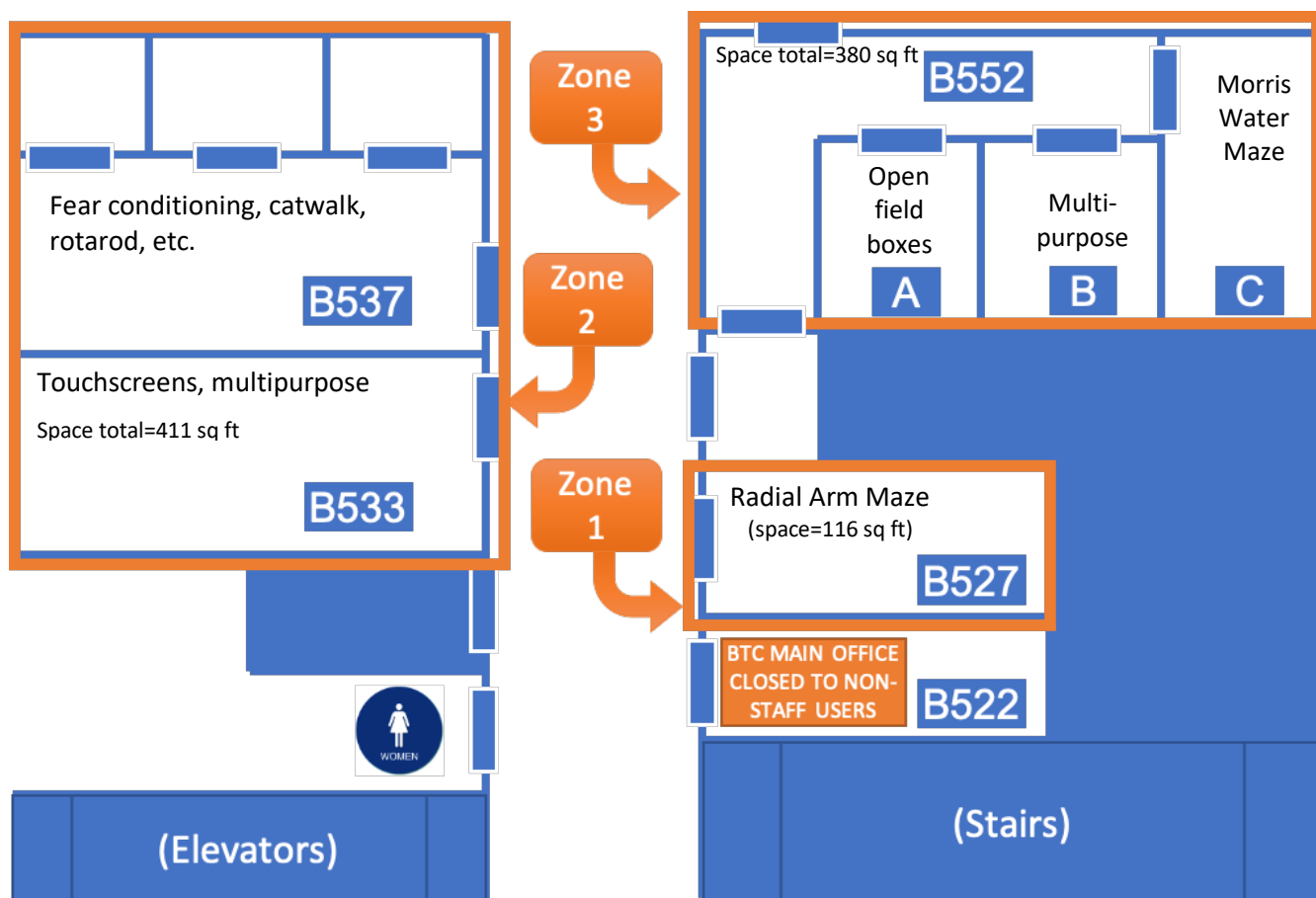


Guidelines for Re-opening the UCLA Behavioral Testing Core (BTC)

In order to facilitate users returning to their scientific research, while providing a safe environment that allows for maintaining proper social distancing, the BTC has developed the following plan for opening the core, as well as specific guidelines for core users:



1. All users and their PI must review new and existing safety protocols and indicate their agreement to adhere to these guidelines by signing the "BTC General User Responsibility Agreement". A signed copy must be returned to the BTC before access will be granted.
2. **All users must submit proof of a phase-dependent individual researcher operational plan that has been approved by the users' relevant Dean**
3. During the COVID-19 pandemic, the core will be divided into 3 zones. Only **ONE USER** is allowed to be working in each zone at any given time.
 - a. Some zones include more than one room. However, because of the close proximity of the doors/rooms, we need to minimize risk of contact and cross-contamination between users and, therefore, will only allow one user in that space at a time.
 - b. Users should book the room within the zone and BTC staff will blackout the remaining rooms in the zone during that reservation time
 - c. If there is any accidental overlap, the zone will be assigned to the user that signed up for the reservation first.
 - d. You must book the room even if you are only using it for analysis, however priority will go to experiments. If you need to use a zone that is booked for analysis, please contact the BTC staff to resolve the situation.



