

COVID-19 Onsite Working Protocols

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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.

1. 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, or any person in your social bubble 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.

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

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 at a time agreed with your Local Contact, 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 **one week prior to first visit** to site, to enable site security records to be updated and for you to be allowed onto the RAL site.

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: Where self-isolation is required on entry to the UK researchers must make their own accommodation arrangements. Diamond shall not cover the cost of self-isolation accommodation. Researchers are not permitted to visit Diamond until any self-isolation 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; then 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.

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). 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.

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".

Thermometry: Test your temperature as per process in Appendix 2.

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. 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

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).

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 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.

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

When contractors/visitors/Users are accessing the RAL site via RAL reception (e.g. to collect access pass), they will be required to use the WELLO station there. This remains mandatory for site access to be granted. They must place the WELLO sticker on their pass. (This does not need to be repeated at Diamond for that day).



For contractors/visitors/Users with site passes that allow them to enter site without going through reception: At the beginning of each day, they must access Diamond via Diamond house atrium to have their temperature tested at the WELLO unit.

The WELLO unit is a self-service, non-contact, temperature test facility. The unit does not record any data.



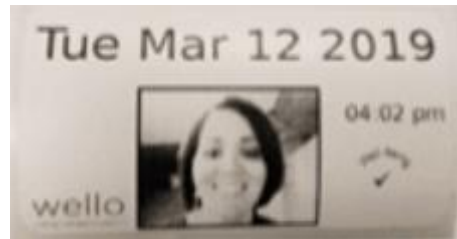
Instructions are provided locally for operation of the unit. You will need to remove hats, glasses, face masks before use. You will not need to touch the WELLO station. Any issues with use of the WELLO station, please contact SFM on ext.8500 (use telephone in atrium).



The WELLO unit checks that the individual does not have a fever.



If the individual's temperature is acceptable, the unit prints out a photo-ID sticker which the Contractor/User must stick to the back of their Diamond access badge holder and wear for the day (or in a visible place if they do not have a badge). The Host/Local Contact must verify the sticker at the earliest opportunity. If the Contractor/User does not have a sticker they must go to the atrium and use the WELLO unit.



If the individual has a temperature, the unit will not print out a photo-ID sticker. The Contractor/User must then leave site and contact their Diamond Host/Local Contact.



Process flow for Contractor & User Temperature Testing Using WELLO Unit

