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| **Course Name:** |
| **Point of Contact:** |

This form establishes the use of each room designated for your course and asks that you identify when and how you plan to use the facilities outside of this space. To assist with your planning, floor plans including room allowable occupancies, have been provided and can also be found [here](https://goforward.mbl.edu/education-and-training/). Some shared equipment will be placed in designated rooms as indicated in the chart below.

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| **System** | **Courses** | **System location** |
| **03-ImagerA\_01** | EMB, MD, OMIBS, SES | 260 |
| **03-ImagerA\_02** | BOP, MOMY SES | 3xx |
| **03-ImagerM\_01** | NSB, SJP, MD, OMIBS | G58 |
| **03-ImagerM\_02** | EMB, MD, OMIBS | 259? |
| **03-ImagerM\_03** | EMB | 259? |
| **03-ImagerM\_04** | EMB | 259? |
| **06-Observer3\_01** | **Neuro** | 105A |
| **06-Observer3\_02** | **Neuro** | 105B |
| **06-Observer7\_01** | NSB, SJP, MD, OMIBS | 1xx |
| **06-Observer7\_02** | NSB, MD, MOMY | 2xx |
| **06-Observer7DF\_02** | PHY, MD, SPINES | 373 |
| **06-Observer7DF\_03** | PHY, Neuro | 373? |
| **08-V20\_02** | NSB, SJP, BOP | Can move for each course |
| **08-V20\_03** | EMB, MD | 2xx (can move for each course) |
| **08-V20\_04** | EMB | 2xx |
| **09-ZoomV16\_01** | SJP | G58 |
| **09-ZoomV16\_02** | NSB, Neuro | 107 |
| **LSM 900 Confocal** |  | G60 |
| **Axiovert** | PHY, EMB | 253 |
| **Imager A (MBL owned)** | EMB | 261 |

\*\* Please note that this is a draft that will need some course input and coordination to update.

Please plan on submitting a complete form at least **two weeks** prior to the start of the course so that it can be reviewed and approved by the Director of Education and the Director of the MBL. However, as soon as possible, feel free to communicate with the Lab Operations team while considering best usage of the space and any other issues that may arise.

ROOM USE

**Below is a list of all of your assigned rooms with occupancy restrictions. Room will have posted signage indicating expected occupants. To assist in this effort, please let us know how you will use the rooms and whether any specialized equipment/instrumentation/supplies will be needed.**

**For those rooms housing shared equipment, please prepare a scheduling plan (e.g. a sign-up sheet) to avoid congestion outside and unnecessary crowding**

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| Room \* | Maximum occupancy\* | Designated use (e.g., single user, office; multiple user, lab; general use, side room; closed)\*\* | Specialized Equipment \*\*\* |
| Lab Loeb 108 | 12 Individuals; 8 Workstations | Multiple, teaching lab | stemi scopes |
| Loeb 110 | 1 Individual | General use, Laser system | Laser system, air table (5’ x 4’) |
| Loeb 111 | 1 Individual | General use, | Move gel doc to here |
| Loeb 112 | 1 Individual |  |  |
| Loeb 113 | 2 Individuals | Multiple, CA office |  |
| Loeb 103 | 2 Individuals | General use, microscope room | Air table (2’ x 3’) with arm rests, Olympus scope |
| Office 103A | 1 Individual | Single, office |  |
| Office 103B | 1 Individual | Single, office |  |
| 104, 104A&B | N/A | Closed | Research lab, not available |
| Loeb 105 | 2 Individuals |  |  |
| Office 105A | 1 Individual | General use, microscope | Zeiss Observer scope, air table (2’ x 3’) |

\*This information will be provided for each course

\*\* See [guidelines](https://goforward.mbl.edu/education-and-training/) for definitions of room types

\*\*\* e.g. what supporting furniture, loan equipment, supplies, reagents might be needed to support equipment/instrument use

CLEANING

**Standard cleaning protocols will be posted for each type of room (refer to guidelines document). However, if there are any pieces of equipment or particular spaces that need special cleaning procedures, please describe them here. For example, a loaned instrument may have specification dictated by the vendor. MBL guidelines for cleaning microscopes are available to be posted beside each instrument.**

