

## **Materials Characterization Core Ramp-up Plan**

### **OVERALL OBJECTIVE**

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The goal is to open the Materials Characterization Core to researchers while minimizing risk to staff and users. To do this, we must limit physical contact and proximity among people and follow disinfection procedures recommended by the CDC and Drexel Environmental Health and Safety.

All staff and prospective users must maintain open communications and reporting of concerns, including protocol breaches and illnesses.

### **General**

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Prospective users must be approved to return to research. Faculty members from each lab group will be required to develop a ramp-up plan using the “REQUEST FOR RETURN TO RESEARCH” Form as required in the University Research Ramp-Up Guidance.

Prospective users must already be approved for Essential Personnel Status and provide a copy of the Essential Personnel letter or approved “Return to Research Form” with the request for usage.

Prospective users must be previously trained and experienced with the instruments. All users will be approved by the MCC Director of Operations. Training of new users or in-person assistance is not available at this time.

### **Facility Access**

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Requests for access to the MCC should be made by each PI on behalf of their group using the Group Access Request [[https://drexel.qualtrics.com/jfe/form/SV\\_2fsHjaThiSjihQF](https://drexel.qualtrics.com/jfe/form/SV_2fsHjaThiSjihQF)]. PIs will use the Group Access Request to identify instruments needed and users for each phase of the ramp up. The requests will be reviewed and approved by the MCC Director of Operations. Continued access is at the discretion of the MCC Director of Operations.

Failure, by any user, to follow University Research Work Controls and any specific instructions provided by the MCC staff may result in an immediate revocation of access to the facility.

Only trained, fully independent operators who had 24-hour access prior to the COVID-19 shutdown who have Essential Personnel status or Return to Research approval will be granted access at this time.

Users must read and comply with the following guidance documents from Drexel Environmental Health and Safety:

[COVID-19 Prevention Strategy – General Controls for University Personnel](#)

[COVID-19 Prevention Strategy – Research Work Controls](#)

[University COVID-19 Training for University Employees](#)

[University COVID-19 Training for University Students](#)

### **PPE requirements**

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Face masks are required for entry. Masks must be worn at all times while inside the core facilities in accordance with the COVID-19 Prevention Strategy: Research Work Controls from Drexel Environmental Health and Safety.

A handwashing station will be set up at the sink off the common corridor in the lab. Users should enter the lab, go directly to the handwashing station. Wash hands and don gloves. Then users should proceed directly to the instrument work area. Frequent hand washing is strongly encouraged.

Each instrument or lab space in the core facility will have special procedures for PPE use. These will be outlined in Instrument-Specific Protocols (ISP) provided by the facility.

Gloves must be worn at all times while in the facility and changed as specified in the Instrument Specific Protocol.

### **Social distancing**

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Only 1 person at a time is allowed to work on an instrument. Accompanying persons, collaborators, or observers are prohibited. Remote options such as Zoom or FaceTime should be used for observation and collaboration.

Total occupancy of the Bossone 106 suite will be limited to 6 users. Only one person will be permitted on any instrument at a time.

Only one person is permitted in rooms 106A-F and 106J-K at a time and the door must be closed during use. In room 106G (SEM room), 2 users can work at a time but only on different instruments and users must maintain the minimum 6 feet apart at all times. For other rooms

