NFC Operation Plan for COVID Restart

Phase 0: Staff prepares lab for Phase 1

- Staff only present
- Duration 4 days minimum
- Any needed cleaning to be done - currently ongoing
- Any changes to rooms performed to facilitate safe operation (gown room changes, PPE dispensers, tool relocation to increase distance) - currently ongoing
- Gathering of needed PPE - currently ongoing
- Notification for users of new policies once an opening date is set
- Return instruments to running conditions

Phase 1: Limited operation

Summary:
- Initially a maximum of 6 users allowed in the cleanroom
- Initial Hours of operation M-F 8 AM to 5 PM
  - Staff cleaning and restocking supplies from 7 AM to 8 AM
  - Users present in cleanroom from 8 AM to 12 noon
  - Staff cleaning from 12 noon to 1 PM
  - Users present in cleanroom from 1 PM to 5 PM
- Staff present to enforce physical distancing and cleaning
- Users only allowed in scheduled, rationed shifts
- No new user training and no existing user training for new instruments

Details

User Policies

Gown Room
- Remodeled Gown room to eliminate user’s smocks touching each other. This provides an individual plastic bin to store their individually assigned smock, hood, and cleanroom booties.
• Users gown by:
  • Donning disposable one use booties, hairnet, and base layer of gloves
  • Users may use their personal mask. If they do not have one, a disposable mask will be provided
  • Donning individually assigned smock, eyes-only hood, and cleanroom boots
  • Storing their personal face mask in their individual plastic bin in a ziplock bag
  • Putting on their assigned individual personal safety glasses
• Users degown by opposite order
  • Users will wash their hands in the gown sinks after degown and removal of cleanroom gloves.
• Provided by NFC in pre-gown area for one use only: Disposable face masks, paper blue booties and bouffants
• We will limit the gown room to two persons at a time.
  • Install a camera in the gown room with a monitor in the building hallway for entering users to view if gown room is available.
  • Exiting users will view the gown room thru the window in the gown-to-cleanroom door

While in Cleanroom
• Users will not remove the base layer of gloves. If a glove gets dirty/torn add second glove on top of base layer of gloves
• Isopropyl and wipes will be provided in all spaces for disinfecting cleaning
• Users required to wipe all keyboards before after use
• Users required to wipe tool interface buttons and switches before and after use
• Users required to wipe tool handles, doors, knobs before and after use

Staff Policies
  o Staff Wipe downs: 7AM-8AM with no users present and 12PM-1PM with no users present
• Door handles, shoe brush machines, FOM pcs, tool PCs, target dry boxes, tool load-locks, vacuum chamber doors
  o Lockers in hallway are general use and a cleaning station is provided
  o Staff cleanroom cleaning (no student hourlies)
    • Restock wipes, gloves, pipettes. Empty trash (must wear N95 mask) once per day.
    • Floor cleaning
  o Staff launder of smocks and hoods

Physical Distancing
  o Limit users to 6 in the cleanroom simultaneously
  o Cleanroom scheduled with rationing sign up – implementation in rationing plan document
  o NFC will evaluate moving some tools to provide more physical distance
    o MJB3’s, litho microscope
  o Individual users will be responsible for 6ft physical distance with staff monitoring compliance
  o NFC staff limited to one person per chase and not in chase when users in adjacent bays

Training
  o Communicating new COVID operating policies to Users SOPs
  o Yearly safety renewal postponed
  o No training in Phase 1
    ▪ No new users given access to NFC
    ▪ No training of existing users on new instruments

Plan for rationing of resource
• Initial Hours of operation M-F 8 AM to 5 PM
  o Staff cleaning and restocking supplies from 7 AM to 8 AM
  o Users present in cleanroom from 8 AM to 12 noon
  o Staff cleaning from 12 noon to 1 PM
  o Users present in cleanroom from 1 PM to 5 PM
• Each PI will receive a specific # of 4-hour slots based on past usage
• PI will define which users and how many slots they can use in 28-day period
• Users will schedule their slots. The amount of time they are allowed to schedule will be limited by FOM
• Any slot not scheduled within 48 hours of that slot will be released for any approved user to schedule
• Unused slots not canceled within 48 hours of reservation will be billed for the entire slot (4 hours)
• PI will be charged for the full 4-hour cleanroom slot regardless of use to encourage a full use of the resource

