COVID-19 Onsite Working Protocols

Last updated 07/03/22

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SITE ACCESS FOR USERS

1. POLICY STATEMENT

Diamond is committed to ensure maximum safety for its staff, users and public visitors. During the COVID pandemic additional measures are in place, including limiting occupancy for rooms, beamline hutches, control rooms and cabins. Any breach of the protocol will be reported to Diamond management and to the individual's institution and may result in the termination of the beamtime.

User terms and conditions for access still apply.

Scope

These protocols apply to:

- all users coming to the Diamond site.
- all Diamond premises and areas controlled by Diamond.

2. PROTOCOLS

3.1 Restrictions on coming To Diamond

No users are permitted to come to site without the authorisation of their Diamond Local Contact or PBS and for authorised beamtime and associated laboratory access only.

Clinically vulnerable persons and **Extremely Clinically Vulnerable persons** may come to site after confirming they are fit to visit Diamond through their GP or institution's Occupational Health department.

Symptoms & isolation: If you have COVID-19 symptoms, have received a positive COVID test, or, if you are subject to a self-isolation period, you must not come to site.

If you have been in close contact with an infected person, you may come to site but you must confirm you have had a negative LFD test for seven days before coming to site. **Recent Update**

Vaccine: Persons who have been vaccinated must continue to follow these protocols and do not have any exemptions regarding coming to site. See Government vaccine guidance for more information.

3.2 Prior to coming to Diamond

User responsibilities

Due to the extra procedures in place during the COVID-19 situation, and because not all facility staff will be on site as normal, you should plan for tasks to take longer than normal to perform. Facility staff may not be available to solve problems as quickly as normal, and a greater degree of flexibility may be needed around what is possible when running your experiment. We ask that you be as understanding and patient as possible if things are not able to happen as you would normally expect.

You need to arrive at the synchrotron within working hours (0900 – 1700 GMT) at a time agreed with your Local Contact.

Whether you are visiting from the UK or overseas, your employer remains responsible for your health and safety while you are undertaking work at Diamond, notwithstanding the duty of care Diamond owes to you to provide a safe working environment. You should ensure that your employer

has pre-prepared plans to support you should you become ill while working at Diamond, whether COVID-19 related or not, and that you have your employer's permission to travel. For overseas visitors, it is up to the employer to ensure that you are adequately covered by insurance in the event that medical treatment is necessary in the UK (whether Covid-19-related or not).

Working Protocols Training: The COVID-19 Working Protocols Training is part of the *Health and Safety* online training. Please ensure your training is up to date to allow site access.

Working Protocols: All persons coming to site must have read and understood these protocols.

Testing: Please take a lateral flow test prior to arriving at Diamond, these tests are freely available from the NHS. https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests.

Overseas researchers: follow the latest Government rules for entering the UK. Please check the rules again immediately before travelling to the UK. It is the responsibility of the researcher's employer to ensure that they are insured for medical treatment. Overseas travellers should be tested for COVID-19 prior to travelling to the UK and cancel travel plans if testing positive.

Self-isolation by overseas researchers: Diamond will not provide quarantine facilities or cover the costs of isolation if it is a requirement for researchers from overseas to isolate for a period once they enter the UK.

Users must check immediately prior to travel the quarantine status of the bridge between their home country and the UK, and if they choose to travel to the UK under these conditions, they must arrange their own accommodation for quarantine and cannot visit Diamond until the quarantine period is over.

COVID-19 Symptoms/Cases: Overseas travellers should cancel their travel plans if showing symptoms of COVID-19 before travel. In the event of a researcher experiencing COVID-19 symptoms or testing positive Diamond may allow the visitor to remain in their booked accommodation and will assist the researcher with regard to transport (either to a COVID-19 testing site, or to travel home). However, all living, transport and repatriation expenses incurred as a result, must be paid by the researcher's employer / institution (Diamond will invoice the employer institution if payment cannot be made by the researcher). Please ensure that your employer has plans to support you in the event of illness.

Booking Visits to Diamond: The Diamond User Office remains in operation (staff may be working from home) - contact useroffice@diamond.ac.uk

Accommodation can be booked through the normal visits processes using the User Administration System (UAS).

Once the online visit request has been received, and it has been confirmed that all relevant safety tests have been completed, the User Office will issue a site pass for you to collect from the RAL Security lodge.

