This Training will cover the changes in CNF policies and lab protocols to mitigate the spread of Covid-19 and minimize any impact on the lab community.

Safety of the Researchers and Staff are the top priority.

No student, postdoc, or staff member should be forced to return to campus to do work that can be accomplished remotely. In the event you feel forced or coerced to work, speak to your supervisor, manager, Graduate School, or HR representative.

Any work that can be done remotely should be done off site.
The CNF will be reactivating in a staged approach under the approved phased research restart guidelines defined by Cornell and the Office of Vice Provost for Research

- **CNF Phase 1-A**: Staff Only for 2+ weeks to restart and repair tools, restock supplies, setup new lab use protocols
- **CNF Phase 1-B**: Limited approved Cornell Affiliated local researchers working on Cornell projects approved for reactivation
- **CNF Phase 1-C**: Expansion of local grad researchers and post docs, plus selected Local non-Cornell users.
Phase 1-B Operation Hours/Limitations

• The CNF will be open for researchers from 9 am to midnight* Monday- Thursdays
• The CNF Offices, Break Room and CAD room will be closed to Users.
• Staff and researchers will be broken into 2 teams that will work alternating weeks (i.e. Team A and B)-
• Researchers will be assigned to one of the staff teams and only allowed in during alternating weeks with that team- no swapping between teams!
• No new tool training or New User trainings will occur during this phase – it is expected that researchers will already be trained on the tools they need
• If you need a tool and are not trained – contact the CNF staff for remote process support
• No user guided visitors or user guided tours are allowed

* evening access is a privilege that may be revoked based on behavior
**Staff Teams**

Two teams of Staff – alternating weeks on Campus  
[team-a@cnf.cornell.edu](mailto:team-a@cnf.cornell.edu) or [team-b@cnf.cornell.edu](mailto:team-b@cnf.cornell.edu)

<table>
<thead>
<tr>
<th>Team A</th>
<th>Team B</th>
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</thead>
<tbody>
<tr>
<td>Chris Alpha</td>
<td>Mike Skvarla</td>
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<tr>
<td>Amrita Banerjee</td>
<td>Alan Bleier</td>
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<tr>
<td>John Treichler</td>
<td>Garry Bordonaro</td>
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<tr>
<td>Edward Camacho</td>
<td>Jeremy Clark</td>
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<tr>
<td>Vince Genova</td>
<td>Phil Infante</td>
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<tr>
<td>Tom Pennell</td>
<td>Xinwei Wu</td>
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<tr>
<td>Aaron Windsor</td>
<td>George McMurdy</td>
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<tr>
<td>Daniel McCollister</td>
<td>Sam Wright</td>
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<tr>
<td>Kelly Baker</td>
<td>Karlis Musa</td>
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<td>Dave Botsch</td>
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Access Requirements

• Research Projects must be approved to restart by the individual departments- defined by Cornell Research
• All Staff and Researchers are required to complete the EH&S “Return to Work Health and Safety Training” offered through CU Learn.
• Everyone is required to complete a daily check prior to showing up at campus and a CNF facility.

https://dailycheck.cornell.edu/

If you can’t pass the daily self check or if you begin to feel ill/sick or experiences symptoms at work, you should leave the lab and immediately distance themselves from co-workers, contact their supervisor, leave work, and seek medical attention if necessary.
Daily Health Check

Will you be at any Cornell location today?
- Yes
- No

Have you tested positive for COVID-19 within the last 14 days?
- Yes
- No

Have you experienced any symptoms* of COVID-19 within the last 14 days
- Yes
- No

*COVID-19 symptoms include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, and (less commonly nausea) vomiting or diarrhea. Fever is considered to be over 100.4 F or 2 degrees over your normal temperature.

Have you knowingly been in close contact* in the past 14 days with anyone who:

Has tested positive for/been diagnosed with COVID-19?
- Yes
- No

Has or had symptoms of COVID-19?
- Yes
- No

*Close contact is defined as being closer than 6 feet for more than 10 minutes
Travel Guidelines/Restrictions

In an effort to help reduce the risk of “importing” the virus from outside of our community, users and staff should only travel to areas within NY that are operating in the same reopening phase as our region or better (https://forward.ny.gov/).

If you plan to travel outside of NY during this initial reopening period of the CNF, we ask that the details regarding the travel be discussed with CNF management in advance. This request is being made for the sole purpose of determining whether you will have to delay use of CNF facilities for 14 days upon return to Tompkins County.

