Covid 19 Safety Protocol 2020
Version: 1.1, dated July 6, 2020

The rules, regulations, policies that have been followed so far continue to be valid. All of them are available on IITBNF website (www.iitbnf.iitb.ac.in).

Due to the COVID 19 Pandemic, additional protocols have been laid for the safety of all lab members.

1. At present entry to labs will be only for those who are residing on campus, and for those who commute to the lab by walk or a personal vehicle, if residing out of campus.
2. Everyone must use the EE Annexe, corridor side entrance only. The Nano electronics building side entry is closed temporarily.
3. Lab facility will be open 24X7. However, if one needs to use toxic and special gases after office hours, permission needs to be taken from the Facility Team.
4. IR thermometer will be used to check the temperature of all lab members once everyday during 10:00 am to 11:30 am, at the entrance. Entries of names of members who get tested will be made with a timestamp in a register maintained by Mr. Gaikwad or Ms. Akshata.
5. It is advisable to use the lifts minimally. As the lift size is small, in order to maintain social distance, only one person should travel at a time in the lift.
6. Hand sanitizer of foot-press type is placed at all individual lab entrances. After using the biometric access, one should use this hand sanitizer.

Inside the labs:

7. Users should wear their own face masks (cloth based or any other type). The usual disposable face masks will be provided in the lab to all lab members, if one wishes to use them.
8. Usage of goggles, hairnet and gloves is mandatory (to minimize risk due to surface-contact based transmission).
9. Cleanroom gowns will be washed after every single use. After using the cleanroom gowns, the user should directly put it into the washing machine kept in the washing area (old chemistry room).
10. Booking of slots on tools will be controlled by the IT module to take care of social distancing. So when a particular tool is already booked by someone, slot booking module may not allow you to book a tool in its close proximity. Number of members allowed in each lab will be reduced to almost half the number that was allowed earlier, to maintain social distancing.
11. Cleaning of labs and tools : Lab cleaning will be done once a week and tool cleaning will be done as and when a slot is used. We have limited IITBNF staff members working, and hence we need support from all lab members to maintain all the IITBNF labs.
12. All lab members will be allocated duties for cleaning of labs, taking into account the labs they will be using frequently. All lab members will also be assigned certain monitoring duties, like, clearing water from dehumidifiers, AC checking, AHU monitoring, etc. based on requirements.

13. Safety orientation will be given to all lab members by the IITBNF safety team. All lab members will have to do the safety checks for the labs they have been assigned.

14. No new training requests shall be encouraged until further notice.

15. Using the tool for the first time after lab-reopening should be done strictly in presence of Pradeep (EMT) following proper SOP of the respective tool, even though one is an AU of the particular tool. Only after that one can be reauthorized on the tool.

16. All the users need to get reauthorized on the tools either from Pradeep or from someone who has already been reauthorized on that tool by Pradeep after lab reopening.

17. Regarding vendors coming to the lab from outside: Lifts must not be used. Gloves and face shields are mandatory. One of the lab members has to be a buddy with the external vendor.

Personal hygiene & safety outside the labs:

18. Hand sanitizer must be used before and after drinking water from the water coolers.

19. Washing hands with soap water is mandatory before and after using washrooms. After exiting the washroom, please use a hand sanitizer to clean up after any door knob touch.

20. Washing hands with soap water is mandatory before and after eating any food.