

SMCL 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 instruments to running conditions

Phase 1: Only existing trained users doing work

Summary:

- Users must wear supplied paper surgical masks
- Room occupancy limited to two users for Rheometry room and one for all other 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 remotely 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
- 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

- All users are required to maintain a safe distance per the current CDC recommendations. Two users to be present in the Rheometry room particular SMCL room/lab at the same time, all other rooms only one user is allowed
- Users are not allowed to use instruments in the SMCL within the safe distance simultaneously. The list of pairs of the instruments that cannot be used simultaneously (the TGA and the DMA, the Raman and V-VASE ellipsometer and etc.) will be sent to all users and attached to the lab doors.
- Access

- SMCL lab doors will be locked. User must call staff and present proof of a reservation. Staff will meet user, wearing proper PPE, and allow them into the room while maintaining social distancing.
 - Staff will then return to office and not reside in the room with user
 - Users who do not follow the social distancing and safety rules access will be suspended until the director allows access to be restored.
- Staff members will frequently inspect the labs to make sure that all users obey the social distancing rule
 - Initially, Operating hours will be M-F 9AM to 5PM. Staff will have 1 hour before and 1 hour after to sanitize and clean.
 - 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
 - Touch screens
 - Other high touch surfaces

Dealing with initial influx of users

- All calendars will be opened for all single instrument rooms. Scheduling will be on a first come first served basis.
- For multiple instrument labs, 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 user caps.
- Maximum # people in room will be controlled by forcing users to schedule the room in addition to the instruments. Three schedulable tools for each room, you have to schedule the room at no charge and then you can use that room. This will be 2 for the south room, 1 for the middle room, 1 for the North room and 1 for the SEM, don't need to worry about SEM.

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 heavily booked instruments as needed. Session must start at 5:30 and must end by midnight. User will be billed for the reserved time, 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.).

Phase 3: Changes in operation

- Labs are open 24/7 to users with that access
- All reservations and penalties go back to pre-COVID rules
- Express tool login will be enabled. You will no longer be required to have a reservation
- 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
- External users allowed – they must complete all required training and review and agree to obey the policies outlined in this document
- All mask, occupancy limits and other PPE requirements continue
- 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.