

ACCESS TO PLANT GROWTH FACILITY (PGF)

Updated June 10, 2020; Kevin Reilly

Using IdeaElan for Booking Potting Rooms and other Common PGF Work Areas

IdeaElan is an online system, accessible at:

<https://secure7.ideaelan.com/Danforthcenter/Public/AppLogin.aspx>

Read the below guides to get started with IdeaElan booking system.

[IdeaElan Quick Start Guide:](#)

[IdeaElan PGF Addendum:](#)

DDPSC employees are pre-registered and need only to log in with their Danforth credentials (same as email).

External users will need to have an account set up for them by a Facility Admin (e.g. Kevin Reilly)

IdeaElan is currently used by multiple core facilities such as ABL for booking microscopy instruments as well as DDPSC shared equipment. IdeaElan is also useful for booking spaces such as PGF Potting Room workstations, Seed Processing Rooms, and more. This system is being used to allow Phase 1 planting and other work to proceed while spacing users out both physically and temporally. Only a limited amount of workspaces within an area are allowable, and users will also be able to see where and when others are booking.

Gaining Approval for accessing PGF Growth Spaces

PGF ACCESS REQUEST LINK: <https://forms.gle/83JYdN5pigDqAqrL7>.

Access to the Plant Growth Facilities (greenhouses, chambers, seed coolers) must be scheduled in advance and written approval is required prior to entry into the PGF. This is to promote both temporal and spatial distancing for the safety of PGF users and staff.

- Users must receive prior written approval to access PGF.
- Requests to access the facility should be submitted at least two (2) days in advance.
- Submit requests using the online PGF access request form:
 - **PGF ACCESS REQUEST LINK:** <https://forms.gle/83JYdN5pigDqAqrL7>.
- Indicate time and day flexibility
 - Non-peak hours and days (including weekends) tend to be more available, especially for longer access durations
- Approvals will be sent via email, typically the morning prior to the date of approved access.
- Do not access the facility without prior written approval.
- Be sure to access the PGF for **approved** time, which may differ from the requested day/time, depending on availability.

- Contact Kevin Reilly (kreilly@danforthcenter.org) and/or Kris Haines (khaines@danforthcenter.org) with any scheduling questions.

PPE, Sanitation, & other Safety Requirements:

- To reduce risk of COVID-19 transmission, face masks must be worn in areas where others are present and near high-traffic areas where others are likely to be present. This includes corridors/hallways, potting rooms and other common areas, chamber facilities (PGF-A/PGF-B), as well as anytime working in an area where another person is present.
- Gloves, protective eyewear, and lab coats should continue to be used as required for chemical and biological safety purposes.
- Practice physical distancing of at least six feet from others. Do not congregate in corridors, hallways and other high-traffic areas.
- Disinfect work surfaces, cart handles and instruments both before and after use. There are disinfectant wipe stations located throughout the facility. Potting rooms and work areas have a sanitation kits at each designated workstation, equipped with sanitizing spray and paper towels
- Wash hands regularly with soap and water, or use hand sanitizer. Sanitizer stations are located near entrances and throughout the facility.
- Stay alert and be aware of your surroundings, especially in high-traffic areas like corridors, hallways and potting rooms.
- All users and staff are to complete a wellness certification before arriving onsite for work. An email will be sent out each morning at 2:00am from Wellness@danforthcenter.org and will request response to three (3) wellness questions. Please contact Kevin Reilly or Todd Hornburg if you are not receiving these emails.