UNL Center for Biotechnology
Proteomics and Metabolomics Core Facility Covid-19 Response Plan

Effective starting August 24, 2020

For self-service users:

1. Only GCMS and HPLC instruments will be available for self-service users until further notice. Due to their close proximity, only one user will be allowed to use one of these instruments at any time. Bringing someone to watch will not be allowed.

2. All self-service user requests must be scheduled by emailing the PMF director, Dr. Sophie Alvarez (salvarez@unledu). This will help ensure PMF staff and self-service users are not scheduled to be in the same room at the same time.

3. All self-service users who plan to use facility space or instruments are expected to answer three questions: a) Do you have any of the following: fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat; b) Have you traveled out of state the last 14 days; c) Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days. Based on the answers, PMF staff will decide whether or not to allow the person access to the facility (including entry to the building).

4. All usage of the core facility by self-service users must be documented. A logbook will be available in the shared lab spaces (E118). Each person must document their name along with times of entry and exit.

5. All self-service users are required to wear a mask in the lab and other public building spaces, even if they are alone, as these are shared workspaces (Note that masks are not provided by PMF). Gloves are required if touching any shared surfaces, such as the instrument, computers, or other lab equipment (Gloves will be provided by PMF). The facility will provide hand soap and a sink for hand washing. A spray bottle with 70% ethanol will be available near each instrument to disinfect all surfaces before and after use.

6. Self-service users must maintain social distancing (6 feet separation) at all times. No congregations or group discussions.

7. No in-person training for self-service users or in-person consultations for full service users will be available until further notice. PMF staff will wear a KN95 mask, gloves and lab coats if they will be within 6-feet of a user at any time.

For full service users:

1. All hand-deliveries of samples for full service users will be scheduled through our online sample submission platform as part of their sample submission process. At least **24 hours notice must be given** to ensure a staff member is available to receive the samples. Instructions for dropping off samples are described below.
   a. Users must place their samples in the dry ice box placed outside of Beadle E139 at their scheduled time. Masks must be worn when in Beadle.

2. All communication between full service users and PMF staff should be done via email, phone call or zoom meetings. Users are asked not to stop by PMF office spaces for any reason.