COVID-19 INFORMATION

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DATE: JUNE 15 2020
**AIMS COVID-19 Procedures**

*Updated June 15 2020*

**MS Services**
- Sample submission service will be operating for DART, EI, ESI and MALDI.
- New COVID-19 Sample submission procedures have been implemented (see AIMS-SOP-001-COVID-19)

**Facility Access**
- Access to LM18 will be restricted to key-fob credential holders only.
- Access will be restricted to ONE person per instrument bay or office at a time.
- AIMS User instruments will be scheduled through Calcium Calendar (API4000, MALDI, QStarXL).

**AIMS User Groups (Mabury, Peng, Wheeler, EPR)**
- Responsible for managing access to their respective instruments.
- Following laboratory guidelines outlined in the relevant SOPs.

**Relevant SOPs:**
- AIMS-SOP-001-COVID-19
- COVID-19 Surface Disinfection SOP
- https://sites.chem.utoronto.ca/chemistry/facilities/massspec/about.htm
Sample Submission During COVID-19

- Place forms / samples in Ziploc bag
- Scan QR Code to send an email to chemistry.aims@utoronto.ca
- Tell us how many samples have been submitted
- Schedule a drop-off for sensitive samples (e.g. temperature, air, moisture, etc.)
- Samples will **NOT** be returned unless specifically requested with a yellow sticky note.
COVID-19: Protect Yourself and Your Community

ATTENTION: READ BEFORE ENTERING

Do you have any of the following:

- Fever
- Cough that’s new or worsening
- Shortness of breath
- Sore throat
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Feeling unwell

Refer to your local public health website for an updated listing of symptoms.

Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?

Have you returned from travel outside Canada in the past 14 days?

If you’ve answered yes to any of the questions above, STOP. Please do not enter the premises.

Remember to perform hand hygiene upon entry and follow the precautions required in your work/study/research environment.

If you experience symptoms of COVID-19, go home, self-isolate, refer to your local public health website, or call your health care provider or Telehealth Ontario at 1-866-797-0000. Inform your manager or applicable University contact.

If you have tested positive for COVID-19, please contact ehs.occhealth@utoronto.ca immediately.

The University of Toronto is closely monitoring the COVID-19 situation. Please visit our website, utoronto.ca, to read the latest updates.
STANDARD OPERATING PROCEDURE: WORKING DURING COVID-19

1. **Purpose**
   - The purpose of this SOP is to provide step by step guidance how to enter and carry out experiments in the AIMS laboratory during COVID-19.

2. **Scope**
   - This SOP applies to all of the following personnel accessing LM18:
     - AIMS Staff
     - Qualified users of AIMS instrumentation
     - Qualified users of instrumentation belonging to designated research groups

3. **Prerequisites**
   - All individuals must have read ‘Guide to Recovery and Contingency’ documents provided by the Department of Chemistry.
   - Users must have completed the AIMS User Registration Form and / or AIMS Key fob Request Form.
   - Users must hold a valid key-fob credential to access LM18.

4. **Responsibilities**
   - It is the user’s responsibility to follow this SOP and be aware of all current health and safety information such as:
     - EHS COVID-19 General Workplace Guidelines May 28
     - Chemistry Working During COVID-19 Best Practices
   - All users are responsible for cleaning and disinfecting their workspace prior to leaving the laboratory according to:
     - COVID-19 Surface Disinfection SOP prior to leaving the laboratory.
5. **Personal Protection Equipment (PPE)**

*Required: Nitrile gloves, laboratory glasses*

*Recommended when physical distancing cannot be maintained: non-medical face mask*

6. **Entering and exiting the AIMS laboratory**

- The door to LM18 will be locked to walk-in traffic. All users accessing the laboratory must have a valid key-fob.
- Ensure all proper PPE is worn correctly; correct size nitrile gloves and face covering. Used gloves should be disposed of in green bin before exiting the lab.
- Users must proceed directly to the workstation in the bay where the instrument is located and must confine their work to that bay. Users are not permitted to move to other areas of the laboratory.

7. **Running Experiments**

- Only ONE person is permitted in each instrument bay at a time.
- Users of AIMS instruments are permitted in the laboratory only during their scheduled times.
- Users from designated research groups are responsible for managing their respective schedules; however, the ONE person per bay policy must be adhered to.
- Users of AIMS instrumentation must complete all sample preparation in their own laboratory and bring all sample vials or MALDI targets ready for ‘drop and go’ analyses.
- Shared sample preparation resources such as tubes, pipettes, solvents, glassware, vortexer, microcentrifuge, fridge, etc. will not be available.
• In case of EMERGENGY see laboratory staff for instructions. For after hours emergencies, see EMERGENCY RESPONSE SOP located next to the AIMS sample login station.

8. Submitting samples for Mass Spectrometric Analysis

• All users, both new and existing are asked to please contact the facility manager matthew.forbes@utoronto.ca for details regarding COVID-19 sample submission protocol.

• Staff will be on site as needed to process samples in batches so sample turn-around times may vary.

• Users can scan the QR code at the sample drop-box to send an email notification to chemistry.aims@utoronto.ca.

• There is absolutely NO ‘drop in’ sample submission to LM18. All samples must be placed in the drop box located outside LM65.

• Users should book a drop-off time for sensitive samples (e.g. temperature, air, moisture, etc.).

• Samples should be contained in a Zipper lock type bag along with the submission form.

• Used samples will not be customarily returned to the Outbox as in the past.

• If clients desire to have a sample returned, he or she must inform the staff and the sample submission form must be accompanied by a coloured sticky-note with ‘SAMPLE RETURN REQUEST’ indicated. These samples will be placed in the Outbox for retrieval.

• All results will be disbursed in electronic form. No hard copy results will be provided.

SOP-Prepared by Matthew W. Forbes

Reviewed & Approved by ..............................................................