

# NNF Policy Update

**Consistent with NCSU Covid Policies, NNF will be implementing the following policy changes, effective September 13, 2021:**

- The 15-person lab occupancy restriction will be lifted
- The single-occupancy bay restriction will be lifted throughout most of the lab
  - Users are still asked to maintain a three-foot physical distance from each other
  - Three specific pinch points in the lab will still have single occupancy restrictions, due to their close proximity:
    - DLC PECVD/DC sputter
    - March Asher/Annealsys RTP
    - Headway Spinner/Laurell Spinner
- In-lab training will be re-introduced
  - A three-foot physical distance between trainer and trainee must be maintained
  - NNF staff will still send training videos as an additional training aid

# NNF Policy Update (cont.)

- Lithography tools will available for walk-up use (without previous day scheduling)
  - This includes the MA-6, develop hood, Heidelberg, SRD, YES Oven, and Blue M oven
  - The Headway spinner and Laurell spinner will also be walk-up, but both spinners cannot be used at the same time due to spacing requirements
  - **NNF still recommends that lithography tools are scheduled in advance whenever possible, to ensure tool availability**
- Weekend/after-hours lab use will be allowed by appointment, with pre-approval
  - Any weekend/after-hours access must be requested on the NNF webpage:
    - <https://nnf.ncsu.edu/safety/>
  - Buddy system must be used at all time
  - No hazardous gas or acid use

## NNF Policy Update (cont.)

- Negative Covid tests will no longer be needed for new users and those who travel out of state (consistent with University policy)
  - All vaccinated and unvaccinated users/staff are still expected to act in the best interests of safety of the facility. Potential or suspected exposures must be de-risked by self-quarantining and Covid-19 tests.
- More than one lab entry per day will be allowed
  - However, users must still reserve one gowning room slot per entry
  - A gowning room fee will still be charged per entry
  - We will still use the NNF Wellness form and magnet board outside of MRC 243
- Fixed time blocks for gowning room scheduling will be eliminated
  - Scheduling is still required so that we only have one person at a time in the gowning room

# NNF Policy Update (cont.)

## The following NNF policies will remain unchanged:

- Standard operating hours: 8:30am – 5pm
- All tools except for those in the lithography and metrology labs will continue to require scheduling by noon on the business day before use
- NNF Wellness Form is required for fab entry
  - Link: <https://forms.gle/ZEf28GMu9XvFSkqy6>
- We will continue to track lab occupancy using the magnet board outside of MRC 243
- Gowning room will remain single occupancy
- Users will still need a gowning room slot in Mendix for every fab entry
- Hallway changing station (booties, masks, gloves, sanitizer, etc.) will remain in use
- Cleanroom gowning will continue to be provided by staff
- Cleanroom gowning will continue to be hung in plastic bags in gowning room
- Hallway changing station (booties, masks, gloves, sanitizer, etc.) will remain in use
- Gowning fee will remain in place
- Landing Zone will be for locker use only