

FILM Covid-19 rules

These rules apply during the current COVID-19 pandemic

Andreas Bruckbauer, FILM manager, 18/11/2020

They are based on:

- UK Department for Business, Energy & Industrial Strategy guidelines “Working safely during coronavirus (COVID-19), Labs and research facilities” published on 11/05/2020
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>
- Imperial College COVID-19 health & safety guidelines
<https://www.imperial.ac.uk/about/covid-19/>
- Discussions in the BioImaging community <https://www.gerbi-gmb.de/Corona>

FILM is shared by users from different research groups and departments which causes a higher risk for SARS-CoV-2 transmission and works against controlling the spread of potential new outbreaks. Therefore, it is important that additional care is taken when working in the facility.

COVID inductions for new users are part of the microscopy training, existing users who have not been inducted yet, please contact FILM staff film-service@imperial.ac.uk

General

- Do not come to work if you have COVID-19 symptoms:
<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- Follow all building signs for maximum occupancy in rooms
- Lone working policy still applies if you are working after 7pm or at weekends or you are alone in the lab. If you don't have lone working approval in place, ensure you apply.
<https://www.imperial.ac.uk/medicine/fom-staff/support-and-services/health-and-safety/lone-working/>
- First aid: contact your nearest first aider or if no one is available contact security on 4444 or 020 7589 1000 or use the Safezone app <https://www.imperial.ac.uk/estates-facilities/security/safezone/>

Social distancing

Objective: To maintain social distancing at the microscopes, including while arriving at and departing from the facility.

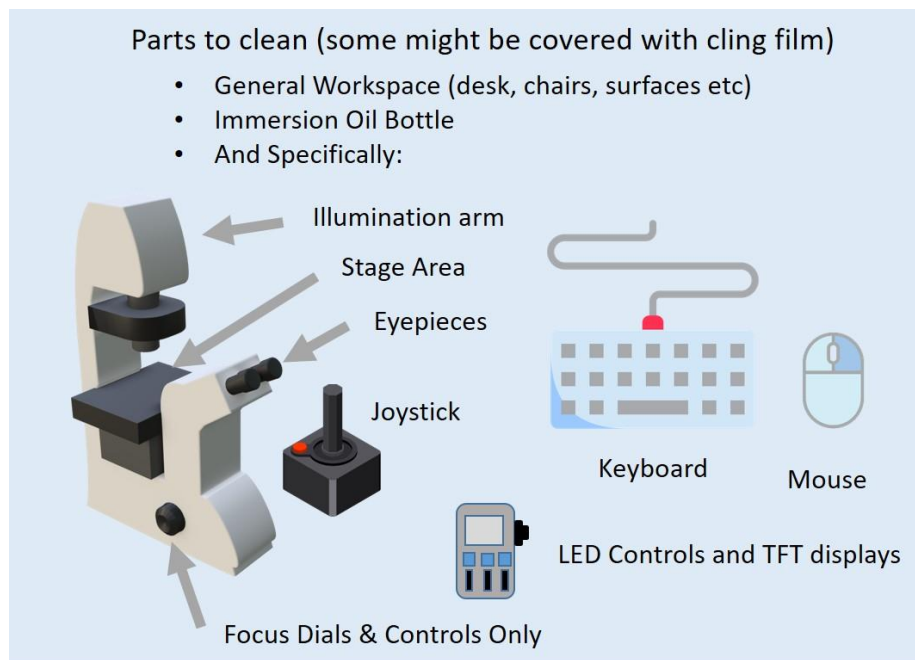
- **Microscope users including staff must keep 1 metre apart and wear face coverings unless exempt.**
- All microscope usage must be booked in advance.

- In small rooms (SAFB 409, 410, 527, 530, ICTEM 521), the room occupancy limit is 2 people
- In ICTEM 314, the room occupancy limit is 4 people, the door is to be kept open
- In SAFB 408 the room occupancy limit is 6 people
- We enforce a **minimum time of 30 min between bookings** to allow air-exchange in the room between users
- The analysis computers are to be used remotely (please contact staff for access)

Handwashing and Cleaning

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

- **Wash your hands frequently**, at least at the start and end of the session. In rooms where there is not hand wash basin (SAFB 408, 409, 527), we will supply **hand sanitiser**.
- **The user must clean the parts of the microscope which are touched during operation before and after use with tissues moistened with 70% ethanol.** These are e.g. focus knobs, eyepieces, sample holder, immersion oil bottle, touchpad, computer keyboard and mouse (see the diagram below). Keyboard, mouse and microscope eye pieces will be covered in cling film and additional cling film supplied for regular replacements. Spray ethanol on tissue and wipe the parts or the cling film covering them. Dispose of tissues and film in clinical waste baskets.
- Please notify FILM staff should supplies run out. film-service@imperial.ac.uk
- The use of lab coats and face masks is **as required by the experiment** before COVID-19 but restricted to **single use lab coats only**.



Training

- Training at the microscope **is conducted at 2 m distance as much as possible**. As it can be difficult at times to maintain this distance, **face coverings are worn the whole time** by both the trainer and trainee, **it is essential that 1 m distance is always be maintained**.

Reporting COVID-19 cases

FILM-users testing positive **for SARS-CoV-2** need to inform their department (line-manager, PI or course/program manager) **and ask them to notify the FILM facility** if they **have been using our microscopes in the days before** the positive test. Please email me a.bruckbauer@imperial.ac.uk and cc film-service@imperial.ac.uk.

Information about the Imperial contact tracing procedures can be found here:
<https://www.imperial.ac.uk/occupational-health/covid-19-contact-tracing-hub/>

Any staff or students found not adhering to the FILM COVID-19 rules will have their FILM access revoked.

Support available

- The link to confidential care is below, this is for staff members:
<https://www.imperial.ac.uk/health-and-wellbeing/advice-and-support/confidential-care/>
- The student counselling service details can be found at:
<https://www.imperial.ac.uk/counselling/>
- The NHLI mental health first aiders can be found at:
<https://www.imperial.ac.uk/nhli/for-staff/culture-and-wellbeing/mental-health-first-aid/>