

## OU Mass Spectrometry Core Facility Continuity Plan

Access is restricted to those who have been approved by Dr. Steven Foster (see below). Please do not enter if you are not approved and do not touch the doors.

Dr. Foster will not be communicating person to person. If you need to talk, please email at [fosters@ou.edu](mailto:fosters@ou.edu). If it is an emergency see the safety placards on the MS Facility doors for phone numbers.

1) Sample submission for those with building access will be as follows:

- a) Please email Dr. Foster before submitting samples.
- b) The sample submission computer will be located on the table outside the far north MS Facility door. There will be a spray bottle with 70% EtOH and a roll of paper towels. Please sanitize your hands before touching anything. Then spray some EtOH on a paper towel and clean the mouse and keyboard. Dispose of paper towels in the waste basket. Place samples there in an appropriate container well labeled. If they are in need of refrigeration please place them in a small cooler on ice or with an ice pack (even better). Dr. Foster will move them to a proper location inside the facility.
- c) As usual, results will be sent electronically. If you need your samples returned please indicate so on the sample submission sheet.

2) Sample submission for those without building access will be as follows:

- a) Please email Dr. Foster about submitting samples.
- b) Sample details will all be worked out without face-to-face contact.
- c) A time will be arranged for samples to be dropped off outside the inner North door.
- d) Results will be sent electronically.

3) For those limited few with approved MS Facility access (see below):

- a) Please review the “SLSRC Building-Level COVID-19 Protocols”:  
<https://ou.edu/content/dam/cas/chem/docs/policies-and-forms/covid-19-response/phase-1-reopening/SLSRC%20Building-wide%20Protocols-Phase%201.pdf>
- b) No more than 1 person per lab per instrument will be allowed except under very special circumstances where 1 other person may be needed to temporarily instruct or supervise the other. Social distancing of at least 6 feet must always occur. If training must continue please explore ways that one person can be remote.
- c) There will be a bottle of 70% EtOH and a roll of paper towels inside and outside both MS Facility doors. ALWAYS sanitize your hands before touching the door. Dispose of all paper towels into waste. Wear a mask at all times.
- d) If you must open any doors, refrigeration devices, gas cylinders or any other community devices that others may have touched please disinfect them the same way first.
- e) Once inside the facility, approved users should spray some 70% EtOH on a paper towel and disinfect your keyboard and mouse.
- f) Just before you leave please sanitize things you touched and your hands before you touch the door handle to leave.

People with approved access: Vincent Bonifay, Luca Fornelli, Ryan Oates, Jake Kline, Nagib Ahsan, Justyna Adamiak, Nathan Donahue, Tom Fenn, Alejandra Hernández-Santana, Chandar Bandari, Zhibo Yang and all his students.

\*If you believe you should be on this list please contact Dr. Foster.