

# **NNF Entrance Policy Update**

January 27, 2021

## Policy update

- Current NNF policy calls for NNF staff to grant users access to the facility
- However, NNF management, with support from University-level leadership, agrees that the time is right to safely adjust this policy
- **Effective February 1, 2021, NNF users will be allowed to use their campus ID cards to unlock the doors to any NNF lab, assuming they have valid gowning room and tool reservations**
- Additionally, maximum occupancy for the main fab (MRC 240) will increase from 10 to 15 individuals
  - This number includes both users and staff
- User and staff safety is still the highest priority and will not be compromised

## All other Covid-related policies will stay intact

- NNF hours will remain 8:30am – 5:00pm
- Users must reserve desired tools and gowning room slot by noon on the previous business day
  - **There will be no entry into an NNF lab without a reservation**
- Users will fill out the NNF Wellness Form before entering any NNF lab
- Gowning room (MRC 240) will remain single occupancy
- All launderable gowning will be hung in individual bags in MRC 240
- Only one user per bay at a given time in the main fab

# Sign-in/Sign-out Policy - 1

- In order to monitor the number of people in the fab, NNF will adopt a sign-in/sign-out system
- A magnetic white board has been placed outside the main fab entrance (MRC 240), with magnets labeled with the names of all authorized users and staff
- Before entering the fab, each user or staff member must sign in on the white board, by moving their magnet to the “240 IN LAB” column
- Upon exiting the lab, the user/staff member must sign out by moving their name magnet out of the “240 IN LAB” column

PERSONNEL	IN	OUT	RETURNING TODAY AT:	COMMENTS
			8 9 10 11 12 1 2 3 4 5	
NICOLE H				DR PHIL
GREG A				JIM M
ROHAN S				SHANE STEIN
MIKE PUCHAN				HAGLER
MARK PERKINS				SAROJ
				WILL MC
				JOHN KIM
				PARAND
				PRITHU
				JACK ALMETER
				JACKIE BALDWIN
				SINA
				SAM MILLER
				YILU ZHOU
				DOLAR
				EMRAN
				TAMZID
				YI WANG
				ALEX HSAIN

## Sign-in/Sign-out Policy - 2

- Users/NNF staff should confirm there are no more than 14 other individuals signed in before entering the fab
- Users should reach out to NNF staff or Director of Operations if they cannot enter the lab to do their scheduled work, because of a lab occupancy problem.
- Note: By signing in with their magnet and entering the fab, **users are attesting that they have filled out NNF Wellness Form and have valid gowning room and tool reservations for the given time**
  - NNF staff will do daily spot-checks to make ensure compliance
  - Failure to comply with Wellness Form and reservation rules will result in a warning or temporary suspension from NNF

## Gowning and mask policy

- NNF staff will place the daily allocation of cleanroom masks at the table outside of MRC 240.
  - An extra set of masks will be placed in the Honeywell MDA room, for use in the event that there are no masks on the table outside of MRC 240
- Users should change from their outside mask into their cleanroom mask before donning cleanroom gloves.
- Users' weekly gowning, along with plastic storage bag, will be hung on a rack outside of MRC 240
  - Bags will be labeled with users' name
  - Newly laundered and packaged garments, of the appropriate size, will be placed in the bag
  - Used gowning should be hung back up in the gowning room, in the storage bag, as it is done currently
  - Gowning should be re-used until the end of the week
    - NNF's gowning week runs Friday through Thursday