

SOP for use of Keck Facility instruments during COVID-19 pandemic

1. **Users must wear a mask and lab coat at all times.**
2. Upon arrival, **user must wash hands before using Keck equipment.** If users want to wear gloves, fresh gloves must be donned. Gloves are available in the Keck Facility by the main door.
3. **Spray the plastic covering on the keyboard with 70% ethanol** and let sit during steps 2 and 3. Do not remove the plastic from the keyboard.
4. **Wipe all touched surfaces, the eyepieces and eyepiece module with a kimwipe that is wet (but not dripping) with 70% Ethanol.** This includes but is not limited to: computer mouse, eyepieces, stage control (joystick/wand), focus knobs, stage inserts, buttons on the microscope, touchpads, immersion oil bottles and bench top. Do not remove the layer of thick plastic over touchpads –this reduces the risk of damage to the screen.
5. **Wipe keyboard**
6. **Eyepieces must be covered with a new piece of Saran plastic wrap** over the whole depth of the eyepiece tube (see picture). A piece of plastic wrap the length of the keyboard works really well.
7. **Perform Imaging and copy data**
8. **Prepare samples to return to lab**
9. **Remove eyepiece covering** (a recycling bin for plastic film is in the first bay of the main lab)
10. **Wipe all touched surfaces with a kimwipe that is wet (but not dripping) with 70% Ethanol.**
11. **Prior to exiting, wash hands.**

