

# IMSERC SARS-CoV2 / COVID-19 Operations Training

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Northwestern

**IMSERC**  
INTEGRATED MOLECULAR STRUCTURE  
EDUCATION and RESEARCH CENTER

# Training Overview

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# Purpose of Training

- Learn about IMSERC's COVID-19-based operations
- Understand required PPE protocols
- Educated regarding interaction with IMSERC staff
- Regain access to IMSERC upon
  - completion of training
  - passing of quiz
- Check bulletin board and TV at right upon entry to IMSERC Ground floor
  - Policy, announcements, and further details and/or updates

# Appropriate PPE Usage

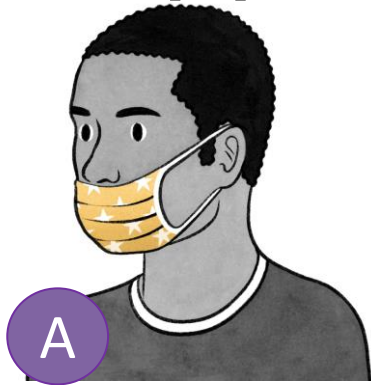
- No gloves of any kind!
  - Unless actively working with hazardous material
- Face mask is required
  - Mask must be worn properly
  - Complete coverage of nose, mouth, and chin
- Safety glasses/goggles required as normal
- Gowns, face shields, or other PPE optional

NO

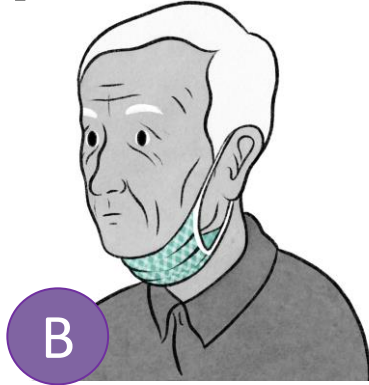


YES

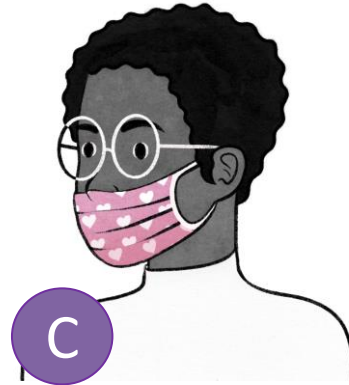
# Appropriate Face Mask Usage



**(A) Incorrect**  
Nose is exposed



**(B) Incorrect**  
Not covering face



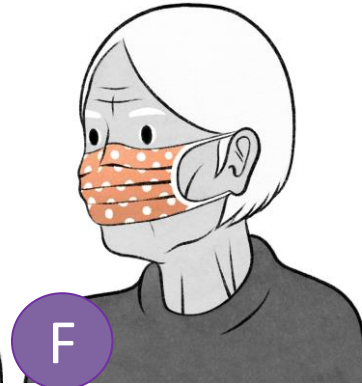
**(C) Incorrect / not effective**  
Not fully covering nose



**(D) Incorrect**  
Mask is very loose



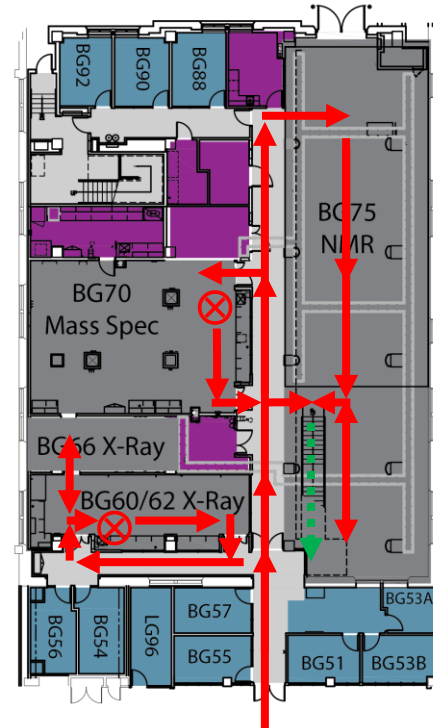
**(E) Correct**  
Mask covers chin, nose, and mouth and fits snugly



