

CCI changes in provision during COVID-19

Summary of key changes:

1. Safety changes and procedures
2. CCI onsite provision changes
3. Staff availability and contact details
4. Phased return requirements of facility users
5. Booking equipment
6. Links to important documents

1. Safety changes and procedures to follow.

The CCI and its users must adhere to the local policy and rules for the area. It is a requirement that any persons entering the Biosciences building **must** read and sign the biosciences risk assessment for COVID phased return, as well as watch the mandatory webinar recorded by the biosciences. (See links at end of document, or contact Debbie Peers, ISMIB safety coordinator for more information about Biosciences safety requirements)

There will also be a new CCI-COVID specific risk assessment as well as updates to the CCI guidelines, which any user wanting to access the facility must follow. Details of these are located on safetynet. **It is a mandatory requirement for any person working / entering the CCI facility to read and adhere to the local safety rules and policy. If a user is found in the area without prior acknowledgement of procedures or failing to adhere to local rules, their access to the facility and use of equipment will be stopped.**

2. CCI onsite provisions will change.

Access to CCI workstations for data analysis will continue to be done remotely. Meetings about any imaging projects / use of the CCI facility will be arranged virtually until further notice. There might be reduced availability on the acquisition instruments due to space limitations dictating the number of persons that can safely work in one area at anyone time.

3. CCI staff availability will be reduced.

The CCI will soon be short staffed and without a dedicated technician from the beginning of July whilst Jen is on maternity leave and any new recruitment / cover is halted by the University at this time. Marie Held will be re-joining the CCI from mid-August for image analysis and some technical support.

Any CCI staff support must be arranged in advance, and there is the possibility of a delay to responses at busy times.

4. Phased return for users working within the CCI facility.

Phase 1: will only be for fully trained and expert users of the facility, who have proven ability and experience using the CCI equipment independently with minimal CCI staff support. There will be limited direct staff availability during this time. However, there is the opportunity for a selected number of very expert users, named super-users, to receive a short, specialized induction and be able to sort out basic maintenance issues, help themselves and colleagues to cut waiting times especially in case of malfunction of the system. Potential super-users will be contacted in a separate mail.

Phase 2: for any user of the facility, existing or new, where staff support is likely to be required in the facility. We may not be able to run new training and inductions at this stage, if this is the case assisted use whereby CCI staff provide imaging data will be offered as an alternative where staff resource permits.

5. Booking of equipment will be via a different software

TD facilities will be migrating to a new, centralised booking system, BookIt-lab.

Login to the booking system will remain via the UoL MWS username and password, and trained users will be able to request to book equipment.

For the initial phased reopening of the facility, and until users have been confirmed to have signed and acknowledge the relevant safety documents on safetynet, **all equipment bookings will require approval via the CCI.**

6. Important links

CCI phased return webinar with Q&A (22nd June 2020):

<https://stream.liv.ac.uk/h35earx8>

Biosciences building COVID phased return (11th June 2020):

<https://www.liverpool.ac.uk/intranet/integrative-biology/ismib/site-safety/>

Biosciences Building COVID phased return risk assessment:

https://safetynet.liv.ac.uk/risk_assessments/view/general/80/

CCI COVID phased return risk assessment:

https://safetynet.liv.ac.uk/risk_assessments/view/general/84/

BookIt-lab, equipment booking:

<https://srf.liverpool.ac.uk/Login>

CCI contact – teams group for meetings, video calls and general questions:

<https://teams.microsoft.com/l/channel/19%3af37e25d7cc634a0d9a67facf11ff5ef5%40thread.tacv2/General?groupId=5180410d-d4e7-4ea8-9cdb-13546fe657ee&tenantId=53255131-b129-4010-86e1-474bfd7e807>

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