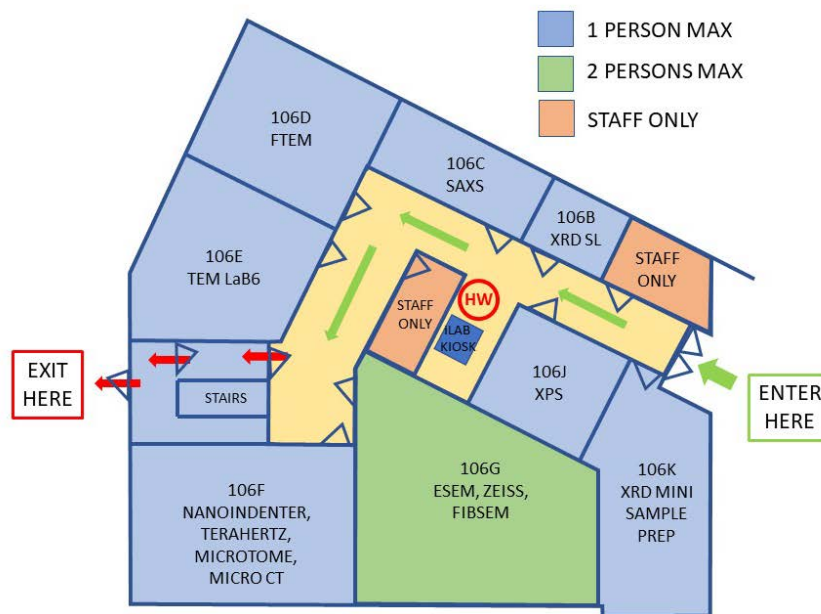
with multiple instruments (106F and 106K, in particular) we will use an “Occupied” sign to signal that someone is in the room. Please see floor plan below for details.

Users should enter the lab through the double doors inside Bossone 106 and exit the lab through the rear exit to Ludlow Street (lunch truck row)

Some areas will be designated as “Staff Only” and marked. Please do not use these areas of the lab.

In order to ensure lab safety best practices while limiting the number of users in the core facilities, **a virtual buddy system is required**. Please maintain an active Zoom meeting (or other audio-visual communication method) with a designated lab buddy on a device (cell phone, tablet or laptop) for the duration of your experimental work. MCC staff are willing to serve as your virtual lab buddy or help you find a virtual lab buddy with advance notice.

Please allow 1 hour between users on the instruments.



Bossone 106 Floor Plan

### Cleaning and disinfection requirements

Instruments and touched surfaces must be cleaned and disinfected before and after use. Wear gloves while cleaning and disinfecting. Cleaning supplies will be available at each instrument. Please wipe down all touched surfaces with the provided alcohol solution (70% isopropyl or ethyl alcohol). Keyboards will be covered in two layers of plastic wrap. After use, please replace the top layer.

Please see COVID-19 Prevention Strategy: Research Work Controls from Drexel Environmental Health and Safety for more information about cleaning and disinfecting surfaces.

## **Scheduling Instruments**

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All work must be scheduled in advance using iLab.

Only work requiring MCC instruments should be done in Bossone 106. Any preparatory work (e.g., sample preparation) should be done in PI labs.

A new iLab General Calendar is used to limit occupancy to 6 users. The calendar is linked to the instrument calendars. When you make a reservation on an instrument you will be asked to reserve time on a linked schedule. Please make sure only one slot is selected. Once you confirm your instrument reservation, the reservation will automatically be made on the General Calendar. There is no charge associated with this calendar. If you need to be in the lab but are not using one of the major instruments, you must reserve that time on the General Lab calendar.

Please allow 1 hour between adjacent reservations on the instruments to allow time to clean and disinfect and to allow multiple air changes to occur to remove aerosolized contaminate.

## **Hands-on Training and Assistance**

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Regrettably, to maintain adequate social distancing, we cannot offer training to new users or in-person assistance at this time. Users can arrange assistance over Zoom or telephone. Users who need critical work completed should seek collaborations with trained users in your research areas. Core facility staff can assist in developing those collaborations. Limited service work may be performed by MCC staff by request and pending approval by the MCC Director of Operations.

## **Core Facility Internal Operations**

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A shared Outlook calendar will be used to coordinate staff work rotation.

Daily morning Zoom meetings will be held to efficiently coordinate activities.

Staff will prepare Instrument Specific Protocols that outline any special cleaning, PPE use or modifications to standard operations of the instruments.

Staff will inventory and stock supplies for disinfecting and handwashing.

## Materials Characterization Core Contacts

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