

COVID-19 prevention measure – Optical microscope facility, room K022
(Updated 2020-06-17)

- 1) **Pre-booking of microscopes** in K022 is mandatory: Measurements slots of two different users must be separated by 1h break. Users need to strictly stick to their booked slots.
- 2) **Wearing a lab coat and mask** (mouth and nose cover without exhalation valve) is obligatory during measurements to reduce contamination of surfaces and the air with droplets and aerosols.
- 3) **Disinfect hands** (hand disinfection solution), **surfaces** and **microscope parts** (70% Isopropanol) e.g. eyepieces, stage manipulator, PC keyboard and mouse including other parts you touched with hands or eyes when entering and leaving the room as well as before and after using the system. For surfaces and microscope parts use a paper towel on which you put disinfectant.
- 4) Only **one user per microscope bay** is allowed (close curtain always if bay in use).

In exceptional important cases e.g. for technical support or user introduction, consider the following:

- a) Personal contact needs to be reduced to a minimum by using web-based tools (e.g. Webex) for the theoretical introduction part
- b) The distance between two persons needs to be at least 1.5m (if possible)
- c) Wearing an FFP2 mask (without exhalation valve) during personal contact is obligatory
- d) For new users, the respective research group leader needs to confirm (in written form) that the introduction is necessary even if enough distance cannot be guaranteed

In addition, users need to stick to the general work safety rules, laser safety rules and rules for genetic engineering facilities (introduced in the annual safety introductions) and the general COVID-19 measures announced by the department BCP and applying to the optical microscopy facility:

1. Presence in the Laboratory

- Persons with typical CoVID19 symptoms (e.g. fever, coughing, difficulty to breathe, loss of sense of taste and smell) are generally not allowed to stay on the premises or inside the buildings of FU Berlin. It is to be avoided that spreading even a “normal” cold results in increased needs of testing and in others being quarantined.
- The current regulations of the Bundesministerium für Arbeit und Soziales for SARS-CoV-2 work safety precautions must be followed. They can be checked online at:

https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v

- The optical microscopy facility Takustr. 6 is closed for students and the public; users of the optical microscopy facility, cleaning personnel and housekeepers or technical service staff are allowed to enter.
- The presence inside the building is only permitted for work that necessarily needs to be done in the laboratory (conducting confocal or STED measurements, analyzing data, that needs the use of the analysis computer, recording data on the instruments of the research groups etc.). Office work and teaching should be done from home offices.
- A maximum of 1 person per microscope bay (curtain closed) is permitted to work simultaneously per day. Presence in offices, coffee room, toilets, elevator is limited to one person.
- If only one person is present in the microscopy room, another person in the Institute must be reachable to help in cases of emergency.
- All employees using any rooms in Takustr. 6 are required to document date of presence, name, starting and ending time. This documentation must be done in a room specific manner to make sure, contact persons can be quickly identified in case of an infection.

2. Hygiene and Disinfection

- A minimum distance of 1.5 m is to be kept.
- If a minimum distance of 1,5 m cannot be kept at all times, mouth and nose must be covered by a suitable mask, which are made available by the principle investigator.
- Every employee of the group who uses the labs must wipe door and cabinet handles, light switches with disinfectant before leaving the laboratory. For more details, please see the information of the Robert Koch institute at https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Reinigung_Desinfektion.html
- Hand disinfectant will be mounted in the entrance area of the building. Please use this regularly. Furthermore, follow the normal hygiene standards: Wash hands regularly, sneeze into your elbow, do not shake hands and do not hug people.

3. Other regulations

- If you assume that you may have been infected, please immediately inform the head of the group who is required to inform all colleagues who have

been in contact with you during the three days before. These persons must then stay at home in quarantine. The department administration will also be informed.

- All employees can get individual advice – in particular also on specific risks due to previous illnesses – from the university’s medical service (Betriebsarzt). If a particular risk exists, work in the laboratories is not permitted.
- Contact persons of the department are Dr. Martina Sick or Dr. Philipp Hultsch (vl@bcp.fu-berlin.de)
- These regulations may be subject to changes depending on the further development of the Corona situation. Other regulations for laboratory work safety remain in place.

I herewith confirm that I obtained, read and understood the above regulations and will follow them.

Date

Name

Signature