Greetings –

With the COM approving the phasing-in of limited research, the MBCF will open on Tuesday, June 2nd  to serve the community.   Starting immediately, the following rules are in place for using the MBCF:

1. **All Core Facility use MUST BE booked by 5:00 pm the day before**.  This can be done ***ONLY by sending an email to*** [MBCF@etsu.edu](mailto:MBCF@etsu.edu).  Please do **NOT** send email requests either my or Rhesa’s individual email accounts.  She and I can both access the Core’s email account, but we cannot check each other’s account.  Please do NOT leave voice messages on our phone.  The voicemail system is not set up for us to check messages remotely. **NO walk-in service** will be permitted. If you need to drop off samples please contact us to arrange a time. We are currently working on developing an electronic sign-up sheet (Outlook calendar) and a location point where samples can be dropped off without making an appointment.
2. **All Core Facility use MUST be during the hours of 9:00 am – 4:15 pm**.  NO nights or weekends will be permitted.  Assays which must be tended (such as using the GBOX) MUST be **finished** by 4:15 pm.  Assays which can run unattended overnight (such as using the QPCR machines) are permissible, as long as the set-up is completed by 4:15 pm. The abbreviated access hours will give us the time we need to sanitize the Core.
3. **Only ONE user will be allowed inside the Core Facility at any given time** in order to promote social distancing.  The door will be closed, please knock before entering.
4. **No individual with fever or respiratory symptoms will be permitted inside the lab.**
5. **Orders will be placed on MONDAYS.**  HOWEVER, THIS IS SUBJECT TO CHANGE depending upon the situation with ETSU and Covod-19.
6. **All users of the MBCF MUST wear PPE including gloves and a mask the entire time they are inside of the facility**.  Investigators must provide their own PPE; we strongly suggest you bring extra gloves.  Masks must be worn correctly (covering nose and mouth).  Users will NOT be permitted to enter the facility without correctly worn PPE.
7. **All users MUST sanitize their work area upon completion of their activity**.  A bottle of 10% bleach will be provided for you to wipe down your area.
8. **All research services, such as DNA sequencing and genotyping will be performed**.  This is also subject to change if we are not able to procure supplies.
9. Users are NOT allowed to touch Rhesa’s desk/chair, or place any materials upon it.

These rules are put into place to protect Rhesa’s and our users’ health.  Violators of these rules will immediately lose their MBCF privileges; there will be no warnings.  Further, I reserve the right to report violators to Dr. Block for disciplinary action.

**Michelle M. Duffourc, Ph.D.**