

## SOP for CNNP and Microelectronics & MEMS Lab

### NO MASK NO ENTRY

### BREAKING OF PROTOCOL will result in DENIAL of ENTRY

#### Protocol

1. Entry to labs at present will be **restricted to those who are residing on campus and Chennai residents subject to IITM guidelines**. Recent traveling history of researchers to campus needs to be reported and they have to follow campus Home/ Hostel quarantine for 14 days as per institute guidelines. **All members must install Arogya Setu app on their mobile phones.**
2. **There will be two batches of 3 days each per week. Scholars enrolled in Batch 1 will be able to access the lab only on Monday, Tuesday and Wednesday. Scholars enrolled in Batch 2 will be able to access the lab only on Thursday, Friday and Saturday. Scholars should not attempt to enter the lab outside the hours specified for their batch.**
3. New tool booking protocol will be activated, which will control entry of members and their tool booking according to their batch. Booking at least on day in advance will only be entertained.
4. Only one entrance to the first floor labs will be open (The CSD side entry will be strictly closed and will be used only as Emergency exit). Ground floor standard Entry as it was.
5. **Hand sanitizers have been placed at all individual lab entrances. Members must use them at the time of entry to the lab.**
6. (a) Hand Sanitization and Disinfection of Individual belongings is mandatory at Lab entry points  
(b) Monitoring temperature of lab members (users and staff) is essential and has to be done every day during their entry time at the entrance with Non-Contact IR thermometer  
(c) UV-C Disinfection of minimal essential personal belongings is Mandatory ( Planning to Install UV-C disinfection boxes )  
(d) Detailed Log Entries of members who check-in will be made with a timestamp in a register maintained by Lab staff.

(Date, Time, Name, email id, temperature, mobile number and alternate contact number, travel history, non-campus residents' mode of transport- according to Institute guidelines)

7. Members will be issued Individual Lab garments. The usual disposable Face masks will also be provided in the lab. Members may/ may not use them over their respective face mask. Cloth masks are however not allowed in the cleanrooms. After the day's (roaster) work, garments have to be put in the laundry bag for washing.
8. Hand gloves will be provided in all labs. Members need to use them at all times in the lab for their own safety to minimize risk due to surface-contact based transmission.
9. Booking of slots on tools will be controlled by the IT module to take care of social distancing. So when a particular tool is already booked by someone, slot booking module will not allow another person to book a tool in its close proximity. Number of members allowed in each lab at a time will be reduced to maintain social distancing.
10. Cleaning of labs and tools: Lab cleaning will be done regularly and tool cleaning will be done after every use. As the number of staff members will be limited, it is expected that all lab members will help to maintain the cleanliness in the Microelectronics/ CNNP labs.
11. All lab members will be allocated duties for cleaning of labs, taking into account the labs they will be using frequently. All lab members will also be assigned certain monitoring duties. (AC checking, AHU monitoring, etc. based on requirements)
12. Safety orientation will be given to all lab members by the CNNP safety team. All lab members will have to do the safety checks for the labs they have been assigned.
13. Using the tool for the first time after lab-reopening should be done strictly in presence of Staff following proper SOP of the respective tool, even though one is an Authorized User of the particular tool. Only after that one can be reauthorized on the tool.
14. All the users need to get reauthorized on the tools from Mr. Rajendran/Mr. Prakash/Mr.Venkatesh that is from someone who has already been reauthorized on that tool by one of them after lab re-opening
15. No new training requests shall be encouraged until further notice.