Please ensure your visit is submitted **at least 2 weeks** prior to your arrival date to ensure that your site entry is organised.

Do not come to Diamond without having arranged your visit through the User Office and having completed the online training – you will not be allowed on site if you have not done this.

3.3 Arriving on Site

On arrival at the RAL site where you will gain access to Diamond, you must enter via the main gate or reception, pass security, park and make your way to the work area you have agreed with your Local Contact directly. Please note:

- Long-term users with a personal photo access card will need this to access the site at the front gate.
- As a short-term user you will be given a paper parking pass for the duration of your visit which you will need to present to security to gain access to the site. You will also be given a temporary photo access card.

Entering buildings: Wash your hands as soon as you enter a new building (follow the Handwashing guidance).

Face mask: Wear your mask in accordance with the Face Mask Protocols (Appendix 1) in all communal areas. Disposable surgical masks are provided by Diamond.

Sanitisation stations: Items provided are hand gel, face masks and wipes. These are situated in all main entrances and at every odd numbered zone in the synchrotron building. Safety glasses are also available from the stations in the synchrotron and external buildings. If items are missing, please call the EHCs on (01235) 77 8787 stating the location and what item needs replenishing.

Thermometry: No long required for site access. **Recent Update**

Testing: Diamond provides LFD testing onsite, users are requested to use this facility when they first arrive on site (if not tested before travelling) and every three days thereafter (at least twice a week). Details are available here.

3.4 Whilst On Site

Movement around the site

Minimise movement around the site: restrict to areas where you are located/working. Use external routes where possible for large distances around the ring.

Maintain social distance (2m where possible): avoid all physical contact with other people. There are areas (e.g. some corridors and communal toilets) and circumstances where it is not possible to maintain 2m distance for brief moments e.g. whilst passing others. Please apply polite common sense to minimise the time spent within 2m of others for these brief occasions.

Room occupancy restrictions: Many areas (e.g. beamlines, laboratories) have maximum occupancy levels displayed on the door which must be observed for general working in the area. This does not preclude brief visits (e.g. to collect waste, deliver items, pass on a message, etc.) which may temporarily take the total number of people in the area above the occupancy level.

Building occupancy restrictions: During sessions, user teams may have up to two users in the synchrotron building working on the session.

Communal areas

Showers & Drying Room have no restrictions on usage. Please leave areas in a clean condition and do not touch items belonging to other people.

Toilets in Diamond House have some facilities disabled (for example sinks) to be compatible with the 2m rule. Please always respect these restrictions.

Kitchen areas: Minimise use of kitchens using personal drinks bottles, etc. Use the kitchen nearest to your working zone. Wash your hands upon arrival. Minimise the surfaces/items you touch. Clean any items/surfaces you touch. Do not bring treats to share or make drinks for others.

Hygiene

If you experience symptoms whilst you are working at Diamond, leave site immediately and contact covid@diamond.ac.uk to report, then inform your local contact and home institution.

Housekeeping: Keep your workspaces clean and tidy to facilitate deep clean if required.

Adhere to sneezing and coughing guidance: *catch it – bin it – kill it* practice.

Adhere to Handwashing guidance. Key times are when you arrive at work, before you leave and when you get back home.

Cover all cuts and abrasions with a waterproof dressing. Avoid touching your eyes, nose, mouth with unwashed hands.

Use of gloves must not be a substitute for good hand hygiene and general infection control since the glove itself can still carry virus from place to place and endanger others.

PPE guidance

Do not share PPE, use your own, for example, lab safety glasses and lab coats. You will be loaned a lab coat with a label which you can use for your visit. Contact Lab Tech for details.

Clean or dispose of your PPE after use and store it correctly, preventing others from using it.

Disposable gloves can be used to protect against potentially contaminated equipment, surfaces, etc. Change gloves regularly and avoid touching face when wearing.

Shared Workstations, Areas and Equipment **Recent Updates**

Do not share workspaces No longer required

Washable keyboards No longer required

IT equipment No longer required

Clean down No longer required

Do not share tools or other items No longer required

Working protocols for meetings

Avoid face to face meetings where possible and use alternatives (e.g. virtual meetings, phone meetings, etc.)

Adhere to room occupancy limits where a face to face meeting is unavoidable.

Maintain social distance.

If feeling unwell do not attend a face to face meeting.

