Working at ALMF during COVID-19 pandemic
In addition to EMBL Safety Policy and all other safety rules

1. When you enter the microscope anteroom, please ...
   - Keep wearing your community mask for mouth-face protection
   - Put **FRESH** gloves on and enter the microscope room

2. When you enter the microscope room:
   - Disinfect all commonly touched surfaces with 70% EtOH
   - In case you need to use the eyepieces:
     Cover both oculars and the area above and below carefully with cling film. Use sticky Tesafilm for fixation if needed

**Attention:**
If using the eyepieces, you may get in contact with your eyes, nose and mouth! Avoid using the eyepieces if possible, e.g. use hardware autofocus or start imaging. Please contact ALMF if you need help!

Wearing of safety goggles during work is optional.
3. Working area and touched surfaces to be disinfecting with 70% Ethanol before and after microscope usage:
This includes:
• Focus wheel
• Keyboard and mouse
• Stage controller /joystick
• Cling film on touch pads (please leave foil on !)

How to disinfect:
Moisten the clean kitchen roll paper with 70% EtOH. Do not use excessive amounts of disinfectant liquids.
**Warning:** Take care as 70% EtOH is flammable. Avoid inhaling aerosols.

4. After microscope usage
In addition to disinfection (see 3.) please:
• Dispose of cling film from eyepiece and tissue into the waste bins
• Dispose your gloves in the anteroom after leaving the microscope room

Please follow these safety rules to ensure a safe working environment for all - thank you very much!

Based on recommendations and templates from:
Support and Introductions in the ALMF during COVID-19 pandemic

1. **ALMF Support:**
   ALMF staff supports microscope users via remote solutions (Zoom, Skype, phone for communication, NoMachine for remote control of microscopes) as much as possible.

   **Please do not hesitate to contact ALMF staff, best by email to almf@embl.de or direct email, if you need support.**

2. **ALMF Introductions:**
   Microscope introductions are available again. We keep track of trainings including participating users via PPMS.

   For safety reasons most parts of the introduction will be performed using remote access and communication tools.

   If it is necessary to be together in the same room, FFP2 masks shall be worn (provided by ALMF). Personal interaction using FFP2 masks is limited to a total of 30 minutes per introduction.

   Please take into account that our capacity for introductions is limited. On average, introductions will take longer under the current restrictions.

   Send your enquiries for introductions only to almf@embl.de.
How to put on, use, take off and dispose of a face mask for microscope introductions

• Before putting on a mask, disinfect hands or wash with soap and water.
• Open the mask and shape nose clip with your finger.
• Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
• Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
• Replace the mask with a new one if damp or contaminated. In the current situation, FFP2 masks may be reused but only by the same person.
• To remove the mask: remove it from behind (do not touch the front of mask); clean hands with alcohol-based hand rub or soap and water. Store mask openly at a personal and dry place if to be reused.