Rationale

The above policies are based upon the following:

• Limit the number of simultaneous users in the cleanroom to prevent grouping of people (per CDC guidelines)
• Users will be required to maintain a minimum of 6 ft physical distance (per CDC guidelines)
  o Staff will be present to monitor and enforce
• Cleanroom will be accessed in blocks of time by the limited number of users.
  o Following each user time block the staff will do extra cleaning.
    ▪ Policy is to ensure a safe(r) environment
• To promote fair access to everyone, we will ration the limited cleanroom time to the PI’s based on past usage
  o To promote efficient use of the limited resource, PI will be charged the full 4-hour block of cleanroom time. PI’s should plan their use to give the most efficient use of the limited resource
**Phase 2: Changes in operation**

- PI rations from phase 1 are no longer in effect. Any approved user will be able to reserve up to five, 4 hour sessions in a rolling 2 week period. Please note that this does not mean that you can only use five sessions, it means that you cannot have more than five sessions reserved at any given time. As soon as you use a session, you’ll be able to reserve another session.
- Between 12 and 24 hours prior to a reservation, cleanroom reservations can be cancelled with 1 hour charge
- Cleanroom reservations cannot be cancelled within 12 hours of reservation (full 4 hour slot billed)
- Users can schedule cleanroom time within 2 hours of start time
- Cleanroom is reserved only in 4 hour blocks as in phase 1 and user will be billed for entire 4 hour block regardless of usage
- When needed cleanroom limit can go from 6 users to 8. The limit is currently 6 and will remain there until there is a consistent filling up of all available spots
- Open up cleanroom to larger population of users. Access will be offered to all users that had access in March 2020. If a user from March 2020, does not have current access they need to contact kurt.kupcho@wisc.edu and complete the required safety training prior to regaining access. Users that wish to have access reinstated will have the monthly access fee reinstated. If you opt to not have access reinstated now, you will be offered another option during COVID operating policies changed to have access reinstated one time without the re-start fee.
- Users will be expected to continue to clean before and after each use.
- External (non-UW) users will only allowed for special cases and if approved by Associate Dean for Research and VCRGE (contact jerry.hunter@wisc.edu for more information)
- No changes to any other policies (no new training, etc.)
- Cancellation penalties for individual instruments are posted in FOM and on the NFC Fees page at wcnt.wisc.edu
Phase 3: Changes in operation

- Cleanroom open 24/7 with buddy system in place for unstaffed hours
- Current cleanroom occupancy limits are still in place
- Staff will no longer clean between users, it is the user’s responsibility to clean at the end of your use. Users should not assume the previous user cleaned and should also clean prior to their use
  - There is no mid-day shutdown for cleaning
- Cleanroom reservations are no longer required
- 4-hour cleanroom blocks are no longer enforced
- Cleanroom can be reserved to assure that you can get your time.
  - If cleanroom is reserved and you don’t use the reservation you will be charged a no-show penalty
  - Cleanroom time will be charged by longer of reservation vs actual use
- External users allowed – they must complete all required training and review and agree to obey the policies outlined in this document
- Training will be allowed (see below for details)

Training in Phase 3

Starting on 9/14/2020, users may request training for use of instruments in the Wisconsin Centers for Nanoscale Technology (NFC, NIAC and SMCL).

Training will rely heavily on non-contact means of training, including telepresence and Canvas based courses. We expect that the large majority of training will be accomplished virtually.

Please note that due to the backlog of training, the new methods being employed and demands placed by other staff responsibilities, training will result in longer delays than pre COVID. This means the wait times will be longer than pre COVID. This is a simple result of the current situation and everyone will need to be patient.

Please request training through FOM and contact the person responsible for the instrument (see wcnt.wisc.edu for details) as in the pre-COVID days. The individual trainer will give you more details and our expectations of you for being trained.