Wash hands before and after attending face to face meetings.

Clean down No longer required **Recent update**

Working protocol for tasks involving two or more persons

Plan the task to minimise two-person working, assessing the safety of personnel and restricting the number of people in the area. All tasks on site must be discussed and agreed with your Local Contact and only those tasks that will meet the following requirements are permitted:

- Appropriate social distance (2m) between persons can be maintained at all stages of the task, no physical contact. If at any point it is not possible to maintain the minimum distance, stop work and re-evaluate the task.
- All participants are healthy (persons with a risk of sneezing due to cold or allergens, for example, should not work in proximity with others).
- Warn the other person if you are going to sneeze or cough and do this into your elbow or a tissue (then bin-it).
- Wash hands before the task and afterwards (and regularly throughout).

If you become unwell during your visit

If you become unwell during your stay, and particularly if you show symptoms of COVID-19, you should follow the procedure below:

1. You should inform covid@diamond.ac.uk, your home institution and your Diamond local contact by phone and your accommodation provider.

2. Self-isolate in your accommodation straight away. You should inform the accommodation reception team by phone. If you have not checked in to your accommodation you should contact the User Office or accommodation provider to arrange a room for you to self-isolate in.

3. You should make arrangements via NHS 119 (you can find details of the NHS 119 service here) to arrange a COVID-19 test through the UK NHS. Users can request an NHS home test kit to be delivered to the accommodation.

4. You can remain at your Diamond/STFC accommodation for the period of self-isolation.

5. covid@diamond.ac.uk will carry out the initial response to track and trace people you have been in contact with.

6. Please contact your Diamond local contact / user office if you need further assistance.

7. If symptoms worsen then your circumstances should be discussed with an appropriate health care professional.

Whilst you are isolating, rooms will not be cleaned; meals will be served to your room and will be left outside the room door; fresh linen and towels will be provided as required and will be left outside the bedroom door. Linen bags and additional waste bags will be provided for used linen and rubbish, and all should be retained in the room until a negative COVID test or checkout when it will be left for 72 hours before cleaning or disposal.

If you show symptoms, or have a positive test, in the days following your visit to Diamond you should inform us so that we can investigate whether self-isolation of those you were working with is necessary, and whether any areas where you were working need particular cleaning.

3.5 Departing site after your visit

Local cleaning protocols and logs, where in place, must be completed and signed using your own pen. (For beamline/lab cleaning checklist see Cleaning Protocols.docx.)

Wash hands before leaving site and when you get home.

If you test positive for COVID-19 in the ten days after leaving Diamond site, please inform covid@diamond.ac.uk , your Diamond Local Contact and Diamond User Office.

APPENDIX 1. WEARING OF FACE MASK PROTOCOL

Surgical masks must be worn:

> when moving around site;

> in common areas (e.g. kitchens); and,

> when there is more than one person present, in shared spaces, including beamline cabins/hutches, labs and workshops.

> instructed by local signage and/or identified as a control measure in a local risk assessment

Exemptions

Persons who suffer from breathing difficulties or a medical condition which affects lung function or breathing (e.g. asthma, COPD, etc.), are exempt from wearing a mask. If you have a relevant condition, please inform your local contact who will make other arrangements for you.

Masks can be removed for eating and drinking.

Effectiveness

Surgical masks reduce the risk of transmission from carriers of COVID-19. They are not considered PPE and no safety reliance should be placed on them or be expected. If used incorrectly or instead of other measures, such as social distancing and hygiene, the use of face masks will not be effective.

Wearing a Face Mask Safely

Wash your hands before donning the mask

Inspect the mask for any visible damage

Ensure the front is facing outwards and place the metal strip over the nose - shape to fit

Cover the mouth, chin and nose and adjust the mask so that there are no gaps on the sides

Try not touch the mask whilst wearing – this poses a major source of infection

Remove from the ears / around the back and keep away from surfaces

Discard the mask into a closed general waste bin then wash your hands

Don't: share a mask or use a damaged or contaminated mask.

Beard recommendation: masks are more effective if the wearer is clean shaven. This is recommended but not mandatory.

Masks are available at sanitary stations around site & further supplies can be obtained from Stores.

APPENDIX 2: TEMPERATURE TESTING FOR USERS CONTRACTORS AND VISITORS

No Longer required for site access – **Recent Update**