

Guidance regarding shared research space and core facilities

Shared research space and core facilities must follow all applicable social distancing and personal protection guidelines, including use of face coverings and regular disinfection/cleaning of surfaces and spaces. For core facilities, each core director/manager will be responsible for preparation and approval of their return plans. For other shared research spaces (e.g. equipment rooms, off site field stations) the collective users of the space will be required to include a scheduling process in the return plans. Furthermore, recognizing that these shared spaces and research facilities often include broad sharing of space and equipment, the following additional considerations will be needed as part of each return plan. Where applicable the following should be included:

- 1) Cores that accept samples for analysis should develop a sample delivery protocol. This should include a drop off option to avoid contact and a disinfection protocol for the sample to be brought into the lab.
- 2) Any systems with multiple users will require a disinfection protocol between users. A good practice is to instill a process of handwashing and cleaning of workstations/systems before and after each use and to cover the computer keyboard and mouse with disposable plastic wrap between users.
- 3) For cores or shared equipment that offer user sign up (e.g. microscopes, flow cytometers) exposure control processes must be documented in a return plan. This should include:
 - a. The need to adjust the spacing of instruments to ensure a 6 ft perimeter of working space and/or closing off certain instruments at various times to maintain the proper distancing.
 - b. Establishing and documenting a disinfecting protocol between users. To accomplish this, it may be necessary to block out availability of systems and/or maintain a minimum of 30 min between customers for disinfection.
 - c. For some instrumentation in confined spaces or that may be difficult to routinely disinfect, there should be consideration for a single operator to run all experiments on that instrument or have users supported remotely by core staff through electronic means.
- 4) The availability of the required consumables and instrument service should be considered for each system in the return plan.
- 5) For shared research space, special consideration is required to establish the scheduling of use and the protocol for disinfection among all users of that space to conform with the distancing and maximum occupancy designation for the various stages of the research return process as defined elsewhere.