NIAC reopen Plan

**Phase 0: Staff prepares lab for Phase 1**
- Staff only present
- Duration 4 days
- Notification of new policies
- Any needed cleaning to be done
- Any changes to rooms performed to facilitate safe operation (boxes for gloves, etc.)
- Gathering of needed PPE
- Notification for users of new policies once an opening date is set
- Return instrument to running conditions

**Phase 1: Limited Operation**

**Summary:**
- Users must wear supplied paper surgical masks
- Room occupancy limited to one user for all rooms except sample prep and 177A (2 in these rooms)
- Initial hours of operation M-F 9AM to 5PM
  - Staff cleaning and restocking supplies 8AM to 9AM and 5PM to 6PM
  - Users present in instrument rooms from 9AM to 5PM, users to clean before and after use and staff will monitor
  - Staff present to enforce physical distancing and cleaning
- All use is by reservation only and reservations must be made 24 hours in advance. No walkup use is allowed. This is so that the total number of users in space can be controlled
- To discourage overbooking user will be billed for reserved time on heavily used instruments (SEM, TEM, XRD, FIB, XPS)
- Any reservations not canceled 48 hours before, will be billed a penalty. This is to encourage users to drop unneeded reservations

**Details**

**Maintaining Physical Distancing**
- Most rooms in the NIAC have a single instrument, only one person will be allowed in the room at a time
- Exception is the sample preparation and 177A rooms, two users will be allowed in these rooms
- All users will be required to have a reservation prior to coming to the center
  - The “express login” feature on FOM will be set to 24 hours prior to your reservation
  - Users that don’t have a reservation they will not be allowed into the instrument room. Note that this means you must have a reservation 24 hours prior to us
• Purpose of reservations only is to verify staff availability and minimize overlap of users in other areas
• No walk-up use, reservations only

• For rooms with multiple instruments, only one reservation/user will be allowed in that room. This can be controlled by changing the hours available on the instrument.
• Initially, Operating hours will be M-F 9AM to 5PM. Staff will have 1 hour before and 1 hour after to sanitize and clean.
• Instrument rooms will be locked at all times
• Access
  • For users that do not have building access, staff will go to door, verify reservation and let user into NIAC, release door and move out of the vestibule
  • For users that have building access: User must verify that the instrument room is empty prior to entry into the room
• After any kinks are worked out hours will expand to M-F 9AM to 8 PM and staff will either do 8AM to 5PM or 11AM to 8PM shifts. No instrument usage will be allowed between 8PM and 8AM or on weekends
• Staff support of users will be via telepresence only, either MS teams or a phone call
• On the rare occasion where interaction is required, both staff and user will wear facemasks and gloves and keep a minimum 6 ft distancing. Interactions of this type should be kept at an absolute minimum
• Staff will assure that max room occupancy is not exceeded

Training
• Communicating new COVID policies to users including PPE policies
• No new user training will be allowed until further notice. Only users already trained will be allowed access to the instruments
• After operation of the center for a few weeks and a potential relaxing of social distancing rules, we will put a training policy in place to assure safety of both user and staff in Phase 3

Cleaning
• User responsibilities
  • 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 responsibilities:
  • Staff will monitor that users are cleaning
    • Staff will clean at beginning of each day
      • Door handles
      • Keyboards, mice and tabletops
Dealing with initial influx of users

- Users will schedule their reservations using the FOM system
- To discourage overbooking and to assure availability for all users, heavily used instruments will be billed for the time reserved, not time used
- Calendars will be opened for all single instrument rooms. Scheduling will be on a first come first served basis.
- For multiple instrument rooms, we will review use and alternate the schedule for those instruments
- Max per user caps/instrument will be reduced to reflect reduced availability. At first this will only apply to instruments that currently have usage caps

PPE

The ability to open will depend on the current and ongoing availability of PPE and sanitizing material such as:

- Gloves and masks for users outside of rooms, assuming they are available
- Hand sanitizer in rooms
- Wipes

Phase 2: Changes in operation

- Allow one additional reservation on select instruments (initially 1530 SEM, Titan TEM), after the 5PM cleaning. Session must start at 5:30 and must end by midnight. Session must be a minimum of 4 hours. User will be billed for the reserved time (minimum 4 hours), regardless of actual use. Users that wish to use these sessions must apply for approval from the instrument manager.
- Between 12 and 24 hours prior to a reservation, reservations can be cancelled with 1 hour charge.
- Reservations cannot be cancelled within 12 hours of reservation (full reserved time billed).
- Reservations will be allowed up to 2 hours prior to start time.
- As in Phase 1, Users are expected to clean after use – see above.
- 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.).