**Covid-19 Research Operations: contingency guidance for research staff**

Research staff are asked to read the following guidance and action as needed in relation to their specific areas of responsibility.

**Refrigeration and freezers**

Remote monitoring of freezers and in some cases fridge temperatures will continue as now should any restrictions on University operations occur. Staff will be informed of any failure according to our current protocol. It is the responsibility of the storage vessel owner to organise moving their samples/materials.

Communal cold rooms and walk-in -20C freezer rooms are the responsibility of the Research Operations team.

**Equipment**

Critical equipment needs to be labelled by academic staff, to include emergency contact information in the event of a breakdown/power failure.

Please ensure that the equipment you are responsible for and looking after is switched off before you commence working from home.

Please inform Anna Dulic-Sills as soon as possible of any essential equipment that must remain on in the event of a power failure.

**Liquid nitrogen**

Our liquid nitrogen facility contains a mixture of self-filling tanks and manually-filled tanks. The self-filling tanks are at no risk in the event of the University closure, unless delivery is no longer possible. If this is the case, the tanks, providing they are not opened, would remain at a workable temperature for some time. These tanks are also monitored remotely and a decision could be made regarding action to be taken in the event of a breakdown/lack of delivery.

Consideration should be given to manually filled tanks in the event that staff are not available to maintain them. Most tanks are sufficiently insulated to maintain temperature for several days provided that they are not opened.  Where possible staff should consider migrating critical samples to the self-filling tanks but must first contact either Dr. Penny Lympany or Dr. Ariel Poliandri for allocation of racking space.

**Carbon dioxide**

In the event of the University closure, academic staff need to ensure either that their stocks are frozen or their carbon dioxidetanks are changed to a new tank to maximise the potential for maintaining cultures. The new tanks will last for two to three months without intervention.

Please note that the majority of experiments involving cell culture require regular attention, and would be lost if not ‘fed’ or media changed within a few days.

**Tissue culture/incubators**

Please follow the advice as for carbon dioxide. Please note that the majority of experiments involving cell culture require regular attention, and would be lost if not ‘fed’ or media changed within a few days.

**CL3 laboratories**

The CL3 laboratories will continue to operate as long as Research Operations staff are available. If Research Operations staff are not available, the onus will be on users to ensure that they undertake daily checks of their laboratory before use.

Further guidance will follow if there are changes to this position.

**BRF**

All areas expected to operate as normal currently, and for as long as possible. Users of BRF have been contacted directly with further guidance.

**IRF**

The Light Microscopy Suite will be open as usual, however support will be given remotely via Microsoft Teams.

Training sessions are postponed as of today. Histology and Electron Microscopy services are closed.

Staff using the facility equipment are being asked to take extra precautions when using the microscopes and computer terminals:

* Wash your hands at the handwashing sink upon entering and leaving the facility
* Wear nitrile gloves upon entering the LM suite (gloves provided)
* Use provided disinfectant wipes/tissues and alcohol to wipe around eyepieces, workstation keyboard, mouse and contact points on the microscopes (focus dial, stage controller) before and after use.

In the event of University closure the Facility will be closed and no equipment or service provision will be available until the university re-opens. In the event of emergency please contact irf@sgul.ac.uk.

**Parcel delivery**

Non-perishable parcels will be stored in room 2.107, Level 2, Jenner Wing. The room will be left open while Research Operations staff are around and researchers will be sent an email notification when their order has arrived.

Perishable parcels and equipment, such as computers, will be stored in the post room and Research Operations staff will arrange with researchers to collect the parcels.

In the event of University closure, any anticipated deliveries should be cancelled or instructions left for Site Services for these items to be delivered back to the shipper.

**Cell sorting**

Current cell sorting commitments will be serviced but no further bookings will be taken until normal service is resumed.

**Ordering**

Ordering will continue as usual, until further notice.

**Shipping**

Staff must notify Penny Lympany or Anna Dulic-Sills as soon as possible of any samples that need to be shipped from the University.