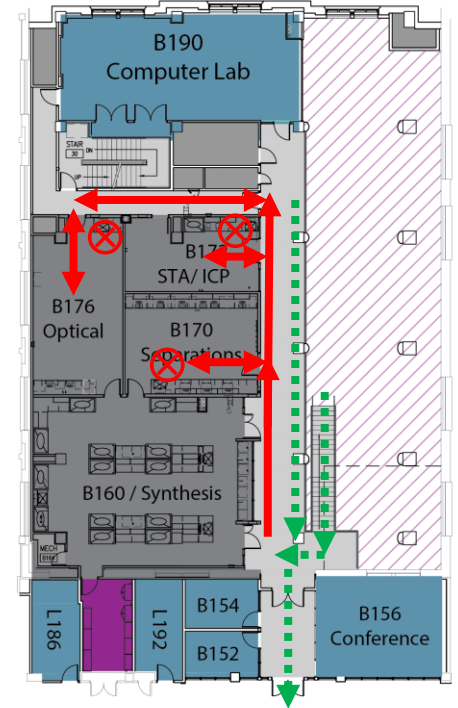
**(F) Incorrect / not effective**  
Mask does not cover chin

# Entrance / Exit + One-way

- One-way system
  - Ground floor is **entrance only**
  - First floor is **exit only** via stairwell
- Follow one-way paths as marked on floor with arrows
- Labeled and color-coded for each subject area
- Handwashing in sink (⊗) is **required** upon entry



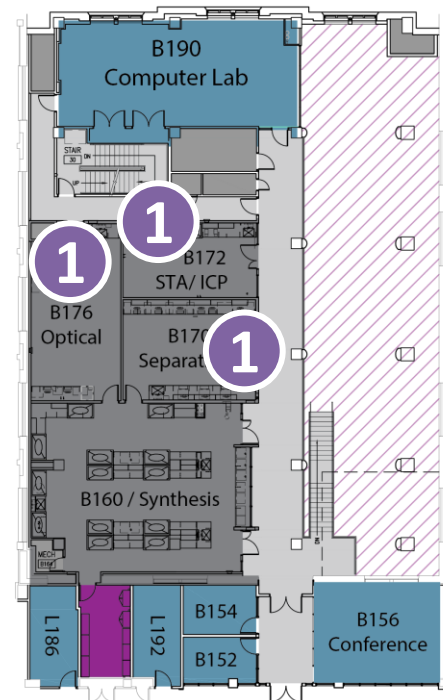
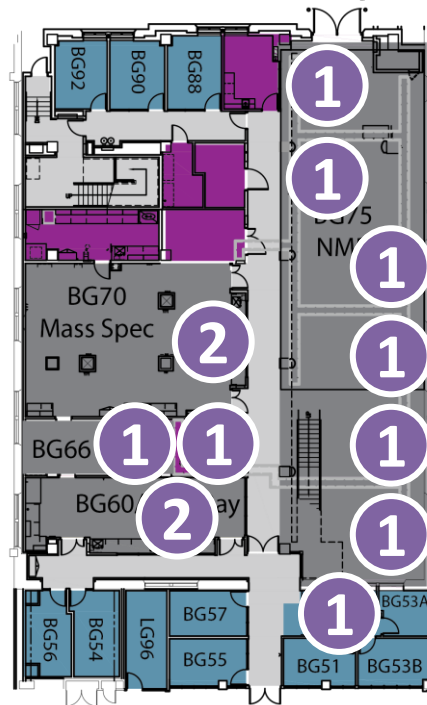
Ground Floor One-way Enter



First Floor One-way Exit

# Room Capacity

- Different capacities per-room
- One person per NMR
- Crystallography separates powder and single-crystal work
- Controlled by NUcore reservation (\$0 charge)
- Signs are posted on each room
- Staff is not counted in the room capacity calculation



# Always Maintain Social Distancing

... this is the first and most effective line of defense





# Changes to Reservation Process

- Must reserve room for time of occupancy using NUcore
- Must reserve instrument (except X500 and Ag500) for time of acquisition/need as normal
- Thus, two (2) separate reservations (except NMRs) must be made
- X500 and Ag500 require only room reservation
- Au400, HFCN600, A600, and Hg400 require only instrument reservation
- Use your portable device to start your reservation. Login terminals will not be available
- Example scXRD:
  - 15 minutes = Room reservation
  - 4 hour = Instrument reservation

## MS Instruments (BG70)

- 0 [MS #1 \(BG70\)](#)
- 0 [MS #2 \(BG70\)](#)
- [MS AmaZonSL](#) (Requires Approval)
- [MS AmaZonX < 3 hours](#) (Requires Approval)
- [MS AmaZonX > 3 hours](#) (Requires Approval)
- [MS GCMSD DB5](#) (Requires Approval)
- [MS GCMSD DB5 \(2-8 hr\)](#) (Requires Approval)
- [MS GCMSD DB5 \(>8 hr\)](#) (Requires Approval)
- [MS GCMSD Headspace](#) (Requires Approval)
- [MS GCTOF](#) (Requires Approval)
- [MS HPLC](#) (Requires Approval)
- [MS HTX\\_TM\\_Sprayer](#) (Requires Approval)
- [MS Impact II Data Processing](#) (Requires Approval)
- [MS Impact-II < 3 hours](#) (Requires Approval)
- [MS Impact-II > 3 hours](#) (Requires Approval)
- [MS LCTOF < 3 hrs](#) (Requires Approval)
- [MS LCTOF > 3 hrs](#) (Requires Approval)
- [MS MALDI](#) (Requires Approval)
- [MS MALDI Rapiflex](#) (Requires Approval)
- [MS-MALDIPlate\\_50ea Passthrough Parts](#) (Requires Approval)

