SMIF Covid-19 Usage Access – User and Supervisor Form

General Requirements of Users and Staff

- Everyone must adhere to COVID-19 Duke University rules while on campus and in SMIF.

User Access

- All users entering SMIF after SMIF re-opens must read and sign a SMIF Covid-19 User Agreement (SMIF CUA) that outlines the rules regarding SMIF use, before entry to SMIF will be allowed. Each user’s supervisor will also be required to sign the SMIF CUA.
- Per Duke policy, everyone must wear a facemask at all time on Duke’s campus. As such, all users entering and using SMIF must be wearing a facemask. Users will use the single use masks provided by Duke.
- Masks must cover the nose and mouth of a user at all times while the user is in SMIF.
- Users must use the hand sanitizer station immediately upon entering SMIF, and then put on gloves that are provided at the station immediately inside the entry to SMIF.
- While wearing gloves, write your first and last name on a name tag and attach the name tag to your clothing.
- Users are encouraged not to touch their face while in SMIF and to cough or sneeze into their elbow.
- Gloves must be worn at all times while in SMIF. Gloves are also provided in each lab. Users are required to change their gloves if they cough or sneeze into their hand, or if their glove becomes contaminated.
- Prior to exiting SMIF, users must remove their gloves and use the hand sanitizer station near the SMIF entrance.
- Any non-compliance with these rules will trigger the standard SMIF disciplinary process as outlined in Appendix A.

General User Rules

- Users must wear approved facemasks and gloves at all times while in SMIF.
- Users may not enter SMIF offices.
- Only users with an equipment reservation are allowed in SMIF, and are only allowed in SMIF during their reservation time.
- Users must maintain a minimum of 6 foot social distancing from all other people at all times while in SMIF.
- Lab doors that are propped open must remain propped open. Lab doors that are closed must remain closed.
- SMIF communal lockers will not be available to users.
- Users must follow any equipment specific hygiene protocols as posted in the lab or by the equipment. These include:
  o Keeping gloves and masks on while operating equipment and computers
  o Wiping down equipment controls and computer keyboards and mouse before usage.
  o Wiping down equipment controls and computer keyboards and mouse after usage.
  o Never spray or squirt disinfectant directly on the equipment. Spray or squirt disinfectant onto the wipe and then wipe down the equipment.
- SMIF staff will be monitoring compliance.
Room Occupancy

- Users must check the lab or cleanroom bay to make sure that the maximum occupancy has not been reached before entering. **Do not enter a lab or bay that is already at maximum capacity.** Note that 2 people are now allowed in the cleanroom bays and larger characterization labs, but only where they can maintain 6 foot distancing. Users may need to wait to access equipment that they have reserved if the room occupancy or 6 foot distance cannot be achieved when their reservation starts.
- SMIF staff will be monitoring compliance.

<table>
<thead>
<tr>
<th>Location</th>
<th>Max Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleanroom</td>
<td></td>
</tr>
<tr>
<td>Pre-Gowning/Sign-In</td>
<td>1</td>
</tr>
<tr>
<td>Gowning Room</td>
<td>1</td>
</tr>
<tr>
<td>Processing Bays</td>
<td>2 per bay</td>
</tr>
<tr>
<td>First Floor Labs</td>
<td></td>
</tr>
<tr>
<td>Optical Lab (1581)</td>
<td>2</td>
</tr>
<tr>
<td>SEM1/SEM2 Lab (1567)</td>
<td>2</td>
</tr>
<tr>
<td>MicroCT Lab (1566)</td>
<td>2</td>
</tr>
<tr>
<td>Sample Prep Lab</td>
<td>2</td>
</tr>
<tr>
<td>AFM2 Lab (1559)</td>
<td>1</td>
</tr>
<tr>
<td>TEM2 Lab (1557)</td>
<td>2</td>
</tr>
<tr>
<td>TEM3 Control Area (1549)</td>
<td>1</td>
</tr>
<tr>
<td>TEM3 Lab (1545)</td>
<td>2</td>
</tr>
<tr>
<td>X-Ray Lab (1537)</td>
<td>1</td>
</tr>
<tr>
<td>SEM3 Lab (1541)</td>
<td>1</td>
</tr>
<tr>
<td>SMIF Offices (staff only)</td>
<td>1</td>
</tr>
<tr>
<td>Basement Lab (B606)</td>
<td>2</td>
</tr>
</tbody>
</table>

Equipment Scheduling

- Users must allow a minimum of 10 minutes between reservations on equipment to ensure no overlap in users in each lab.
- Only users with an equipment reservation are allowed in SMIF, and are only allowed in SMIF during their reservation time.

