

## NCPRE Labs: Covid-19 Safety Protocol 2021

The rules, regulations, policies that have been followed so far continue to be valid.

1. 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. However, either N95 masks or double masking with surgical+cloth masks should be used.
2. 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.
3. Hand sanitizer of foot-press type is placed at all individual lab entrances. After using the biometric access, one should use this hand sanitizer.
4. Usage of goggles, hairnet and gloves is mandatory (to minimize risk due to surface contact based transmission).
5. When a particular tool is already booked by someone, then other users are not allowed to book a tool in its close proximity.
6. Cleaning of labs and tools: Lab cleaning will be done by housekeeping staff and tool cleaning will be done as and when a slot is used.
7. It is recommended to all the users to come to the lab only when they have a slot not just for sitting purpose only.
8. Hostel & non-hostel residents can work together in Labs provided everyone is vaccinated with at least 1 dose, at least 2 weeks earlier (or covid recovered), and provided non-hostel residents do not use shared public transport (buses/trains) to commute.
9. Labs should ensure 150 sqft per person to ensure distancing. This maps to 2 people in a 1 bay (10x30 ft) area at a time.
10. For lab safety, minimum 2 people may be available in the Lab whenever any experiments with potential risks are conducted.

- Fab, Char & Metalization Lab can be used by students and staff commuting from outside on a rotation basis.
- Cleanroom gowns will be washed after every single use. After using the cleanroom gowns, the user should directly put it into the Laundry drum kept in the Lab corridor.
- Students' Fab Lab can be accessed by students and not staff during the said period
- Restriction for the count of Lab users entry as per below count  
Char Lab : Not more than 4 people are allowed at a time.  
Fab Lab : Not more than 4 people are allowed at a time.  
Metalization Lab : Not more than 3 people are allowed at a time.  
Students' Fab Lab : Not more than 3 people are allowed at a time.

### **Module Labs**

- Module Lab-1 (Ground floor, Transit Bldg.) will only be used by non-campus-resident individuals commuting to the campus.
- N-5 Bay Lab will only be used by individuals residing on campus.
- It is critical that there should be no overlap between the campus-resident and non campus-resident individuals.
- If in case campus-resident individual wants to come to the Module lab-1 (and vice-versa), then first the user is required to take permission from Faculty-in-charge and there should be atleast 2 hours of gap between his/her visit and the user who's working on that day inside the lab.
- Not more than 4 people are allowed at a time.

### **HSC Lab**

- Hostel resident students can work on Saturday, Sunday, Monday, Tuesday.
- While Students, Project staff, Post-doc who're coming from outside IIT Campus are allowed to work on Wednesday, Thursday, Friday.
- At a time only 4 users are allowed to work in the lab on any given day while maintaining social distancing.
- On the last day of desired given slot i.e. Tuesday for hostel residents and Friday for outsiders it is mandatory for the last user to clean the Gloves, working tables and other instruments using IPA.
- In case of emergency if on a given slot of any day other user (Outsider on Wednesday Friday, Hostel residents on Saturday-Tuesday) wants to come to the lab, then first user required to take permission from Faculty-in-charge and there should be atleast 2 hours of gap between his/her visit and the user who's working on that day.

### **FESEM Lab**

- Only the Lab operator will be allowed inside the Lab.
- Not more than 2 people are allowed at a time.
- Students can leave their Sample near the entry/exit glassdoor 2 hrs prior to the Fesem slot & inform the Operator.

### **Battery Lab**

- The Lab operator & Facility staff will be allowed inside the Lab.
- Not more than 3 people are allowed at a time.
- To carry out any experiment, Users are requested to take prior approval from the Faculty-in charge of the Lab.

### **Power Electronics Lab**

- Less than 50% occupancy is allowed at a time.
- Students/ staff residing in the hostel/ inside the campus can work in the Machine Lab or Computational Lab.
- While Students, Project staff, Post-doc who're coming from outside IIT Campus can work in PE-I Lab.

### **Important Note:**

- 1. If anyone has any kind of health issues/fever, immediately see the doctor and also inform your Supervisor/Diksha/Rupali about this.**
- 2. Please maintain social distancing at work place.**