

Cleanroom access with COVID-19 constraints v 1.6 *22nd June, 2020*

Booking Rules

Cleanroom access is granted under the condition that all rules and recommendations of the health authorities are observed. To ensure compliance with these general rules, we have to set a number of rules and restriction in place that are adapted to our environment.

Please read these rules carefully. Not complying with these rules can cause high risk of contaminating you and others. Furthermore, there is an immediate risk that non-compliance will lead to revocation of the special permission for all cleanroom users.

We will therefore be extremely strict in enforcing our general rules and guidelines but especially the rules imposed due to the current pandemic situation. Non-compliance even by accident and nonintentional can lead to an immediate revocation of your special permission to use DTU's cleanroom facilities and adjoining labs.

It is absolutely important that we follow all the following steps meticulously. If you have doubts and questions, please come forward with them (preferably to Flemming and Leif).

By default, your cleanroom access, access to building 346, and permission to book equipment has been cancelled due to the complete lock down of DTU (if you have been in the cleanroom during the period with limited opening your access should be ok).

Opening hours: The cleanroom will be open 24/7. Support will be provided during normal office hours.

Book presence

The number of persons allowed in the cleanroom is restricted. In order to keep track on these numbers you have to book your planned cleanroom presence in a separate LabManager calendar. This means for every booking of equipment you have to make an additional "cleanroom presence" booking (same for the other labs respectively). Failure to do so (also if you forget) will lead to a deletion of your booking and revoke of access.

Renew access to Cleanroom

If you have not been granted access through special permission in the past two months, you have to let us know you want to return to the facility and sign-off on understanding the new guidelines. Only

after this we will open your access to LabManager bookings and the buildings. You can only ask access to the part of the facility where you have had access before (e.g. If you are a cleanroom user and did not use the microscopes in 314 you should only ask for access to the cleanroom)

Fill out this form (all fields are mandatory):

Full Name:

Labmanager user name:

Facility I used to have access to:

346 Cleanroom

346 Basement (XPS, SEM, Injection moulder, laser, powder xrd)

347 Packlab

314 Nanoscopy

307

Name of supervisor/manager (name + email address):

Group Leader (name + email address):

Section name:

Department:

University/Company:

Send a mail with the filled out form to adm@nanolab.dtu.dk

Process following the first mail

Once we have received the required information you will receive a mail that contains guidelines and links to short videos:

- Read the guidelines carefully
- Watch the videos
- Make sure you have understood all rules and guidelines
- Should any of the information be unclear we will gladly receive feedback
- Reply to the mail you have gotten containing the guidelines where you state you have understood the new guidelines

You will then get a mail that confirms that you have now access to the booking system and you are able to enter the respective facilities.

Welcome back!