlier than your reservation to prepare samples in facility hallway. Please plan to finish your experiment 5-10 mins earlier than your reservation to backup data and clean working area.
6. Users must check the hall way and/or the room host the auxiliary instruments before entering and must wait with a distance of minimum 6 feet from the other user if the room is occupied.
7. You must observe social distancing everywhere in the building – at least 6 feet from any other individual,
8. Single occupancy is required in room G272, G275, G282, G283, G285, and G772. No more than two persons are allowed in the hallway of facility at any time.
9. Users must practice **PPE and Cleaning/Disinfecting Protocols** while in facility.
10. Users who do not show up for their reservations (once) will be denied access to Imaging Facility until 100% opening (Phase 5), badger instrument enabling is used as timing.
11. For certain instruments, external users may mail samples for analysis or utilize a sample drop-off points for core facility staff to load samples for automated sampling and remote processing and/or to perform experiments on the users' behalf, if appropriate and/or scheduling permits.

Instructions of entering the building:

Effective Monday August 16th 2021, **any person entering a CUNY building MUST be** either:

1. **Fully Vaccinated** - defined as at least 14 days following your last required vaccination dose (FDA and WHO approved vaccines are recognized).

OR

2. Have **obtained a negative PCR COVID-19 test taken within the last 7 days.**

Effective Monday September 27th 2021, every person coming to the ASRC must obtain and display a Cleared4 Pass to public safety before entering the building.

Access to the ASRC will not be permitted without an approved Cleared4 Pass.

To obtain your Cleared4 approval notice:

1. Register for an account [HERE](#)
2. You will receive email and/or text message with a UNIQUE LINK (do not share this link with others).
3. Click your unique link
4. Read and accept disclaimer
5. Select and upload a photo, and enter details of, either:
 - Vaccination record; and/or
 - negative PCR test taken within 7 days
6. When your record is approved, you will receive another unique link, personal to you, to your cell and/or email. – **This link will let you access your approval notice.**
 - Your approval notice must show your correct date of entry.
 - Approval from vaccination will remain active from 1 year from last vaccination dose.
 - Approval from negative test result will remain active for 7 days from date of test.
7. Pro tip (optional): Create an icon for your Cleared4 webpage on your smartphone for easy access to your pass.
 - iPhone instructions: <https://www.macrumors.com/how-to/add-a-web-link-to-home-screen-iphone-ipad/>
 - Android instructions: <https://natomasunified.org/kb/add-website-to-mobile-device-home-screen/>

Users must enter through the first floor entrance, and must be wearing a mask or cloth face covering.

Instructions of monitoring health and contact tracing:

1. Each day at the ASRC, users must complete the following form to aid us in any contact tracing efforts as required:
https://asrc.formstack.com/forms/covid19_occupied_spaces_and_contacts
2. If you have been at the ASRC and you develop symptoms of COVID-19 (no matter how mild), test positive for COVID-19, or have had known contact (>15 min exposure) with someone known or suspected to have COVID-19, please submit information here:
https://asrc.formstack.com/forms/covid19_reporting.
3. If you see inappropriate conditions/behaviors at the ASRC, you can submit your concerns here:
https://asrc.formstack.com/forms/anonymous_covid19_safetyconcerns

PPE, Cleaning/Disinfecting Protocols:

Imaging Facility supply disinfecting wipes, alcohol pads and liquid hand soap that can be used for various cleaning purposes. There are limited supplies of gloves and users are recommended to bring their own gloves and facing masks. Facility staffs are working hard to increase the glove supply.

1. User must wear mask or cloth face covering all the time while in the facility and in ASRC. The only exception is when alone in a closed single occupancy office, and for as little time as needed while eating, drinking or changing your mask.
2. User must use disinfecting wipes to clean computer table/bench area before and after use and to clean door handles.
3. Users must use alcohol pads to clean eyepieces before and after use.
4. Users must wash hands with soap for at least 20 seconds before using any shared equipment, objects, or surfaces.
5. We also recommend that you wash your hands regularly throughout the day.

Six Major Instruments: Halo 300kV TEM, Themis 200kV S/TEM, Spirit 120kV TEM, Helios FIB-SEM, Leica STED, WITec Raman

Auxiliary Instruments: Fischione Nanoclean, Leica ACE600 coater, FEI Vitrobot