



COVID-19 Onsite Working Protocols

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SITE ACCESS FOR USERS

1. POLICY STATEMENT

Diamond is committed to ensuring all people coming to the Diamond site during the COVID-19 pandemic remain as safe as is reasonably practicable. All such persons are expected to adhere to these protocols. User [terms](#) and conditions for access still apply.

Noncompliance with the user terms and conditions or these working protocols may result in beamtime being terminated and access permissions being revoked.

2. SCOPE

These protocols apply to:

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

3. PROTOCOLS

- 1) Restrictions on coming to Diamond
- 2) Prior to coming to Diamond
- 3) Arriving on site
- 4) Whilst onsite at Diamond
- 5) Departure from site

3.1 Restrictions on coming To Diamond

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

[Clinically vulnerable persons](#) and **[Extremely Clinically Vulnerable persons](#)** must not come to site.

Symptoms & isolation: If you, or any person in your social bubble have [COVID-19 symptoms](#), or, if you are subject to a [self-isolation period](#), you must not come to site.

Vaccine: Persons who have been vaccinated are not exempt from following 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

Agree with your Diamond Local Contact on when you will arrive at Diamond, and complete the following:

Working Protocols Training: Complete [COVID-19 Working Protocols Training](#) online.

NOTE: Training only needs to be completed once, but must be done at least **48 hours prior to first visit** to site, to enable site security records to be updated and for you to be allowed onto the RAL site; it is preferable to complete this training 1 week ahead to allow for unforeseen circumstances.

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

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). Disposable surgical masks are provided by Diamond (see below).

Sanitisation stations: Items provided are hand gel, face masks and door hooks. 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.

Door hooks: Hand-held copper opening hooks are provided to prevent hand contamination (please follow instructions provided). Where hooks are not available, take a tissue to use to create a barrier when opening doors.

Zoning: The synchrotron building and other areas are divided into zones. These are demarcated by barriers and notices. This is intended to minimise the movement of people between areas. Please stay within the zone you are working in as far as possible. When moving between zones use the hand gel provided at the barrier

If you go to another workspace you must clean the surfaces and equipment you will be in contact with before starting, during and after completing work in each area. If you are only leaving for a short time leave a notice saying, "This workspace is in use by and may not be clean".

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.

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 respect these restrictions at all times.

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 your Local Contact and team leader once in a safe place.

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

Do not share workspaces or workstations unless the area has been cleaned (with disinfectant or IPA) between use or there has been at least a three-day interval between users, five days if practical.

Washable keyboards and mice are available where sharing is unavoidable, talk to your local contact to arrange.

IT equipment: clean items between each operator.

****Warning:** Disconnect any powered items before wiping down and allow any surfaces in contact with alcohol to dry before use or contact to prevent fire. If in any doubt about, consult your Diamond Local Contact.**

Clean down any items or surfaces that have recently been touched by others with a suitable, non-contact cleaner or damp tissue soaked in alcohol spray.

Do not share tools or other items unless cleaned before passing it to someone.

Cleaning

Cleaning Agent Guidance

Cleaning Agent	Best for	Comment
Soap and water	Hand washing	This is to be considered the best and primary method of cleaning hands.
Alcohol based gels	Hand washing where soap is not available	Do not use where there is visible dirt or contamination **Allow alcohol to dry before touching anything metal, or working with any sources of ignition** Available from sanitisation stations
Disinfectant spray	Work surfaces, furniture & tools	Leave to dry – follow manufacturer's instructions Currently not available
70% alcohol spray	Work surfaces, furniture & tools	Spray onto a cloth and wipe down surfaces, allow to dry. Unplug electrical equipment before use.
Household bleach	Work floors & tools	Follow manufacturer's instructions
Virkon	Surfaces and equipment	Follow manufacturer's instructions. available from EHC on request

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 any items or areas used (use soap and water then 70% alcohol or chlorine-based products) following face to face meetings.

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).

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 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 labs, hutches, workshops, modular offices and open plan offices.



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.