

Procedures for lab work and infection control measures at Biohus

All employees and master students with experimental biotechnology projects at the Department of Biotechnology have access to the laboratory areas on the 3rd floor of Biohus, which are managed by the department.

Further explanation as follows:

- The cleaning staff are responsible for following up the infection control measures and the laboratory engineers are responsible for general HSE (health, safety and environment) rules related to lab activities.
 - Master students must plan their lab activities and work between 8:00 – 15:30. Work beyond this time frame must be agreed with the supervisor. A written agreement (“Working alone in a laboratory after working hours”) must be signed by the student and supervisor and sent by mail to the head of the department.
- All students have their own workbench with a pipette set, tube racks and icebox. Everything is marked with the student name.
 - Remember to comply with the 1-meter distance rule both when sitting at the workbench and when going around in the laboratory areas and corridors.
 - Let the responsible engineer know when you plan to be present in the lab and inform always about all changes according to the plan.
 - The workbench is disinfected at the start and end of the work.
- Use of common equipment and common laboratory workbenches:
 - Book time for the use of common instruments in the instrument calendar.
Remember to delete the reservation if it is no longer relevant to use the instrument.
 - Equipment and benches are disinfected both before and after use.
 - Do not use disinfection on screens or touch screens – use instead wipes specially designed to clean screens (moistened with water).
 - Gloves are only used to protect against harmful reagents or to avoid contamination of sample material. Use hand disinfection both before and after the use of gloves.

- A face mask is only used if it is not possible to comply with the 1-meter distance requirement, for example during instrument training in which case you may come close to the engineer or supervisor.
- Restrooms: Master students should use the restrooms close to the master lab
- **The printer in room 2N1 317 can only be used by employees.**
 - **Students can use the printer in the library.**
 - **Employees should use hand disinfection before using the printer.**

Infection protection measures

- Everyone must focus on good hand hygiene and avoid touching your face.
 - Wash your hands frequently and thoroughly with soap and water, especially after coughing / sneezing, after visiting the toilet and both before and after meals.
 - Hand disinfection is used both before entering and when leaving the lab areas.
 - Surface disinfection is used when needed to disinfect contact surfaces.
- Main doors to the laboratory areas are kept closed. Use a card reader without a code and a door opener instead of using door handles.
- Nobody with symptoms of a cold or respiratory infection can show up at campus and work in the lab.
 - If symptoms stay at home
 - Students should inform main supervisor and responsible engineer
 - Employees should inform the Head of Department
 - You need to be symptom-free for 24 hours before you can work in the lab again
- If positive for COVID-19
 - Stay home and follow the recommendation given by the municipal health service
 - Students should as soon as possible notify:
 - Switchboard INN University: phone 62 43 00 00, email: servicepunkt@inn.no
 - Outside the switchboard's opening hours, call the university college's crisis number 04315, which is operated by Securitas' alarm centre.
 - Head of Department, Frøydis Myromslien (froydis.myromslien@inn.no, phone 95 78 89 18)
 - Employees must inform the nearest manager as soon as possible, preferably call or send SMS

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