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
  • Changing out of their personal face mask to a disposable Center provided face mask
  • 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 one person 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 assigned to individual users and cleaning left to each user and building janitors
  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