NUANCE | COVID-19
Access Safety Policies and Procedures

Shared Responsibilities

Hygiene rules (per IDPH guidelines):

1. Users and staff with fever, cough, cold symptoms, or other COVID-19 related symptoms, OR have had contact in last 14 days with someone diagnosed with COVID-19, must not enter the facility. When in doubt, stay home.
2. All users and staff must wear a face mask and gloves, before entering the lab.
3. Users and staff must maintain at least 6 feet (1.8 m) distance from other users and staff.
   a. If necessary, wait in front of the department, door, elevator, etc.

User Responsibilities

All users must have completed the Pandemic Essentials: Research on Campus training module through myHR Learn.
*** Users found violating these rules will have access NUANCE facilities revoked.

Instrument use:

NOTICE: Due to COVID-19 mitigation controls, access to instruments/tools will be limited. We recommend careful planning to optimize your reservation.

1. NUANCE facilities will be limiting the number of reservations allowed per day on any given instrument to control traffic and maintain social distancing:
   a. NUANCE Staff will create all reservations for users in NUcore.
      *** Reservation requests must be emailed to facility manager at least 2 days in advance.
   b. Users will continue to login to NUcore to start and end their reservation.
      *** Please use cell phone to access NUcore, thus limiting contact with common-area PCs.
2. Users may only access rooms and lab areas that are required for their work.
   *** All other rooms, offices, or lab spaces are restricted.
3. Only 1 User is allowed in each instrument room or equipment workstation. (Staff may enter, if required.)
   a. If a project requires multiple researchers, your Faculty Group must identify 1 User to perform work on an instrument/tool. (Help us maintain safe occupancy levels in the lab.)
   b. On-site technical staff assistance may be limited.
4. Users must wash/disinfect their hands (or don new gloves) before and after using a PC station for data retrieval. (Each PC station is equipped with hand disinfectant.)
5. Before each use, the user must sanitize the following items (when applicable) with disinfecting solution:
   □ Doorknobs to lab/workstation  □ Keyboard(s)  □ Gun Valve switch
   □ Control panels  □ Mice and mouse pads  □ Handle of the holder
   □ Knobs  □ Desk surface  □ Tweezers
   *** Do not spray disinfectant directly on instrument/tool; spray on Kim Wipe or towelette first.
6. In the event of technical problems, please contact initially by phone or email. Users must not attempt to contact staff in person.
   *** Staff contact information is posted in the labs and on the instrument PC Windows desktop.
7. Do not remove or displace any disinfectants, hand sanitizers, glove boxes or other supplies!

Staff Responsibilities

1. Staff will clean the equipment at least every morning and every evening, when possible.
2. Staff will provide gloves, hand sanitizer, and sanitizing chemicals and wipes.
3. Staff will be On-Call to help users via phone or through remote access. Contact info is posted in labs.
4. Staff will remotely check the instruments and rooms to ensure proper protocols are being followed.