Please take note that these guidelines also apply to individuals you are in close contact with, your “quaranteam”. If you are in close contact with these individuals after they return from travel we ask that you contact management to review.
• Occupancy limits have been posted for the overall cleanroom, individual rooms and bays, and second floor labs
• A new gowning protocol and common use surface disinfectant process has been posted
• Limited access to the CNF store (modified process)
• Face coverings are required in all CNF spaces
• All Users will be required to purchase or provide their own Safety Glasses – no common use eyewear
Face Covering/Mask Policy

• The Cornell Research reactivation plan require all individuals in shared spaces or buildings to wear a cloth or surgical mask at all times, except when alone in a room with a closed door.
• Duffield Hall requires face coverings inside the building.
• The CNF requires face covering at all times inside lab spaces.

Wear a face covering!

• *N95 mask use fall under EH&S Respirator Program and needs to be pre-approved (N95 masks use is discouraged to maintain adequate supply for emergency responders)*
Face Masks are required at all times in the CNF Cleanroom and 2\textsuperscript{nd} Floor Lab Spaces

If you are wearing a Surgical style Mask you can wear that in and out of the cleanroom without needing to change it.

If you have a fabric style personal mask, bandana, or similar you **will need to change** into a cleanroom surgical mask.
Gowning Room Entrance Protocol

• Arrive at the Cleanroom, **only bring essential items** – use the coat rack outside cleanroom if needed
• If other occupants are there, maintain 6’ distance
• **Cleanroom limit is 20 users plus staff**
• Verify Cleanroom **USER** occupancy is under **20**
• The Gowning room occupancy is limited to 2 at a time, wait until there is space in the room
• Put on blue shoe covers and enter the gowning room
Gowning Room Entrance Protocol

• Place any items on the Counter marked “Dirty/Not Sanitized”

• If you are wearing a fabric face mask, sanitize hands, remove and bag your mask
Gowning Room Entrance Protocol

- Sanitize your hands again
- Put on gloves
- Put on a surgical style cleanroom mask ONLY WITH GLOVES!
• Clean and Sanitize your belonging and gloves with 70% alcohol spray and wipes

• Move your belongings to the “Clean/Sanitized” side of the counter
- Put on a cleanroom suit, hang your bagged mask on your hanger
- Hangers are spaced out – spread out and put your hanger tag on the hanger
- Enter cleanroom and retrieve your safety glasses from the hooked bags

The gowning room will be a bottle neck with reduced occupancy do not linger, have conversations, talk on phone, etc. keep the room clear!
Safety Glass Storage

• Store Safety Glasses in mesh bags. Contact Phil Infante/Staff if you do not have an assigned hook.

• **Do no use the hooks to hang anything other than the eyeglass mesh bags.** Do not hang extra items on gowning hangers – store in lab storage boxes
• Social distancing is the most effective way to minimize spread
• Follow the area occupancy guidelines
• CNF is exploring “group/block reservations” to tie nearby tools together when reserving—*not implemented yet.*
• In the meantime, scan neighboring tools in Coral and sign up when nearby tools are not in use—*tools are being regrouped*
• 15’ Reservation “use it or lose it” limit is relaxed
• _Passing in the cleanroom and hallways does not violate social distancing, avoid lingering and direct person to person conversations_
Bay and Area Signs
## Area Limits

<table>
<thead>
<tr>
<th>Cleanroom USER Total</th>
<th>20</th>
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<tbody>
<tr>
<td>Stepper Room (137)</td>
<td>2</td>
</tr>
<tr>
<td>Photo Spinning (121)</td>
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</tr>
<tr>
<td>Contact Photo (133)</td>
<td>2</td>
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<tr>
<td>Mask Processing(117)</td>
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<tr>
<td>General Chemistry (131)</td>
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<tr>
<td>SEM Room (128)</td>
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<tr>
<td>JEOL 6300 (124)</td>
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<tr>
<td>JEOL 9500 (122)</td>
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<tr>
<td>Ebeam Spinning (118)</td>
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<tr>
<td>Central Processing (114)</td>
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<tr>
<td>Evaporator Hall (115)</td>
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<tr>
<td>Thin Film Short (111)</td>
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<tr>
<td>CMP/Dicing (111A)</td>
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<tr>
<td>Thin Film/Etch Long (107)</td>
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<tr>
<td>Furnace/ALD (103)</td>
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<tr>
<td>KOH/Electroplating (102)</td>
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<tr>
<td>Class II Resist (106)</td>
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<tr>
<td>West Process (110)</td>
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## Second Floor Labs

