

Guidelines for working at Nanolab during the Covid-19 pandemic

Version 4.0

Here is an overview of the extraordinary guidelines we have implemented during the Covid-19 pandemic. The guidelines are subject to change over time, depending on our experiences with these current guidelines and changes in overall guidelines and regulations from DTU and the Health Authorities.

For more information: [Covid-19 pandemic guidelines at Nanolab](#)

If you are sick or have symptoms of illness, stay at home. If you get symptoms or get sick while you are at work, go home.

Stay home until you are completely healthy. You are considered sick when there are symptoms of illness - even mild symptoms. If your doctor recommends it, you can be tested for infection with the corona virus. If you are tested positive you must inform your manager/supervisor.

With regards to COVID-19, you are no longer considered to be an infection risk when two days have passed after all symptoms have ceased. Only then can you return to your place of work.

Staff and students must follow the normal sick leave procedures: Notify your immediate manager/supervisor, write to the administration (adm@nanolab.dtu.dk) tell her/him that you are sick and possibly suspect COVID-19, and follow DTU's sick leave guidelines available through DTU Inside.

The current guideline from the Health Authorities imply that you should isolate yourself for two weeks if you have been in a foreign country. For a list of current exceptions see the homepage of the Danish Foreign Ministry <https://um.dk/en/travel-and-residence/coronavirus-covid-19/>. This does currently not apply for people that travel between borders related to their daily work (e.g. commuters from Sweden). It is your responsibility to keep yourself updated.

For more information: <https://www.dtu.dk/english/Service/coronavirus>

The cleanroom, packlab, microscopes in building 314 and 307 and the laboratories in the basement of 346 are DTU common research infrastructure and have to be booked through LabManager.

Cleanroom:

Please read the "Cleanroom access" and "Safety rules" on the frontpage of LabManager (also found on Nanolab's homepage)

Laboratories 1. Floor building 346:

DTU Nanolab's research laboratories on the 1. floor in 346, are laboratories which are predominantly reserved to Nanolab staff and are not bookable in LabManager. It is therefore strictly necessary that you coordinate the usage of these labs with the main user group. For the labs in building 346, 1. floor please coordinate usage with Stephan Keller.

- **Wet chemistry lab (145):** Maximum 4 users. Each of the 3 work zones A,B,C can be reserved separately and used by maximum 1 person; the flexible zone D can't be reserved but used by maximum 1 person and only for short activities such as dishwasher loading/unloading or weighing samples. If you need to do real sample preparations or experimental activities, book one of the other zones.
- **PHOENEEX lab (151):** Maximum 3 users. Each of the 2 work zones E,F can be reserved separately and used by maximum 1 person; the flexible zone G can't be booked but used by maximum 1 person for short activities such as plasma treatment.
- **3Dprinting/polisher lab (155):** Normally 1 user. The lab can only be booked as a single zone (zone H). For shorter periods it is possible to allow the presence of two users (brief check up on ongoing work, start a process that does not need constant observation) if both persons are wearing facemask and gloves.

- **Dicer room (157):** Normally one user.

Use gloves at all times. If more than one person is working within the same zone or in a room classified as "Normally one user", use face masks. Always use face masks during training sessions."

Basement building 346:

- **Max 8 persons per room.** Always use gloves and if more than one person in the room, always use facemask.
- Bring as few personal belongings as possible into the room.

Packlab building 347:

- Only two persons per room, **facemask required if more than one person occupies one room.**

Microscope rooms building 314:

- 1 person is preferred in each microscope room and prep lab, if two persons need to be in the same room, use of facemask is required
- Bring as few personal belongings as possible into building 314. Bring only samples and preparation equipment beyond the glass doors.
- Maintain at least one meter distance to other people in the building.

Laboratories 307:

- 1 person is preferred, if two persons need to be in the same room, use of facemask is required.

Offices:

- **You can work maximum two persons in the small offices.**
- **Maintain distance, e.g. move your desks.**
- Be sure to tidy up for cleaning.
- Help out sanitizing - e.g. door handles, light switches, taps, coffee makers and copiers.
- Start the day with good hand hygiene. Be sure to wash your hands or use hand sanitizer after arriving at work.
- Sanitize your cell phone before sharing it with others.
- Finish your workday by cleaning your workstation with cleaning wipes, alcohol or regular cleaning products.
- Pay particular attention to good hygiene when visiting the toilet.
- Keep yourself informed about the CoVID-19 situation and minimize possible spread. Please follow the rules written on the posters from the Danish Health Authorities.
- Avoid shouting or singing, in all cases where it is difficult to maintain 1 meter distance e.g. if you need to discuss data, results or problems etc. in front of a computer screen with a colleague, wear a facemask.
- **You can work from home if your presence is not required or relevant but please write in absence calendar and add a phone number where to get hold of you.**

Eating:

- To comply with distance requirements and to minimize the spread of infection in common areas, you have to observe the max occupancy of the respective lunchrooms for eating during common breaks (lunchbreak). Eat outside or at your workstation, or if necessary, eat in turns.
- Remember to maintain distance also when using the lunch tables outside.