

SOP COVID-19 Phase 4 Shared Facility Access/Operation



UNIVERSITY OF CALIFORNIA
SANTA BARBARA

Innovation Workshop Lab Access for Elings Hall, Room 3430 STANDARD OPERATING PROCEDURE

Type of SOP: Process Hazardous Chemical Hazard Class

Date of last revision to SOP: 29 March 2021

Changes in this revision:

- Increased user occupancy to 3 persons.
- Users no longer need to wash hands before donning gloves.
- Clarified reservation procedure
- Removed unnecessary and redundant material

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OVERVIEW

Please read the Elings Hall Building level procedures documented in the [Elings Hall COVID-19 Phase 4 SOP](#), this SOP does not repeat them. Users are expected to follow the procedures outlined in the building and lab SOPs.

PERSONAL PROTECTIVE EQUIPMENT

*Face masks and gloves are required at all times while working in the labs. Gloves are provided on the supply shelf by the lab entrance. The minimum masking requirement is N95 / KN95 masks **or** double masks (one fabric, one surgical or two fabric). Masks with exhaust bypass valves are not permitted.*

Plan for COVID-related PPE individual storage/re-use and decontaminating shared PPE to prevent cross-contamination:

Users may not store COVID-related PPE in the lab. Communal lab coats have been removed from the lab. Users may continue to store their own lab coats in bins on the wire shelves by the lab entrance.

Maximum Occupancy of Labs (by room):

The maximum occupancies of the Innovation Workshop rooms are:

- 2448 (627 sq. ft.) is two users plus one staff member doing maintenance or training.
- 2442 is limited to one user, and if training or maintenance is required occupants shall open the fume hood sash to maximize airflow, and maintain a 6-foot separation.

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Procedures for working alone lab (by room):

The Innovation Workshop has been organized into three work zones as shown in the floor plan sketch below. Only one person may be working in each zone. If it is necessary to work at the boundary between zones, users should negotiate their work in order to maintain a 6 foot separation.

SPECIFIC LABORATORY PROTOCOLS

Using FBS to reserve time in the lab and tools

- FBS reservation software is used to reserve time in the lab. Link to FBS: <https://ucsb.fbs.io>
- The Innovation Workshop is setup as three rooms 2448-A, 2448-B and 2448-C to represent the three aisles in the lab. Users must reserve the area that they will be working in, for the time that they will be in the lab.
- 3D print reservations: users should reserve the printer for the period of time that the printer is running your job, and just reserve the lab for the time that you will be in the lab starting the run and getting your print.
- Detailed instructions for making lab reservations, and for getting started with FBS may be found on the lab Wiki [here](#).
- Elings Hall labs will be open every day from 8am – midnight.
- Some of the tools in the lab have moved – please see the lab diagram below to see which zone the tools that you are using are located.
- FBS is configured to prevent another user from reserving any tool in the same zone at the same time.

Entering the lab

- Look through the door window to make sure that nobody is exiting or standing by the doorway. All entry should be through room 2448. If you will be using the 3D printers in 2442 please enter and exit through 2448.

Before starting work – put on gloves

- **Wear gloves at all times in the lab.** They are located on the wire shelves by the lab entrance.
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While working

- Maintain at least a 6 ft. separation from other users. The scheduling software will not allow simultaneous reservations of adjacent tools, but it may be necessary to negotiate transit at zone boundaries with people working in adjacent zones.



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- If you need to sneeze or cough make sure to do so into your elbow, and bend down so that your head is below bench level to prevent the spread of germs. Sanitize the work area immediately.
- If you start to feel unwell please leave the lab.

Sanitize your work area before leaving the lab

- Sanitize everything that you touch keyboards and mice, sink faucet handles, workbench surfaces, tool controls, etc. with IPA squirt bottles and paper towels. Use disinfectant in spray bottles for cleaning plastic surfaces.