<table>
<thead>
<tr>
<th>Lab Name</th>
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<tbody>
<tr>
<td>Bio Lab 201</td>
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<tr>
<td>Outreach Lab 220</td>
<td>1</td>
</tr>
<tr>
<td>Wet Lab 224</td>
<td>2</td>
</tr>
<tr>
<td>Dry Lab 228</td>
<td>2</td>
</tr>
</tbody>
</table>
Adjacent tools and Hoods

• One users per hood
• Do not use adjacent tools
• Maintain 6’ min separation
Surface Disinfecting

• 70% Alcohol/water spray bottles can be used for general surface disinfecting
  – Phones, keyboards, counters, etc
  – Follow tool manager guidelines on tool surface cleaning
  – Do not use on face shields – will damage/fog the plastic

• 3% H2O2/water spray bottles for use on face shields

• Hand sanitizer dispenser in gowning room

• Staff will do a general lab surface cleaning each morning, but researchers will be required to clean tools and PPE after use
Keyboard Disinfecting

• Do not spray Alcohol directly on keyboards and tools
• Spray onto a cleanroom wipe first then use that to clean the keyboards and mice
PPE Disinfecting

- Chemical hood Face Shield policy will require all users to disinfect prior to and after using Face Shields
- Only use supplied H2O2 disinfecting spray on face shields (alcohol will damage the face shields)
- Apron buckles, keyboards can be cleaned with an wipe and 70% alcohol spray
After using microscope eye pieces or other sensitive optics, only use prepackaged alcohol wipes to clean lenses and surfaces – follow the posted instructions.
Staff Support

• Expect limited staff availability
• Staff may utilize multiple ways to support researchers and tools and still maintain social distancing
  – Phone support
  – Face time/Zoom video calls
  – Schedule a time for staff to look at a tool
  – Remote access into tool computer (if supported at tool)
• Weekly tech sessions are done via zoom or phone – no longer in person drop in
Supplies and Store

- With limited staff, last minute supply restocking may take longer- your patience and understanding is appreciated!
- The staff will be accepting pre-orders on the store items that we can set out for users each day
- In person store orders should be limited to occasional emergency replacements
Before Exiting the Lab

- Make sure all wet chemical glassware and containers are disposed of and placed by the dishwasher
- Users will be charged for cleanup if they are left behind
- Store samples and masks in storage bin – do not leave out on counters
- Store your safety glasses in hooked bag
Gowning Room Exit Protocol

• Verify gowning room occupants are under 2
• Enter the gowning room and place any items on the “Dirty/Not Sanitized” side of the counter
• **Leaving gloves on**, remove your cleanroom suit
  – If returning to the lab later that day or week, hang your garment up and cover with a dry cleaning bag if desired
  – If it is the end of the week or if you will not be returning, remove your garment and place in the gray totes by the entrance door.
• Take your Cloth mask bag and belongings and exit
• Sanitize your hands and swap your mask or keep your cleanroom mask on. (your cleanroom mask can be worn in and out of the cleanroom.)
Suit Swap/Laundering

If you know you will not return for the week, or if it is the last day of the week:

Put your suit in the gray bins by the door rather than hang it back up.
2\textsuperscript{nd} Floor Lab Entrance Protocol

- Verify occupancy limit on the lab spaces
- Users should be wearing a building required mask and can continue to wear that in the 2\textsuperscript{nd} floor labs – it does not need to be a surgical style cleanroom mask.
- Users must provide or purchase their own safety glasses to wear in the labs
- Enter the lab, immediately sanitize hands and put on a pair of gloves.
2nd Floor Lab Entrance Protocol
2\textsuperscript{nd} Floor Lab Exit Protocol

• When finished using the tool, sanitize any surfaces you touched according to the tool manager guidelines
• Gather your belongings and open the door, Keep your gloves on!
• While propping the door open with your foot, take off your gloves and dispose of them as you leave

Safety Glasses, Gloves and Face Coverings are Required at all times in the 2\textsuperscript{nd} floor labs!
Summary

- 20 users plus staff max limit in cleanroom
- 2 occupants at a time in the gowning room
- **Must maintain 6’ social distance in lab spaces and outside gowning room** (i.e. one researcher per hood, one tool in use for closely spaced tools)
- Extended hours past 5 are conditional on lab behavior
- Dispose of all chemicals and store belongings before leaving
- Info and presentation is located on CNF Users web site
  https://www.cnfusers.cornell.edu/policies/covid-19
• Expect Protocols to change as guidance from the State and Campus adapt!
• Current protocols may be adjusted as we learn and adapt ourselves
• Compliance is mandatory and will impact your access privilege to the lab!
• There will be updated communication when entering Phase 2

All Phase 1 users will need to coordinate their first time re-entering the lab so an assigned staff can be present to answer questions/guide and avoid over crowding