

# Human Neuron Core Re-Opening Guidelines—Phase I

*For Users*

## GENERAL

- Please be collegial—plan for delays and communicate with users before/after you
- Please respect the following space assignment and adhere to equipment scheduling rigorously
  - ❖ CL12160.1 Core Staff-only bay
  - ❖ CL12160.2-3 User bay (MEA/Bravo, sign up on iLabs)
  - ❖ CL12160.4-5 Core Staff-only bay
  - ❖ CL12161 Core Staff-only
  - ❖ CL12163 User tissue culture room (sign up on iLabs for BSC#6/Viaflo)
  - ❖ CL12121 ADSF Screening room (IXM-c/ArrayScan/Hamamatsu, sign up on iLabs)
- All work that can be done elsewhere, should be done elsewhere—please conduct remote setup/analysis
- Trained users only during this time
  - ❖ There is some remote training for equipment over zoom but this should mostly be for clarifications, troubleshooting or elaborations upon pre-existing knowledge
- Pipeline for working in the Human Neuron Core:
  1. Book Equipment
    - All visits **must** be prescheduled
    - Complete and confirm your space booking **prior** to coming to work
      - Use iLabs for booking the equipment as usual
    - For any equipment located in staff bays, one **must** make appointment with Liz Buttermore ([Elizabeth.buttermore@childrens.harvard.edu](mailto:Elizabeth.buttermore@childrens.harvard.edu)) at least **1 workday ahead**
      - Usage of equipment at staff bays should be limited
      - Including access to the IncuCyte computer, Revolve, and Tecan plate reader
  2. Entering the Lab Space- Keeping it Sanitary
    - Wash your hands upon entering the lab space
    - Use barriers to touch high traffic areas (ex. use paper towel on door handles)
    - Bring your own nitrile gloves
  3. While you're in the Space
    - PPE is required at **all times** (includes a mask, gloves and lab coat)
    - One person per room/bay (users are responsible to coordinate for space access)
    - No in-person shadowing/training (a.k.a. you will work by yourself)
    - If the bay/room is occupied, please wait for the other person to leave before entering
      - If you need to access a space for a brief moment (like placing a plate in the IncuCyte) and that space is already in use, please knock and explain your needs and ask the person to vacate the space when they can pause their experiment
    - Please maintain at least **6 feet apart** from anyone else at all times
    - Do not share pens/ markers, bring your own
    - Bring your own hand sanitizer and use regularly
    - Wipe down surfaces at workspace before use and write down the time on the cleaning log—disinfectant wipes and 70% ethanol will be placed at every workspace
      - \***Note:** do not spray ethanol directly on electronics/monitors
      - \***Note:** surfaces to be wiped include handles, power buttons, lab benches/desks, microscope exteriors, and anything else you may touch
  4. Communication (including Questions)
    - If you need to contact the HNC staff, please do so via email:  
[Pin-Fang.Chen@childrens.harvard.edu](mailto:Pin-Fang.Chen@childrens.harvard.edu); [Elizabeth.Buttermore@childrens.harvard.edu](mailto:Elizabeth.Buttermore@childrens.harvard.edu)

## 5. Leaving the Lab Space

- Wipe down all surfaces after use and write down the time on the cleaning log—  
disinfectant wipes and 70% ethanol will be placed at every workspace
  - \***Note:** do not spray ethanol directly on electronics/monitors
  - \***Note:** surfaces to be wiped include handles, power buttons, lab benches/desks, microscope exteriors, and anything else you touched
- If running late, users are expected to coordinate with the next user (check iLabs to see who this is)
- Non-Compliance
  - We should all feel comfortable reminding each other of these rules, please remember that we are all new to this and any mistakes are more likely due to ignorance than malice
    - This being said, anyone who is non-compliant will first get a warning, but a repeated offence of the same rule will be reported to research administration
    - Please be cognizant of each other's needs and safety, respectful when correcting others, and gracious in accepting critique/reminders

## MULTI-ELECTRODE ARRAY

- Sign up on iLabs as normal
- Please coordinate with Bravo users (check sign-up in ADSF iLabs page) for access to this bay

## INCUCYTE USERS

- Sign up on iLabs as normal
- The Incucyte computer should be accessed remotely for both set up and analysis, and use the remote access instructions found here:  
[file:///C:/Users/ch210733/Downloads/RCWiki\\_RemoteConnectionWindows.pdf](file:///C:/Users/ch210733/Downloads/RCWiki_RemoteConnectionWindows.pdf)
  - The relevant part of the above document is the section titled “Connecting from Host PC” Please note, the remote PC has already been set up
  - The computer ID is: RDT01131
  - For any issues with remote access, please contact the Help Desk at [Help.Desk@childrens.harvard.edu](mailto:Help.Desk@childrens.harvard.edu)
- If you must use the computer in person, contact [Elizabeth.buttermore@childrens.harvard.edu](mailto:Elizabeth.buttermore@childrens.harvard.edu) to find a time that the bay can be used, appointment must be made at least **1 workday ahead**
- Only one person is allowed in the User Tissue Culture Room at a time; please make sure the room is not occupied before accessing the Incucyte
  - The only other equipment in this room available at this time is the tissue culture hood, so if you need to access your cells, the best way to be able to do it in a timely manner is to check if anyone has booked the hood and if so, coordinate with them

## USER TISSUE CULTURE ROOM

- Sign up on iLabs through BSC#6/Viaflo (you can use either BSCs)
- Only one person in this room at a time
- Please be aware that MEA/IncuCyte users may need to access incubators from time to time and please be collegial and step out of the room to let them in when you can

## ADSF SCREENING ROOM (contact [Lee.Barrett@childrens.harvard.edu](mailto:Lee.Barrett@childrens.harvard.edu) for more details)

- Sign up on iLabs—**the equipment AND room** must be booked at the same time
- Only one person may use CLS12121 at a time
- Analysis must be performed remotely using teamviewer or remote desktop connection.

*\*We will get through this together! On behalf of the entire HNC staff, thanks in advance for your cooperation and understanding. Stay safe, and we will see you all in person when this is over! \**