

MagRes Return-To-Work Preparations

Draft: 1-6-2020

Key Users

possibly available

- Laurynas
- Jyrkii
- James Whipham
- George (not on key users?)
- Christian Bengs
- Giulia Melchiorre
- Phil Williamson
- Jörn Werner
- Peppe Pileio
- Marcel Utz
- Malcolm Levitt
- Marek Plata

not available

- Francesco (contract ended 31/5)
- Marina cannot access building (missing ID card)
- Sylwia
- Soumya (furlough)
- Manvendra Sharma (furlough)
- Patra (furlough)

Issues To Be Clarified

- How are PPE supplies distributed from chemistry stores?
- How are sharps containers disposed of in chemistry?

Access

The preparation tasks will be carried out by key users, which are already approved for building access. The above schedule is to be strictly adhered to; any changes need to be discussed beforehand with the head of section. The established procedures for access need to be followed (email to Sally Dady, sign in/out at the night entrance).

Work Protocols

Since the goal is to provide a clean (i.e., virus-free) work environment, it is necessary to adhere to very strict hygiene protocols while carrying out these

preparation tasks. This means that

- **face masks** need to be worn at all times while in B27
- **gloves** need to be worn while working inside the lab. They are to be put on *only after* entering the lab where the work is to be carried out, according to the following protocol:
 1. sanitise hands
 2. put on gloves
 3. sanitise the outside of the gloves again. Gloves must be taken off and discarded every time the lab is left (e.g. to go to the toilet).

The reason for this is that we are treating the corridors and especially door handles as contaminated.

Tasks

De-Clutter

In the next phase, the labs will be operated on the basis that all small items are only to be present on visible surfaces when they are actively being used. This means that items such as

- hand tools
- connectors and cables (BNC, power cables, etc)
- small instruments (e.g., hand-held multimeters, thermometers, etc)
- samples
- glass ware
- bottles and containers with chemicals

are to be kept strictly either in the appropriate cupboards and drawers or in transparent plastic containers that are labelled with user's names. In some labs, chemicals are commonly stored on open shelves. The important thing is that no items are left lying around on work surfaces.

As we get back into the labs, the working protocol will be that items are to be taken out only when needed by a particular user, and returned to their storage place *after sanitation* at the end of that user's shift. This ensures that no one is exposed to items that have been touched by another user, thus limiting the risk of surface transmission.

The task is to put away all items currently lying around. They do not need to be sanitised at this point, since they have not been handled in months.

Checklist

- [] Lab checked for obvious signs of damage, water leaks, etc
- [] Work surfaces clear of hand tools, writing utensils, connectors, etc
- [] Water taps flushed for at least 1 min (hot and cold)
- [] Chemicals properly stored

- ☐ Solvent bottles checked for damage
- ☐ Ether bottles (THF, diethyl ether) checked for peroxides

Protective Equipment The task consists in making sure that all protective equipment is in place, and easily accessible for anyone entering the lab.

Gloves. There will be a strict glove and sanitation policy in place in the NMR labs. An area on a table near the entrance door in each lab will be designated where gloves and hand sanitiser will be provided, along with a bin for disposal of gloves. The task is to ensure that this is in place.

Safety Goggles. Various labs have a box where a number of safety goggles are stored for shared use. This is obviously problematic in the current situation. Safety goggles must be disinfected after use before being placed back in to the container.

Checklist

- ☐ First aid equipment in place and in date
- ☐ Fire extinguishers in place and in date
- ☐ Lab gloves available
- ☐ Hand disinfectant available
- ☐ Safety goggles container in place

Clean surfaces

All work surfaces need to be wiped down with isopropanol regularly. This includes

- benchtops
- desks
- handles on doors (e.g., spectrometer consoles, cabinets, etc)
- computer mice and keyboards
- keypads and handles on instruments (oscilloscopes, etc)
- microscopes (control surfaces and oculars)

If the lab has a linoleum floor, this also includes wet cleaning of the floor (mop and bucket is available in 27-2005). In the case of carpeted NMR labs, this includes Hoovering (I believe a Hoover is available in Weidong's office)

The task consists in doing this for the first time. After that, each user will do the same at the end of their shift to the surfaces that they have used. In addition, a complete surface wipe down of each lab will be done regularly (e.g., once a week)

Checklist

- ☐ Benchtops and desk surfaces wiped down
- ☐ Major instrument keypads etc wiped down (where possible)
- ☐ Computer keyboards and mice wiped down
- ☐ Door handles wiped down

- [] Floor cleaned (wet/h Hoover as appropriate)

Instrumentation

Instruments and electrical appliances must be checked for damage; some of them may require some maintenance before they can be used again. The checklist covers basic labs

Checklist

- [] Fridges and freezers: checked for function and ice-buildup
- [] Oil-based vacuum pumps: oil quality checked
- [] PAT testing in date for all appliances
- [] Instruments with water cooling checked for mold/algae

Schedule

Laboratory	Task	When	Who
27-1005	PPE		Weidong
	de-clutter		Marek
	de-clutter PH2		Laurynas
	clean surfaces		Marek
	instrumentation		Marek
	flush heat press cooling		Marek
27-1009	PPE		Weidong
	de-clutter		Evie
	clean surfaces		Evie
	reboot incubators		Evie
	reboot laser cutter	Phase I?	Marek
	PPE		Evie
27-1097	PPE		Weidong
	de-clutter HP lab		Peppe
	clean surfaces HP		Peppe
	de-clutter 300,700 spectrometer		Giulia
	clean surfaces spectrometers		Giulia
27-1085	PPE		Weidong
	de-clutter		George
	clean surfaces		George
	PPE		
27-1119	rearrange desks	29/5 am	Weidong
	PPE		Weidong
	de-clutter spectrometers		Laurynas

Laboratory	Task	When	Who
	de-clutter workbench		Laurynas
	clean surfaces		Laurynas
27-1141	PPE		Weidong
	door signage		
	clean surfaces		Jörn/Phil
prep lab	follow up drain pump		Weidong
prep lab	de-clutter		Phil/Jörn
prep lab	clean surfaces		Phil/Jörn
prep lab	sharp disposal		
prep lab	vacuum pump, glove box	Phase I	
600 LS	de-clutter		Jörn
400 SS	de-clutter		Phil
600 SS	de-clutter		Phil
27-1045	de-clutter	coordination with Hayden group	Malcolm?
	clean surfaces		
	PPE		