

## VBCF HISTOLOGY

- **Opening Times:** the VBCF-HP Facility are open to users daily after histoteam finishes their shift operation indicated in the reservation system.
- **Mandatory reservation:** no walk-ins. All activities must be booked in advance through the Facility's reservation system. A personalized, multiple use link to the reservation system will be provided after submitting request to: [hp@vbcf.ac.at](mailto:hp@vbcf.ac.at). There is a mandatory break of 15 minutes between bookings to allow for sufficient air exchange. All submitted booking request must be approved by Agnieszka Piszczek. Only people with approved reservations are allowed in the premises of VBCF-HP Facility.
- **Reservation is allowed only two weeks in advance** and the HP shifts plan is updated every Saturday for the next empty week (after Week 1 for Week 3, after Week 2 for Week 4 etc.)
- **One person one room:** only one person is allowed to work in main room of the HP Facility at a time. When passing by another person, coordinate to maintain a minimal distance of 2 meters.
- **Wear a lab coat, gloves and masks at all times.** Change gloves immediately after sample preparation and before touching anything else. Wear fresh gloves also when operating equipment, including microscopes, computers, etc.
- If possible, **do not use eye pieces** at microscopes, as they pose a risk of viral infection through the eye! If you have to use them, disinfect eye pieces thoroughly before and after usage and use safety glasses or cling film ("Saran Wrap")
- **If you need help** (e.g. problem with a sectioning equipment), call Agnieszka Piszczek (mob: 06763354852). Major issues – issues that cannot be resolved by the user independently – cannot be resolved remotely. Hence, the user has to provide a detailed information to the person on duty and leave the premises.
- **No in person meetings:** all general or project meetings must be done online or by phone