

### **MSE Fee-For-Service Covid-19 Protocol ver. 2.1 (last updated 7 17 2020)**

All users must have obtained approval for laboratory access in ramp-up Phase 2 through the appropriate process within their college.

The following describes the protocols in place to deal with the Covid-19 Pandemic for all MSE laboratory facilities located in MSE 051, 051A, 051B, 150, 250, and 309.

Access rules are subject to change based on updated State and/or Local regulations.

The Covid-19 Protocol will supersede or complement existing policies and regulations for MSE Fee-For-Service labs.

#### **General Precautions**

1. If you feel sick or have any symptoms of illness **DO NOT COME TO WORK!**
2. Masks are required to be fully worn (covering entire nose and mouth) at all times even if working alone.
3. Wash hands with soap for at least 20 seconds when you arrive and before leaving.
4. Do not touch face (mouth, nose, eyes), even with gloves on.
5. Your actions while on campus should assume that you are infected and unaware so be conscious of everything you touch.
6. Practice social distancing by staying at least 6 feet apart as much as possible with other users when present.

#### **Access**

1. Access to all laboratories and equipment will be subject to UCR Phase guidelines.
2. Users will need to submit a proof of approval from Dean(s) or VCRED for Research Ramp Up
3. Users will then re-request access to specific lab/instruments
4. Due to the serious nature of Covid-19, all users will need to schedule a Zoom Meeting with Lab Manager to review these new Covid-19 Protocols before access is permitted

## Scheduling, Reservation, and Recording

1. In addition to instrument reservations through FACES, a separate reservation must be made through a BCOE space reservation system (<https://scheduler.engr.ucr.edu>) to ensure social distancing and enforcement of room occupancy limits.

FACES SCHEDULING IS STILL ALSO REQUIRED TO ENSURE INSTRUMENT AVAILABILITY!

2. Users with an existing ENGR account/username (all BCOE students): send or supply your ENGR username to the lab manager to add your name to the appropriate reservation group. ENGR users will use their ENGR account to log-in and make reservations.
3. Users without an existing ENGR account/username (i.e. CNAS students): send your full name, NetID, and email and the lab manager will create a new account specifically for making space reservations. A password will be sent to you automatically for this reservation system with the provided email.

The screenshot shows the BCOE Scheduler interface. At the top, there is a navigation bar with 'BCOE Scheduler' and links for 'Dashboard', 'My Account', and 'Schedule'. On the right, there are links for 'Help' and 'Sign Out'. Below the navigation bar, there are three main sections:

- Announcements:** A section with a header 'Announcements 0' and a message 'There are no announcements'.
- Upcoming Reservations:** A section with a header 'Upcoming Reservations 0' and a message 'You have no upcoming reservations'.
- Resource Availability:** A section with a header 'Resource Availability' and a sub-header 'Available BCOE'. It lists two resources:
  - Parking Permit #1:** Available Until Fri, 6/12 2:30 PM. A green 'Reserve' button is visible.
  - MSE-0150\_INSTRUCTION:** Research Ramp-up. There are no upcoming reservations in next 30 days. A green 'Reserve' button is visible, with a red arrow pointing to it.

Below the 'Resource Availability' section, there is a sub-header 'Unavailable' and a message 'Unavailable All Day'.

**BCOE Scheduler** Dashboard My Account Schedule Help Sign Out

### New Reservation

Perry Cheung (pcheung@engr.ucr.edu)

06/11/2020 3:00 PM  06/11/2020 4:00 PM  
 0 days 1 hours 0 minutes  
 Repeat: Does Not Repeat

Resources: [Change](#) MSE-0150\_INSTRUCTION  
 Accessories: [Add](#)

**Title of reservation**

**Description of reservation**

Name:  Department:  Department Other:

I Accept the Terms of Service

[View Availability](#)

**Participant List** 0  
 Add:  | [Users](#) [Groups](#)

**Invitees** 0  
 Add:  | [Users](#) [Groups](#) [Guest](#)

Allow Participants To Join

- The BCOE space reservation will prevent users from reserving space if occupancy limits will be reached.
- In order to preserve a record for contact tracing, reservations on FACES system is now mandatory even for instruments without a recharge rate (i.e. Nikon, FTIR, Raman, etc.).
- There are no time limits on the FACES reservation, but may change depending on demand.
- Strict adherence to the BCOE space reservation time and FACES must be followed to ensure social distancing is maintained.