*The MBL EVS staff will clean floors and high touch points (doorknobs, light switches, etc.) on a daily basis. Hand sanitizer and hand soap will be managed by EVS. All paper goods (masks, paper towels in labs, and gloves) will be available for purchase in the stock room.*

*Trash should be consolidated into the large bin by the entrance or left outside of rooms in the immediate vicinity of the entrance for emptying by the EVS staff.*

*As per state guidelines, cleaning logs describing the disinfecting protocol must be maintained for each room. For shared equipment rooms, it is critical that they be completed after each user. Cleaning logs for the main labs will be filled out daily by the CD or designee. Individuals are responsible for cleaning their own workstations (no log necessary). Cleaning logs should be returned to the Lab Operations office as sheets fill or at the course end, whichever comes first.*

In each office the person assigned to that office will wipe down the desk and other high touch surfaces daily with hydrogen peroxide cleaner.

In shared spaces with equipment, individuals will wipe down surfaces with 70% EtOH when they are done in the space. They will wipe down equipment following the MBL decontamination procedure and fill out the cleaning log.

In the lab spaces each student will wipe down their workstation with 70% EtOH when they leave. We will have a designated individual in charge of completing the cleaning logs for the lab spaces.

We have a specialized piece of loan equipment (name it here) coming in that will require a particular cleaning protocol outlined by the vendor, this cleaning protocol will be posted by the equipment.

CLOSE CONTACT SITUATIONS

While the goal is to maintain 6 feet of distance between individuals as well as PPE use, we recognize that closer contact and interactions between students and faculty will be required at times. Our experience has demonstrated that this is possible while also maintaining a high-safety workplace*.*

**As noted in the** [***Return to Laboratory Teaching Guideline***](https://goforward.mbl.edu/education-and-training/)**document, when 6 foot distances cannot be maintained, such as in confined spaces where microscopes are located, users should employ face shields as well as masks; when shields are impractical, double masks should be worn.**

**To the best of your ability describe conditions where close-contact situations are likely to arise and how they will be managed**

There will be need for some close contact between the faculty of module 2 (July 2- July 11) and the students. This instruction will happen in room 103 at the microscope system throughout the module. The faculty will instruct the students using the camera system with the microscope, this will make it so that everyone involved can wear a face shield and double face masks at all times. When the field of view needs to be adjusted the individual at the scope will lift their face shield, use the oculars to adjust the view, switch back to the camera view and replace their face shield; the individuals observing will step away until the face shield is back in place.

We will also be working in close contact with students during dissections. Everyone in close contact in this situation will be able to use face shield effectively.

WORKING OUTSIDE YOUR DESIGNATED SPACE

**There may be situations when a participant in the course will need to use space not assigned to them; a designated course staff member should be appointed to work with the other courses to coordinate the use of space outside of your designated floor (within Loeb). Lab operations can help facilitate the use of shared space if needed. Advanced notice will facilitate this arrangement. To the best of your ability please indicate when spaces outside the designated Loeb floor will be necessary**

Students and faculty will need to access to Loeb G58 for a shared microscope system located there. They will use the sign-up sheet to reserve time.

CAs will need access to a freezer on the second floor to gain access to some reagents that are stored in a shared freezer. They will make their trips to the second floor first thing in the morning, or shortly after lunch to avoid there being a full course on the floor.

CAs and students will need to use the autoclaves in the basement of Loeb periodically throughout the course and quite a bit at the end of the course we will work with Lab Operations to facilitate this.

We will be using the Zeiss scope set up in 253. The course on that floor will not be using that scope so there will be no need to coordinate with them.

**Describe your need to use space outside of Loeb – for example - in the Central Microscopy Facility (CMF), the Marine Resource Center (MRC) and the Animal Care Facilities (ACF). Coordinate with the point of contact to make sure that space will be available. Advanced notice will facilitate this arrangement.**

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| **Space** | **Expected time needed, hours/day or week & activities** | **Point of contact** |
| **CMF** | During module 1 (June 16 – July 1) students and faculty will need access to the CMF for approximately 1hr/day | Louis Kerr: lkerr@mbl.edu |
| **MRC** | We will not need to access the MRC. | David Remsen: dremsen@mbl.edu |
| **ACF** | We will need limited access to the animal care facility during module 3 (July 12 - Aug 5) on a weekly basis for no more than an hour. | Daniel Johnson djohnson@mbl.edu |