CCNY Core Facilities
Post COVID 19 Reopening Rules.

All users are required to follow NYS, CUNY, CCNY procedures for hygiene, maintaining health and wellness, screening, and prevention related to prevention and containment of Covid-19 infections.

Overview of reopening phases:

Phase I: Managers only access to prepare facilities.

Phase II: Designated local researchers allowed by the college. Manager's approval required.

Phase III: All experienced CCNY users with active research projects provided that overall building occupancy can be maintained.

Phase IV: Full building occupancy allowed. All users (including outside users) and undergraduate students. Return to pre-COVID 19 rules.

General guidelines:

Scheduling

- Usage in the Phase II of the reopening process must be approved by facility managers.
- Experienced external users in PH II and III are permitted only after additional screening/approval from the college administration.
- **Accurate scheduling** of instrument usage and session tracking in facility logs is mandatory.
- Users should add extra time (15 minutes) to every session to ensure proper cleaning can be completed before and after working in the facility. This time will be credited for billing purposes.

Usage of PPE (personal protective equipment)

- Hand hygiene. Users must use gloves when present in any areas designated as core facilitates. Door handles, knobs, switches or any surfaces within our laboratories must not come in contact with unprotected skin.
- Masks or face coverings must be used at all times when in core facilities locations.
- Users must arrive at the facility with their own PPE. Facilities will provide access to additional PPE but users must take into account the possibility of temporary shortages.

<u>Social Distancing</u>

- Users must follow occupancy limits posted for each facility while complying with overall social distancing rules at CCNY.
- In general, only the operator of the instrument is allowed to use the facility. Remote access to instruments (when possible) is also strongly encouraged.

<u>Training.</u>

- No new users will be permitted in facilities unless adequate training can be provided remotely.
- Existing users can receive additional training and support only if it can be carried out remotely or social distancing can be ensured.
- Aforementioned restriction will be removed once building resumes normal operations in phase IV

<u>Cleaning procedures.</u>

- Each facility must develop and post proper cleaning procedures. All users and managers are required to follow them. In general, every surface that came in contact with researchers or items brought from outside must be wiped/disinfected property.
- Equipment and surfaces must be cleaned before and after each session.

<u>Facility managers.</u>

- Facility managers are required to follow social distancing guidelines. Work in proximity to other users is only allowed when following appropriate safety guidelines..
- If possible, core facility managers are available to carry out experiments on user's behalf or assist remotely.

Phase 1 goals for manager.

1. Securing enough PPE and cleaning reagents.
2. Reaching out to vendors for guidance on handling any sensitive part of instrumentation.
3. Develop cleaning procedures for users and managers to follow. Must include wiping down all surfaces exposed to users including parts of the instrumentation that could be easily contaminated. The list should include but not be limited to door knobs, tables, keyboard, tank valves, switches, eye pieces.
4. Posting rules and occupancy limit information in the lab.