These guidelines relax the Covid-19 related restrictions on access to the IMSE facilities that have been in place since the transition to Yellow. While we are not yet at Green (fully open, unrestricted), the goal of the new guidelines is to permit easier access to the facility, while ensuring the safety, health, and well-being of the IMSE staff and facility users, members of Washington University, and the larger community.

Do not come to campus if you feel sick or have any symptoms. All IMSE staff and facility users need to complete the self-screening (screening.wustl.edu) daily before coming to campus. If you show any symptoms, call the COVID-19 hotline at (314) 935-8300, and notify your supervisor (your PI or Prof. Flores) immediately.

Each staff member and facility user is responsible for following the rules outlined here and in the general communication by WashU leadership. If you feel like someone is not following the rules, politely say something to them directly! If that does not help, talk to the cognizant IMSE staff member and/or Prof. Flores.

**General**

All IMSE staff members and users are required to wear masks and observe physical distancing requirements at all times while in the facility. Physical distancing requires a minimum of 6 ft between occupied work stations. Any closer interactions are limited to no more than 15 minutes (cumulative, per day).

All IMSE staff members and users are required to complete the self-screening daily before coming to campus (screening.wustl.edu). Staff and users should email the results of the self-screen to their immediate supervisor each day. However, the IMSE no longer requires that internal users email the self-screen results to the IMSE. (External users should continue to email their results to the IMSE before coming to campus.)

**Occupancy Limits**

The “working” occupancy limits listed below are to ensure 6 ft spacing between occupied work stations, and assume that people will occupy the space for more than 15 min. The working occupancy does not preclude periodic check-ins from staff members to provide assistance.

1. Cleanroom (L35): The cleanroom is divided into 6 zones as shown in the figure below:
   i. Locker area: Working occupancy = 2
   ii. Gowning area: Working occupancy = 2
   iii. Class 100: Working occupancy = 2
   iv. Class 1000, RIE/PECVD area: Working occupancy = 4
   v. Class 1000, thermal evaporator/PVD area: Working occupancy = 4
   vi. Class 10000: Working occupancy = 5
2. Wet lab (L27): Working occupancy = 4

3. Large instrument labs:
   a. JEOL 7001 SEM (L38): Working occupancy = 3
   b. JEOL 2000 TEM (L50A): Working occupancy = 3
   c. Scios 2 FIB (L50D): Working occupancy = 3
   d. Quattro S ESEM (L50E): Working occupancy = 3
   e. TEM specimen prep lab (L50G): Working occupancy = 3
   f. JEOL 2100F TEM (L50N): Working occupancy = 3
   g. Rigaku XRD (L64): Working occupancy = 3
   h. PHI Versa Probe 5000 XPS (L71): Working occupancy = 3
   i. Bruker AFM (L77): Working occupancy = 1

4. PPMS lab (L27): Working occupancy = 2, with the door to remain open when occupied.

**Scheduling and Communications**

<table>
<thead>
<tr>
<th>Technical staff member</th>
<th>Phone</th>
<th>Text</th>
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</tbody>
</table>

1. The status and schedule for all instruments will be posted in iLab, visible to all users. Users should check the instrument status before coming to the IMSE for their session.
a. Class 100 cleanroom: Users are required to schedule sessions in the Class 100 cleanroom at least 16 hours in advance, to enable the IMSE staff to confirm that the space will not become overcrowded. Short-notice reservations will be considered and approved by Dr. Gupta on a case-by-case basis. While two users may work simultaneously in the Class 100, a max of one user may book the entire room (e.g. for work requiring multiple instruments); a second user may schedule specific instruments. Beth Gartin (IMSE Admin) and Dr. Gupta will routinely monitor the zone schedules and notify users to reschedule if they have exceeded the occupancy limit.

b. All other cleanrooms and wet lab: Users must schedule their session in advance per the normal procedure. Beth Gartin (IMSE Admin) and Dr. Gupta will routinely monitor the zone schedules and notify users to reschedule if they have exceeded the occupancy limit.

c. Large instrument labs: Users must schedule their session in advance per the normal procedure. The staff (Dr. Daulton and Dr. Li) will review the schedule throughout the day, and will regularly check in with users to ensure that masking, distancing, and cleaning requirements are being followed. Users will scan a QR code to check in and out of each lab. The cognizant staff member will monitor this information to ensure that users do not overlap.

2. If a user requires assistance during a session, they should contact the cognizant staff member via phone, text, or email. IMSE staff members will use an existing Slack channel for internal discussions and updates about instrument status.

Housekeeping

Failure to follow these housekeeping guidelines may result in a user being denied access to the facility until normal operations resume.

1. Handwashing: At minimum, staff members and users will wash their hands or use hand sanitizer at the following times:
   a. All: Upon entry to the IMSE facility, prior to starting any other activities.
   b. Users: At the end of their session, after cleaning their work areas. If users move between multiple labs, they should also wash hands when transitioning.
   c. Staff: Before and after any in-person interactions with users, before and after the periodic cleaning of lab spaces, and after cleaning their work areas at the end of the day.

2. PPE: All users and staff members will wear cloth masks or better at all times in public spaces on campus (hallways, etc.), and while working in any of the IMSE laboratories, *even if working alone* to reduce possible contamination of the shared instruments. Staff members may remove their masks while working alone in their offices with the door closed, as these are occupied by only one person. Disposable gloves, eye protection, and other PPE will be used according to the normal safety protocols for each laboratory. While boxes of disposable gloves will be available in the labs, we recommend users bring their own fresh gloves for each session.

3. Cleaning: IMSE staff members will clean high contact surfaces in each lab at least once per day, Mon - Fri. In addition, users are responsible for cleaning before and after each
session. Lab-specific cleaning checklists will be provided in each lab. To ensure compliance, the checklist will require no more than 5 minutes to complete. General guidelines will include the following:

a. Cleanroom: Within the locker area, the locker doors will be wiped with a 70% alcohol solution after each access. Within the gowning area, benches, chairs, and door handles will be wiped with a 70% alcohol solution after each user gowns/ungowns. Gloves and masks are worn beyond the gowning area in the cleanroom at all times, so additional cleaning by users is not required.

b. All other laboratories: Benchtops/desktops, chairs, tools, computer keyboards/mice, fume hood sashes, contact surfaces on equipment and other high contact surfaces (e.g. door handles, light switches) will be wiped with a 70% alcohol solution after each session.

**Additional practices**

Users in high-risk categories who require additional accommodations to ensure their safety should contact Prof. Flores to discuss their needs.