Guidelines for Re-opening the UCLA Behavioral Testing Core (BTC)

4. The BTC Main Office will be CLOSED to all non-staff users. Please do not attempt to enter the office at any time.
 - a. One BTC staff member will be “on call” during regular business hours. This staff member’s name and contact info will be posted on the door to the BTC Main Office. If any user requires assistance during their reservation time, they need to contact the staff member via text/email only. **DO NOT attempt to contact the staff member in person.**
5. The following cleaning and PPE requirements MUST be followed or access will be revoked:
 - a. Users are required to wear PPE **at all times** when using the core. This includes, at minimum, a face mask, gown, and gloves. **Face masks must be kept on at all times while using the core.** This includes while in BTC rooms, as well as in hallways adjacent to BTC rooms. Please note that DLAM may not always have PPE in stock due to shortages. As such, please come with a clean lab coat or scrubs. *PIs are responsible for providing necessary PPE.*
 - b. Cloth masks are **NOT ALLOWED** in any animal vivarium room. If users only have access to cloth masks, we advise to switch to a surgical mask upon entering the BTC.
 - c. Before and after each reservation, the user must spray all surfaces with StrikeBac, including carts, counter tops/tables, and equipment.
6. At the end of a reservation, after returning animals to their housing room and properly disinfecting used surfaces and sweeping up any loose bedding, **the user MUST alert the on-call BTC staff member (via text/email) that they have ended their session.**
 - a. To ensure proper decontamination, after each session, a BTC staff member will perform a second wipe-down of all surfaces, including floors, doorknobs, and any equipment the user may have come in contact with.
 - b. A 15-minute buffer time will be required between all booked experiments to allow sufficient time for BTC staff to decontaminate the area.
7. To reduce vivarium congestion, please do any pre-experiment handling (or any other procedures requiring > 15 min) in one of the BTC behavior rooms. **You will not be charged for this time.**
8. Off-site use of equipment will be permitted. It must be arranged with BTC staff at least 24 hr prior to the start of the reservation.
 - a. BTC staff will disinfect items and leave them on a cart outside the BTC office.
 - b. All items must be returned to this same cart and wiped down with StrikeBac (a bottle of which will be on the cart).
9. BTC is no longer using gmail for scheduling. **We are moving to a new calendar system** to better track room use and resource allocation. Users will be given access to the new calendar system once they are approved to resume research on campus.
10. Behavior testing door codes will be changed. Upon receipt of each user’s necessary documentation mentioned above, the approved user will receive access to the B floor, and will be given the door code.

Guidelines for Re-opening the UCLA Behavioral Testing Core (BTC)

- a. Each individual user must use the card swipe to enter the floor. Do not enter without swiping your card, even if someone else has already swiped. In the event of a Covid-19 infection, we must be able to conduct contact tracing.
 - b. Any user found to share a door code to a non-approved user will lose all BTC privileges.
11. Any unauthorized user attempting to access the core or use core facilities/equipment without approval will lose all future core privileges.

Thank you for your heightened cooperation during this pandemic. Please contact us immediately if you have any further questions or require any clarifications on our re-opening policies.

Sincerely,

Lindsay M Lueptow, PhD

UCLA Behavioral Testing Core, Supervisor

llueptow@psych.ucla.edu

<https://btc.psych.ucla.edu/>

Irina Zhuravka, BA

Behavioral Technician/Assistant Manager

irina.z.fanselowlab@gmail.com

<https://btc.psych.ucla.edu/>



UCLA Behavioral Testing Core (BTC) Core Facilities General User Responsibility Agreement

UCLA Environmental Health and Safety is in agreement with the policies set forth in this BTC Core Facilities General User Responsibility Agreement. In order to conform to safety standards required by law, UCLA Environmental Health and Safety (EHS) while still allowing efficient operation of the BTC Core Facilities, it is required that each user and PI sign the following agreement:

1. User has been instructed regarding safety procedures in the BTC Core Facility in which he or she will be working.
2. User has been made aware of specific safety requirements and location of the safety equipment, first aid kit, safety folder including MSDS, eyewash station, operation manuals and other tools/materials/equipment essential for safety.
3. User understands that it is the user's and his or her principal investigator's responsibility to obtain all necessary safety and other trainings, certificates, records, individual safety equipment etc. required by the law, UCLA safety administration and the BTC Core Facility in which he or she is working. User may not use facility if he or she has not completely fulfilled and conformed to all safety requirements.
4. User recognizes that the facility managers have the responsibility for safe operation of the labs and the authority to stop or prevent work which, in their opinion, endangers the safety of any users or personnel. In the event of a serious or repeated unsafe work practice, a user may become subject to suspension or even permanent revocation of facility privileges.
5. Visitors to the facility must be escorted by an approved user. User must indicate lab safety procedures to visitors who will be present while equipment is being used or during other lab procedures.
6. User will exert all possible efforts to comply with safety requirements when in the BTC Core Facility laboratories.
7. The PI assures that all necessary Biosafety approval for the experiments planned has been obtained before commencing work and all hazards associated with the experiments planned have been communicated to the MSSR.
- 8. User has reviewed the guidelines for use of BTC facilities during the COVID-19 pandemic and agrees to follow all required safety guidelines.**

User Printed Name _____ Signature _____

PI Printed Name _____ Signature _____