

Dear NIAC and SMCL users,

We currently plan to open the NIAC and SMCL on Tuesday 6/9/2020. There will be new policies in place outlined in the documents below. Please read and understand the new policies as you will be held responsible for keeping to the policies.

First please complete the following training if you have not already done so: [EHS COVID-19 Training for Onsite Workers](#)

NIAC: <https://wcnt.wisc.edu/wp-content/uploads/sites/882/2020/06/NIAC-opening-plan-submitted-for-distribution.pdf>

SMCL: <https://wcnt.wisc.edu/wp-content/uploads/sites/882/2020/06/SMCL-reopen-plan-submitted-for-distribution.pdf>

To highlight

- Users must wear masks in common areas
  - If you do not have a mask, there will be disposable masks by the entry way of the labs and hand sanitizer to use prior to entry into the rooms
  - 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
  - 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
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- Please leave a 15 minute gap between your reservation and the reservation prior to you. This is so that the staff can prepare the room for your use. If you don't leave the gap then you will be billed for the 15 min required to clean the room
  - Only COE users will have keycard access to the outside doors. If you are not from COE, then please email the instrument manager prior to your time to let them know you will need to be allowed into the building

- **You will be allowed to schedule starting Monday 6/8/2020 at 8AM for reservations starting at 9AM on 6/9/2020. Any reservations made before 8AM on 6/8 will be removed from the calendar, so please don't make reservations prior to 8AM on 6/9.**
- The number of hours you will be allowed to schedule will be reduced, so that everyone will have a reasonable possibility of getting a reservation, instrument managers will notify you of the new limits.
- Only existing users will be allowed access to the instruments. There will be no training of new users until further notice.
- There was a security issue with FOM that caused us to reset all user passwords. If you have not done so already, you'll need to reset your password using the "I forgot my password" link on the FOM login page. Please use a secure (>8 character, letters, numbers and symbols) password and DON'T reuse your old password.

If you are caught not following the new policies, you will get a single warning after which you will be banned from use of the centers for a period of 1 week for the first offense.

We understand that these policies will be limiting to your research, however, they are required to keep users safe and to assure that the centers can stay open. Please work with us and help us all get through this initial phase of reopening.

Jerry Hunter,  
Director, Wisconsin Centers for Nanoscale Technology