

To: All Chemistry & Biochemistry Shared Facilities Users

From: Daniel Falvey, Associate Chair For Facilities & Instruction, Dept. of Chemistry & Biochemistry

Re: June 11 Reopening of Shared Facilities (Analytical NMR, BioNMR, Mass Spectrometry, Surface Analysis, X-Ray Crystallography)

Starting on Thursday (June 11, 2020), the Shared Facilities in the Department of Chemistry & Biochemistry will move into Phase 1, Limited Occupancy Phase. Detailed Protocols have been developed for each Facility and will be communicated to the Users by the Facility Managers, and posted on the Facilities' Web Sites.

For your safety and the safety of the entire community, the following common set of protocols will be used by all five Shared Equipment Facilities operated by the Department of Chemistry & Biochemistry:

- The Shared Facilities will continue to be open 24/7 to **TRAINED USERS who are authorized by campus for Phase 1 Research**. **TRAINED USERS are those who have been trained and certified by the Facility Manager for independent operation of specific equipment.**
- All Facilities Users must make **24-hour ADVANCE RESERVATIONS** on the Facilities, using the Reservation Systems employed by Each Facility for each Instrument. Walk-ins will not be permitted.
- All Facilities Users must complete all their measurements and perform necessary and posted sanitations within the scheduled user period.
- All Facilities Users should plan to do their measurements individually, and not with laboratory partners or staff members. For operations that require the specific assistance of a staff member or partner, please contact the Facility Manager directly for guidance.
- Facility Staff will be on site a portion of the regular workweek, to maintain their facilities and monitor Phase 1 operations. Otherwise, staff will continue to telecommute, when possible, for activities (consultations, data analysis, reporting, scheduling) that do not require their physical presence at the Facility.
- All Facilities Users must wear a face mask at all times. Gloves must also be worn, whenever practical, while at the facilities. Users must provide their own face mask. Gloves will be available in each Facility.
- All **TRAINING of** new users will be **SUSPENDED** during Phase 1 Operations.
- The Facilities Staff will continue to run samples for untrained users, or those who wish these expert services. Each Facility has developed a contact-free drop off protocols for this purpose.
- All Consultations with Facilities Staff will be done remotely, via ZOOM or similar mechanisms. All Consultations will be done during regular business hours – Monday-Friday 9 am – 5 PM.

- All Facilities Users must obey all UMCP regulations for COVID-19 Phase 1 Research, including completing of the [COVID 19 Employee Screening Checklist](#) and completing the building visitation log, ink [Employee Building Visitation Log](#) on each day of facility usage.
- Researchers must not come to campus if living with or caring for someone with COVID 19 or if awaiting a COVID 19 test result.
- Researchers must always abide by the following social distancing restrictions (6-foot minimum separation) and posted laboratory occupancy limits.
- All Facilities Users are required to complete the COVID-19 campus safety awareness training, as soon as it is released by campus

Phase 1 Research demands that all Users behave responsibly and closely follow these rules, and any additional Facility-specific COVID-19 protocols. This requires greater organization and responsibility for planning and scheduling measurements, performing sanitations, and wearing PPE, and following all UMCP Regulations for campus access. Failure to comply with COVID-19 Safety Regulations risks the health and safety of all and will result in immediate termination of Facilities access during Phase 1 Research.

Thank you for your efforts to ensure the health of all Facilities users and staff!