**VIOLATORS WILL HAVE ACCESS REVOKED IMMEDIATELY!**

8. The following maximum occupancy limit is in place for the following laboratory spaces:

Room	Instruments	Maximum Occupancy
MSE 051	XRD Preparation Room, Irradiator	2
MSE 051A	High Score Computer	1
MSE 051B	XRD	1
MSE 150	Instron, Tube Furnace, Polisher, Saw	2
MSE 250	Nikon, FT-IR, Raman, TGA, DSC	2
MSE 309	SEM, Sputter Coater, Probe Station	2

9. Additionally, BCOE will be implementing a QR code system to track users entering and leaving every lab.

10. You may use the Camera app on your phone or any QR scanner app such as QR & Barcode Scanner (Gamma Play).

11. If you do not have a QR enabled phone, please check-in and check-out via the following link: <https://intra.engr.ucr.edu/apps/researchscheduler/user/checkin.php>



### Checkin Now

Room ID

Please select a room

Type Building name & Room if not listed

Email

test@example.com

### **Training**

1. Due to social distancing constraints, training will be discontinued until further notice.

### **Support**

1. No drop-by visits are allowed in the offices, any support help should be requested to Lab Manager via email (pcheung@engr.ucr.edu) or phone (951 827 3378).

### **Visitors and Safety Training**

1. To maintain social distancing in facilities, visitors are not allowed to accompany users.
2. If visitors are essential for the research, approval by the Lab Manager must be provided first.
3. EH&S requires all users and visitors to complete the following safety modules before entering the lab:
  - a. Laboratory Safety Fundamentals
  - b. Hazardous Waste Management
  - c. X-Ray Safety (only for MSE 0051B and MSE 309)
  - d. Compressed Gas Safety

### **Sanitation Procedures**

1. Wash your hands for at least 20 seconds when you enter the lab.
2. Users will need to provide their own gloves when operating in MSE 051, 150, and 250. PIs can request drawer space free of charge depending on availability.
3. Gloves will be provided for only SEM users as soap/sink is not available.
4. Bottles of disinfectant consisting of 70% Isopropyl Alcohol (IPA) will be provided to disinfect high-touch surfaces (i.e. keyboard, mouse, tabletops, etc..)
5. Spray down the surface you expect to touch (avoid pooling of liquid), wait 1 minute, then wipe down with provided paper towels.
6. When finished using equipment, repeat and spray down any surfaces touched, wait 1 minute, then wipe down with provided paper towels.
7. Wash your hands for at least 20 seconds before leaving.

### **Maintenance**

1. Regular maintenance of the instruments, restocking of supplies, and additional sanitation will be performed by the Lab Manager will result in the labs to be temporarily shut down.

### **Violation of Covid Protocols**

1. All users working in MSE fee-for-service facilities must acknowledge the protocols described above before users are allowed into the space.
2. Due to the serious nature of Covid-19, any violations of above protocols will be met with revocation of access to the MSE fee-for-service facilities until campus returns to normal.  
**THERE WILL NOT BE ANY SECOND CHANCES ISSUED!**

## Proper Face Mask Wearing

Coronavirus

### How To Properly Wear A Face Mask

Last updated: April 24



Always wash hands before and after wearing your mask and clean reusable masks after use. Avoid touching the mask at all times and only use the bands or ties to put on and remove.



**DON'T**

wear your mask below your nose



**DON'T**

wear your mask low on your nose



**DON'T**

leave your chin exposed



**DON'T**

wear your mask under your chin or temporarily remove it in public



**DON'T**

let your mask hang loosely with gaps around your face



**DO**

wear your mask up to the top of your nose and under your chin; snug and without gaps

Source: San Francisco Department of Public Health