

Social Distancing and Safety Guidelines for the NanoFabrication Facility

Dear Members,

As we prepare to partially reopen the NanoFabrication Facility to users, we are instituting additional safety and social distancing guidelines in order to ensure the safety of all our members and the staff during the COVID-19 pandemic. Please review all of the guidelines below, and let the staff know if you have any questions.

1. **There will be limited staff on site:** In order to comply with the university and state imposed social distancing guidelines for workplaces, staff members who work in a shared office will work in rotating schedules. Therefore, not all of the nanofabrication staff will be on-site at the same time. The staff members who will be working from home will still reply to email and Slack messages. However, some equipment and process related issues might take longer to resolve due to these limitations.
2. **No New Users or No New Equipment Trainings:** In an effort to limit interactions, we will not hold any new training or orientation sessions during the reopening.
3. **Gowning Procedures:** During the first phase of the reopening we are instituting the following modifications to our gowning procedures:
 - 3.1. The clean room face masks must be worn in all parts of the ASRC at all times.
 - 3.2. You must don the 1. Facemask, 2. shoe covers, 3. gloves, and 4. a hairnet **PRIOR** to entering the gowning room. Facemasks must be worn in all areas of the clean room at all times.
 - 3.3. Only one person is allowed to be in the gowning room at any given time. If you see someone in the gowning room, please wait for them to either enter the clean room or leave the gowning room before entering. Please form a line with a minimum of 6 ft between each person if a wait is required to enter the gowning room.
 - 3.4. You must thoroughly wipe down all items which you will be bringing into the gowning room / clean room using the provided IPA solution.
 - 3.5. We strongly encourage all users to use their own safety glasses during this time. However, if you will be using the safety glasses provided by the lab, you must disinfect them before and after each use, using the provided disinfecting solution.
 - 3.6. The clean room suits will now be laundered after every use. As you leave the clean room place your coveralls, hood, and suit shoe covers in the designated collection bin in the gowning room. Clean room suits must not be shared with any other user. Should there be a shortage of reusable suits, single-use disposable Tyvek suits will be made available. Tyvek suits should only be used if there are no more reusable suits available..
 - 3.7. Upon exiting the gowning room, please dispose of the gloves, hairnets, disposable shoe covers, and masks in the red bin outside the clean room.
4. **COVID-19 safety procedures while working in the clean room:** The following additional safety measures must be observed while working in the clean room during the of the reopening:
 - 4.1. **Occupancy limits: No more than three people are allowed to be in a single bay at any given time. Only one person is allowed in the SEM and Elionix rooms at a time.** This restriction is put in place in order to comply with the NYS occupancy limits.
 - 4.2. Social distancing guidelines must be observed at all times. Users must remain at least 6 feet apart from all other users. If this presents a conflict while loading / removing samples or operating equipment, users are

asked to take turns and use their best discretion and etiquette in order to comply with the social distancing guidelines. The NanoFab will continuously monitor the lab and watch the cameras to ensure that these restriction are being observed.

- 4.3. In order to aid users in observing the social distancing guidelines we created a NanoFab Google Calendar. Please use the calendar to let other users (and staff) know exactly when you plan to be in the clean room and which equipment you will be using. This calendar should be used in conjunction with Badger in order for everyone to better plan their day. For example, if you reserve a particular tool for 6 hours, however, you will only be present inside the clean room for the first and last 15 minutes of that reservation in order to load and unload your sample, please indicate this in the calendar. Doing so will alert other users that they may safely use tools in the vicinity of the tool which you reserved during the middle 5.5 hour time period of your reservation. The NanoFab staff will routinely check the calendar to ensure compliance.
 - 4.4. Only one person may use a chemical hood at any given time.
 - 4.5. If you are performing a chemical process that requires a chemical buddy, that person must be present in the clean room and remain 6 feet away from you during the time when you will be performing this process.
 - 4.6. You must wipe down the eye pieces of all microscopes before and after use. You cannot walk away from a microscope, regardless of the duration of your absence, without thoroughly wiping the eye pieces.
 - 4.7. If you happen to touch your face or any other exposed skin, while wearing gloves, you must change your gloves immediately.
 - 4.8. Should any equipment or surface in the clean room come in contact with bodily fluids, for example, as a result of a sneeze, you must immediately disinfect that area with the provided 70% IPA solution.
 - 4.9. During after-hours operation, a maximum of 4 people are allowed in the clean room at any given time. Please consult the google calendar to ensure compliance with this rule.
5. **Ensuring Compliance:** Users who violate any of the above rules will initially receive a warning. If the same user is found to violate any of the above rules after receiving the warning, that user will lose all access to the clean room for the duration of the mandatory social distancing guidelines. The staff will continuously monitor the cameras, and the equipment reservations using both the Google Calendar and Badger in order to ensure compliance. If you would like to report non-compliance to the staff you may do so by
- Privately messaging us on Slack, or
 - Using the anonymous building-wide reporting system which can be accessed using this link: https://asrc.formstack.com/forms/anonymous_covid19_safetyconcerns

All reports of non-compliance with social distancing will be reviewed by the nanofab staff as well as ASRC administration.

We thank everyone in advance for their cooperation and adherence with these new guidelines!

Sincerely,
~NanoFab Staff

Calendar Link:

<https://calendar.google.com/calendar?cid=cWo3bG9ub2doNXQxcDIIsNG83MHVtazdiaDBAZ3JvdXAuY2FsZW5kYXluZ29vZ2xiLmNvbQ>