

Research Restart Plan – PM Flow Facility 8<sup>th</sup> floor PM-610 University Ave.

PI: Luke Brzozowski (Arda Shahinian)

Lab Location: PM610University, 8<sup>th</sup> floor PMflow Core Labs

Designates: Frances Tong Arian Khandani

Name:	Position:	Onsite/Offsite	Shift Schedule
Arda Shahinian	Manager	Offsite	n/a
Frances Tong	Tech/Senior Operator	Onsite	Tues & Sat full day
Arian Khandani	Flow specialist/Operator	Onsite	Full Day Week 1&2 M-W-Th-F Week 3&4 2pm-8pm M-T-W-Th-F-Sat as necessary
Aleks Spurmanis	Flow Operator/redeployed	Onsite	Week 3 & 4 7am-1pm M-T-W-Th-F-S

Phase 1 – Restart Guiding Principles and Requirements

- Priority will be given to UHN core facility users who have appropriate training and access
- External users will be limited to Bluerock, Kisoji, Northern, OICR, and UHN affiliated scientists that have labs in other institutes.
- Physical Distancing of equipment users to minimum of 2m
- Reduce Traffic in areas to access the facilities and throughout the facility. Consider narrow corridors and only 1 sink for users of 6 analyzers in main lab space, 8-605
- Limit Operator sorts to 1 operator per sorting rooms, 8-608 and 8-609
- In order to ensure distancing the following strategies will be used for Phase 1 restart gradual implementation under current space conditions or alternatively with increased space
  - Booking calendars will be set to allow only 1 instrument per bay in room 8-605 to be booked at a time.
  - Once space is identified, equipment will be moved to new space and recalibrated. All analyzer equipment will be available for booking through the Stratocore booking Calendar
- PPE requirements will be mandatory for all users including mandatory masking, proper use of gloves and labcoats and handwashing. Faceshields will be available for operators when they are needed to come into close contact for trouble shooting or consulting duties with users.
- All instruments will be limited to 1 user at any one time.
- All instruments, keyboards, hard surfaces in each work area will be cleaned/sanitized after each use by the individual users. Thorough cleaning by facility staff will be done between shifts.

- Users will have access to facility during the mandated restart schedule. Any out of schedule/shift use will require written approval from the Directorship's office.
- Instrument bookings will be requested through Stratocore Booking Calendar but will require facility approval and confirmation. This is being implemented to ensure that all PI's with priority projects have access to instrumentation, thus allowing control over instrument hoarding and providing fair access to all users and preventing bottlenecks at the core.

#### Physical Distancing and Reduction in Traffic:

- In order to minimize the traffic to Flow Users only within the narrow corridors outside of Room 8-605, 8-608 and 8-609 we have made accommodations with Mak Lab to minimize their use of the West Door of 8-610. Stop sign/notices will be placed on the 8-610 West doors to remind staff to use the east door whenever possible. We are considering activating the card reader on the South door leading into the narrow corridor to build in incentive to avoid that narrow corridor and restrict it to Flow authorized users.
- Currently room 8-605 has 6 instruments set up on 3 benches (2 per bench). In order to accommodate physical distancing measures, the following changes would be made:
  - Cytoflex instrument #1 which is actively used, will be moved to the existing storage room 8-516 (storage racks will need to move within the PMflow facility to create space)
  - Cytoflex instrument #2 will be moved to the NE table in 8-606
  - Result is 2 instruments per bay within the 8-605

#### Restart Plan Analyzers Part A: Before new space is assigned and equipment moved

- Stratocore calendar bookings will be restricted to one instrument at a time within each bay
- Cytoflex 1 within 8-516 will be available to users throughout phase 1 of restart.
- This will ensure safe distancing but will reduce access to high demand instruments to 50% of capacity.

#### Restart Plan Analyzers Part B: After new space identified for equipment (Timing of Part B will be determined by space identification, preparation, equipment move, restart and Calibration and is dependent on availability of BD Technicians to facilitate the restart and calibration of instruments).

- Instrument bookings through Stratocore calendar booking will no longer be restricted for physical distancing purposes however the oversight by the facility to ensure fair access will continue to be implemented for as long as deemed necessary. The calendar booking restrictions will be completely removed once it is clear that the facility is no longer required for this purpose (i.e. when intervention by staff is no longer deemed necessary and the situation is stable).
- Move Canto II and X20 instruments out of Bay 2, Room 8-605 into new space. Restart & Calibrate.
- Ensure identified new space has restricted access to trained users only
- Move Fortessa 2 to Bay 2 (far SW corner), restart and recalibrate.
- When Plan B is complete the Core facility will have 100% of their analysis instruments available for booking.

#### Plan for Sorting: (and any other Operator Assisted Functions)

- Bookings for sorts will be done through the operators.
- All instruments are available for use by any of our operators however, in the initial part of Phase 1 we are only requiring 1 operator to be present at a time for the full time of the mandated shifts. Operators can run multiple sorts simultaneously within the same room on different instruments as feasible.
- With the increased operator work window we estimate that our capacity for sorts will be at 40% of full operations
- We suspect week of June 1 will be slower for operators as research labs ramp up sample preparation, etc. We will monitor number of requests and increase operator scheduling to accommodate as necessary the weeks following.
- June 1 week; we will have 1 operator onsite for sorting and physical maintenance requirements. If and when increased operators are necessary we will implement 2 operators on site as necessary restricting operators to individual sorting rooms 8-608 and 8-609 to maintain physical distancing
- Operators will continue to work offsite as necessary to facilitate and approve calendar bookings.
- Operators will be restricted to breaks and office access to limit 1 operator in room 8-606 office space.