



Procedure or Activity:

**COVID-19 post-lockdown working procedures**

Ref:

Risk/Cryo-EM  
COVID-19

Assessment undertaken by:	Persons at risk:	Date of assessment:	Review before:
Name: Dima Chirgadze Signed:	Staff, students and academic visitors	May 2020	Sept 2020

HAZARD	MEASURES REQUIRED TO CONTROL RISK OF EXPOSURE OR INJURY
List significant hazards below:	List existing controls or record where the information may be found. Where necessary, list risks which are <b>not</b> adequately controlled and the action needed:

**COVID-19 exposure – direct person to person Infection/transmission**

- Users that **display symptoms of COVID-19** will not be allowed to use the facility and must **remain at home for two weeks**. If you remain unwell after this time, extend your time off.
- Users must **initially contact the Facility Manager** in order to regain **permission to access** to the Cryo-EM area, as defined by rooms 00.07 (Talos Room), 00.08 (Titan Krios Room), 00.03/00.04 (Clipping room).
- Only **two people** at any time will be allowed to work in the **whole Cryo-EM area**.
- The use of any instruments must be **booked in advance** via the online booking system. **Sufficient time** must be allowed to prepare, set up the experiment and to ensure thorough cleaning before and after completion of work.
- **Minimize the number of unnecessary visits** to and from the Cryo-EM area. Make sure you bring everything with you that you will need, i.e. paper, pens, computer, sample, pipettes, etc. Carry a dedicated box that contains all the essentials.
- While the room is in use, the **'Room Occupied'** sign must be displayed on the door. **Do not wait** in corridors for room to become available, come back later or contact Facility staff.
- **Social distancing** rules are to be followed at all times e.g. by maintaining a distance to other people of 2m. When using the stairs, check by voice that the staircase is empty before proceeding and avoid passing other people.
- **All consultations** with Facility Staff must be conducted remotely via **electronic means**, i.e. Microsoft teams/WhatsApp/E-mail. Do not seek face-to-face meetings.
- **Training** of new users will be **postponed**. Where training or assistance is absolutely essential, it will be conducted remotely, via Microsoft Teams. In the event this is impossible, Facility Staff will perform the work as a service.

<b>SPECIFY TRAINING REQUIREMENT</b>	Is general instruction sufficient? <b>Yes</b> If <b>No</b> →	Specialised course required (give details): <b>No special training required</b>
<b>EMERGENCY PROCEDURES</b>	<ul style="list-style-type: none"> <li>• In the event of a Health Emergency contact your nearest First Aider.</li> <li>• If there is an Equipment Fault contact the Facility Manger Dima Chirgadze (dyc21@cam.ac.uk) via WhatsApp or phone 0774 3909253.</li> </ul>	

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Signed:

**HAZARD**
**MEASURES REQUIRED TO CONTROL RISK OF EXPOSURE  
OR INJURY**

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**COVID-19 exposure –  
transmission by surface  
contact**

- Users and Facility Staff will **sterilise all surfaces, including door handles**, before and after use with **70% Ethanol** as recommended in the ‘Use of appropriate disinfectants’ section in the WHO guidance.
- The **surface of any communal items** used in the experiment (e.g. Vitrobot tools box) will be **cleaned** as the User leaves the Facility with 70% Ethanol.
- The Facility will **no longer supply pens, pipettes, pipette tips or consumable** items. Users must bring their own pipettes and ensure they are properly disinfected.
- **Chairs** with fabric coverings will be **covered with plastic** coverings to avoid contamination and allow easy cleaning.
- The wearing of **green gloves for moving around the building**, and for operation of instruments, keyboards and mice will be strongly encouraged. The usual **blue/purple gloves** are to be used for **wet work**.
- If gloves are not used, **wash your hands as often as possible**. Where possible do so when you enter a room or as soon as you leave wash them at the soonest opportunity. **Hand sanitizer** is also provided in Cryo-EM are, use it often and again before and after you leave a room.

**COVID-19 exposure –  
transmission by contact with  
instruments and computer  
workstation**

- All **instrument operating panels**, tubing and connectors, doors and caps/lids will be **wiped down before and after** use with a paper tissue soaked in **70% ethanol**.
- **Do not spray 70% ethanol directly** onto electron microscope hand panels, keyboards, etc.
- **Keyboards and mice** will be covered with **waterproof covers** so that each user can clean them before and after use.

**SPECIFY TRAINING  
REQUIREMENT**

 Is general instruction  
sufficient? **Yes**  
If **No** →

 Specialised course required (give details):  
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**EMERGENCY PROCEDURES**

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<b>COVID-19 exposure – more information</b>	The above measures are to be in-forced throughout the facility. For more information see the guidance provided by the UK government in 'Working safely during COVID-19 in labs and research facilities' document dated 11 <sup>th</sup> May 2020.
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