

FILM Covid-19 rules

These rules apply during the current COVID-19 pandemic, starting from 03/06/2020

Andreas Bruckbauer, FILM manager, 29/05/2020

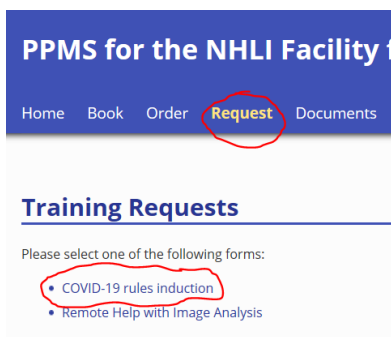
They are based on:

- 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>
- NHLI COVID-19 health & safety guidelines
- 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.

Before using the facility, all users need to have an additional induction to familiarise themselves with these rules, this can be done with a FILM member remotely. First logon to PPMS where you will be presented with this document, after agreeing to it online, request a COVID-19 rules induction on PPMS.



If you experience problems send an email to: 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/>
- If possible, walk or cycle to get in, avoid public transport unless it's the only option.
- College buildings are only partial reopening for work that cannot be done at home, special **permission is required for access**, if you do not already have this permission for our building, then we need **authorisation from your head of department** to request building access.

- Follow all building signs, occupancy levels in lifts and follow instructions on signs in buildings regarding one-way systems, maximum occupancy in lifts and rooms, direction of travel on stairs etc.
- Keep to the left when passing others on corridors, stairwells and in the labs.
- Please download the Safezone app <https://www.imperial.ac.uk/estates-facilities/security/safezone/> to your phone if you don't already have it and log in while on college property. Also consider downloading NHS Test, track and trace when it becomes available.
- Catering venues will be closed so please bring your own lunch.
- 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/>
- In an emergency, for example, a chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
- 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.
- Fire: leave by the nearest available exit, once outside maintain social distancing and follow instruction from fire officers.

Social distancing

Objective: To maintain 2m social distancing at the microscopes, including while arriving at and departing from the facility, and when travelling between sites.

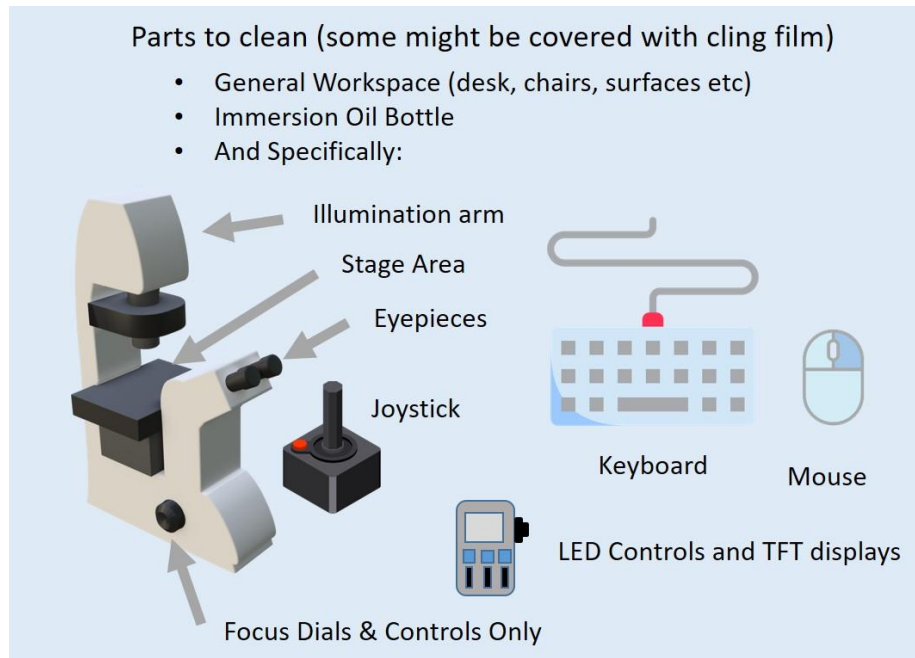
- **Microscope users including staff must keep 2 metres apart.**
- All microscope usage must be booked in advance.
- **Only one user** is allowed at the microscope at a time.
- In small rooms (e.g. SAFB 409, 410, 527, 530), only one microscope can be used at a time, this is enforced through the booking system and clearly signposted at the door.
- In larger rooms (SAFB 408) with multiple microscopes extra care must be taken and users need to cooperate to comply with the 2 m distance rule.
- We recommend 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, mice 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**.
- Staff and users wear surgical facemasks when in close proximity to each other and when this cannot be avoided.



Staff availability and training

- According to the guidance, **staff will work from home as much as possible** and only come into the facility if remote help is not possible. We also anticipate that using public transport will be difficult and this will impact on our availability on site.
- Remote help can be via phone in the first instance, contact numbers are at each microscope.
- **All user trainings are currently suspended** because it would currently be impossible to adhere to the 2m distance rule and trainings take too long to rely on face masks for protection. **This applies until we have implemented options for remote training.**

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/>