User Training

- New user safety classes and equipment training are not being offered at this time. SMIF will evaluate how and when classes and training can be safely offered again.
Cleanroom Entrance and Gowning Protocol

- **Only one person is allowed at a time in the pre-gowning area and the gowning room.**
- People exiting the cleanroom have priority over people entering the cleanroom.
- Cleanroom entry procedure:
  - Wipe down the keyboard and mouse of the login computer, then create a cleanroom tool group reservation.
  - Wipe down computer keyboard and mouse after you are finished with the log in computer.
  - Card swipe to enter gowning room.
  - Immediately discard your gloves and put on cleanroom gloves.
  - Complete gowning process (head cover, jumpsuit, booties).
  - *Never touch any cleanroom garments but your own.*
  - Put the CR washable veil over your Duke provided mask.
  - If not wearing your own glasses, take a pair of safety glasses from the clean safety glasses container.
  - Enter cleanroom.

Cleanroom Exit and De-Gowning Protocol

- **Only one person is allowed at a time in the pre-gowning area and the gowning room.**
- People exiting the cleanroom have priority over people entering the cleanroom.
- Cleanroom exit procedure:
  - If using SMIF safety glasses, place them in the dirty safety glasses container.
  - Keep gloves and personal facemasks on while removing other cleanroom garments (booties, jumpsuit, headcover, and washable mask).
  - Used cleanroom garments should be hung on a hook that is at least 1 foot away from another hanging garment, if you will be using the cleanroom again before the following Friday. **You do not need to use your assigned garment hook.** Note: All hanging garments will be taken down each Friday and sent out for laundering.
  - Your cleanroom headcover with the cleanroom washable veil attached should be placed on the hook with your other cleanroom garments. Users should use one washable cleanroom veil per week.
  - While still wearing cleanroom gloves and your personal facemask, exit the gowning room and wipe down the keyboard and mouse of the login computer. Stop your cleanroom tool group reservation using the login computer.
  - Wipe down computer keyboard and mouse after you are finished with the log in computer.
  - Exit pre-gowning area into the hallway. Keep the gloves and personal mask on until exiting SMIF.
Sample Prep Lab Entrance and Exit Protocol

- Before entering the Sample Prep Lab, look through the window on the door into the Sample Prep Lab. If there are two people in the sample prep lab you must wait for one of them to exit before entering the lab.
- If you will be working with chemicals and not wearing your own glasses, take a pair of safety glasses from the clean safety glasses container.
- When done using SMIF safety glasses, place them in the dirty safety glasses container.

Chemical Hood Usage Protocol

- Spray chemical acid apron (inside and out) and face shield before and after each use with alcohol. Let alcohol dry – do not wipe alcohol off.
- Chemical gloves are not to be shared. Follow this process:
  - Mark your initials on a new pair of chemical gloves.
  - After usage, store your pair of chemical gloves in a SMIF provided plastic bag with your name on the bag. Store your chemical gloves in your cleanroom storage box (if using the cleanroom) or in the designated space in the Prep Lab.

SMIF Staff Actions and Responsibilities

- Staff will support users but will be encouraged to continue working from home. SMIF staff will come in to address equipment issues, run equipment checks, restock supplies, or tend to other tasks needed for equipment operation or to run SMIF service operations.
- All interactions with users should be done remotely by phone (preferred) or at a minimum 6 foot separation distance. Users are not allowed in SMIF offices.
- SMIF staff will be available by phone during normal working hours (8 am-5 pm) or if an emergency arises.
- Staff must maintain a minimum 6 foot distance from other SMIF staff.
- Staff must wear approved facemask at all times, except when in their office.
- Temporary office space will be set up for staff that are currently sharing offices. Possible temporary office spaces include space in 1593, 1577, and 1571.
- SMIF Staff will perform random monitoring of users at a distance, and report any non-compliance issues to SMIF Director.
- SMIF Cleanroom and Sample Prep Lab team will:
  - Soak all used safety glasses a minimum of 1 minute in alcohol, then dry and put in clean container.
  - Remove all hanging garments on Friday afternoon and place in laundry container.
Appendix A.

SMIF Disciplinary Process

- If a user is found to violate SMIF rules or policies, including the CUA:
  - They will be sent a warning e-mail (with their supervisor copied) and will be put on “probation” for a period of 6 months. Probation limits the user to only the hours of 7 am – 5 pm Mon-Fri each week.
- If SMIF rules are violated a second time while on probation:
  - Their SMIF access will be removed for 1 month.
  - Probation period extends to 1 year.
  - The e-mail notification of the violation to the user and supervisor will be followed up with a written letter that requires a signed acknowledgement
- If SMIF rules are violated a third time while on probation:
  - The user and their supervisor will attend a hearing with the SMIF Advisory Committee and the length of expulsion from SMIF will be determined by the committee (minimum of 6 months).
  - The meeting will be followed up with a written letter that requires a signed acknowledgement.

The USER and the Supervisor warrant that they have fully read, understand, and agree with this SMIF CUA.

USER:

__________________________
Signature

__________________________
Printed Name

__________________________
Duke Unique ID Number

__________________________
Date

SUPERVISOR:

__________________________
Signature

__________________________
Printed Name

__________________________
Date