Other COVID-19 changes

- **Staff fabrication of parts for users:** In order to reduce the number of people working in the labs, staff are available to fabricate parts for users. [Here is the link for submitting a job and requesting a quote.](#)
- **Training** There will be no regularly scheduled training during COVID operations. Users may request training using this [form](#).

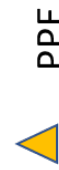
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Elings 2442 & 2448 – Innovation Workshop Work Zones

Key tools in each zone are listed below

- A. Formlabs printers, Ultimaker, Electronics workbench, Cricut
- B. Mechanical workbench, fume hood, Laser cutter, CNC router, Carbide 3D
- C. F270 printer, MiiCraft printer, resin development printers, cleaning station



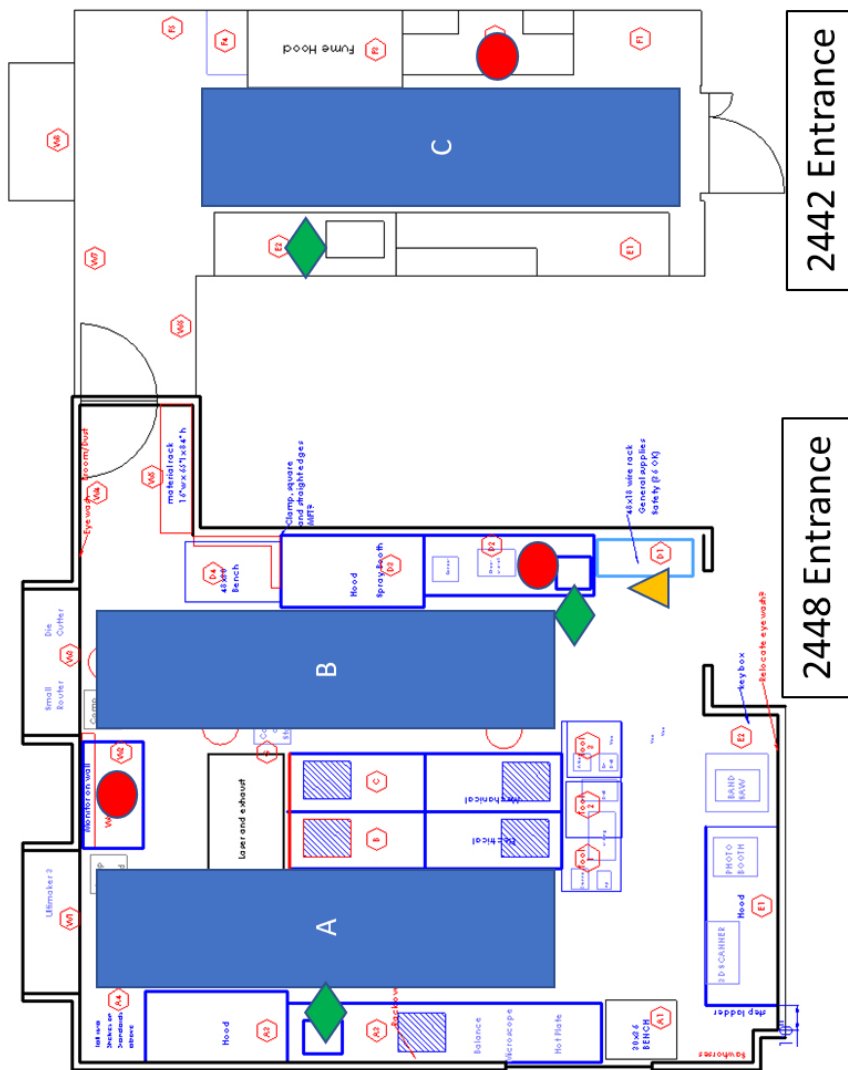
PPE



Handwashing



Disinfection supplies



CNSI Innovation Workshop
COVID-19 Phase 4 - Lab Work Zones
Dave Bothman – 19 June 2020