## NMR Instruments (X500/Au400/HFCN600, BG75)

- 0 [NMR #1 \(X500\)](#)
- [NMR X500](#) (Requires Approval)
- 0 [NMR Au400](#)
- [NMR HFCN600](#) (Requires Approval)

## NMR Instruments (A600/Hg400, BG75)

- 0 [NMR A600](#)
- [NMR A600 \(>8 hours\)](#) (Requires Approval)
- 0 [NMR Hg400](#)
- 0 [NMR Hg400 \(>8 hours\)](#)
- [NMR Hg400 Solids](#) (Requires Approval)
- [NMR Hg400 Solids \(> 8 hours\)](#) (Requires Approval)

## NMR Instruments (Ag500, Silverman B530)

- 0 [NMR #2 \(Ag500\\_Silverman B530\)](#)
- 0 [NMR-Ag500](#)

Users **MUST** have two (2) reservations to use most IMSERC instruments except NMRs

# Preventative Measures + Disinfection

- Leave doors propped open
  - Eliminates shared touch-points
  - Air flow in all labs has been checked with doors propped open
- Your primary goal is to minimize residence time in lab
  - Start sample / get data, get in, and get out
- Handwashing is **required** upon entry
  - Follows one-way path
  - For Silverman B530 (Ag500) use the hand sanitizer by the entrance (due to the lack of a washing sink)
- 80-85% Ethanol or Isopropanol spray bottles
  - Check-in and check-out by sink (except NMR)
  - Spray bottles on each NMR table
  - Follow one-way path
  - Spray bottles used additionally to enforce room capacity
  - Spray keyboard, mouse, and all common surfaces
  - Do not spray on equipment
  - 2-minute residence time before wipe



# Interaction with IMSERC Staff

- Staff daily rotation schedule
  - Located in closed office
- Whiteboards near room entrances have info
- If staff assistance needed:
  - DO NOT go to office
  - Zoom call ONLY
  - Setup your portable device with Zoom and login using NU's SSO option to access Chat/Video
- If in-person, proceed to designated waiting area
  - Marked with an "X"
- Goal: minimize interaction



Name	Zoom PID
Ben Owen	883-021-4174
Chris Malliakas	991-174-9362
Charlotte Stern	928-496-2870
Sumanta Sarkar	796-546-0800
Yongbo Zhang	425-135-4189
Yuyang Wu	450-207-2945
Saman Shafaie	758-227-4289
Arsen Gaisan	847-467-1240
Gabby Allison	950-526-6463
Stephen Miller	457-429-1297
Sheena NM	894-961-5862

# Enforcement Process

- IMSERC staff will not be actively policing
- Report non-compliance concerns and violations to [imserc-director@northwestern.edu](mailto:imserc-director@northwestern.edu) or anonymously at [imserc.northwestern.edu/contact-issue.html](https://imserc.northwestern.edu/contact-issue.html)
- Lack of compliance with any policy:
  - 1<sup>st</sup> = Revoke access and retrain
  - 2<sup>nd</sup> = Revoke access, retrain, alert PI and/or Research Dean
  - 3<sup>rd</sup> = Revoke permanently (until operations return to “normal”)
- Please help us keep you all safe and mitigate the spread

# Special Considerations

- All prep benches closed. Arrive 100% prepared to run sample
- Use of microscopes in Crystallography and microbalances in B172 must be considered for room capacity reservation
  - **Reserve room** / plan time accordingly
  - Follow posted protocol
- Instrument training
  - Remote training is available for most instruments
  - Work with trained students to run samples
  - IMSERC staff submissions at user rates
- Return of submitted samples
  - NMR tube pickup will be at entrance of IMSERC (follow one-ways)
  - Crystallography, MS, and Physical Characterization samples will be assumed for disposal unless specially notified otherwise



# Questions and Feedback

- Check Frequently Asked Questions list at [imserc.northwestern.edu/covid-faq.html](https://imserc.northwestern.edu/covid-faq.html)
- Email questions, concerns, feedback to [imserc-director@northwestern.edu](mailto:imserc-director@northwestern.edu)
- Anonymous report at [imserc.northwestern.edu/contact-issue.html](https://imserc.northwestern.edu/contact-issue.html)

Thank You