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 may use the hand sanitizer station immediately upon entering SMIF
- Users are encouraged not to touch their face while in SMIF and to cough or sneeze into their elbow.
- Wearing gloves in SMIF is optional, but gloves are provided in each lab, if you prefer to wear gloves or for handling samples.
- 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 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.
- 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.** 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>2</td>
</tr>
<tr>
<td>Gowning Room</td>
<td>2</td>
</tr>
<tr>
<td>Processing Bays</td>
<td>3 per bay</td>
</tr>
<tr>
<td>First Floor Labs</td>
<td></td>
</tr>
<tr>
<td>Optical Lab (1581)</td>
<td>3</td>
</tr>
<tr>
<td>SEM1/SEM2 Lab (1567)</td>
<td>2</td>
</tr>
<tr>
<td>MicroCT Lab (1566)</td>
<td>3</td>
</tr>
<tr>
<td>Sample Prep Lab</td>
<td>3</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>2</td>
</tr>
<tr>
<td>TEM3 Lab (1545)</td>
<td>2</td>
</tr>
<tr>
<td>X-Ray Lab (1537)</td>
<td>2</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>3</td>
</tr>
</tbody>
</table>

Cleanroom Entrance and Gowning Protocol

- **Only two people are 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:
  - Card swipe to enter gowning room.
  - Immediately 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 or personal face 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 two people are 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 vacant hook if you will be using the cleanroom again before the following Friday. 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 your personal facemask, exit the gowning room.
  - Stop your cleanroom tool group reservation using the login computer.
  - Exit pre-gowning area into the hallway.

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 three 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.
Appendix A.

SMIF Disciplinary Process

• If a user is found to violate SMIF rules or policies, including the CUA:
  o 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:
  o Their SMIF access will be removed for 1 month.
  o Probation period extends to 1 year.
  o 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:
  o 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).
  o 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