

## MCF Re-Opening Plans and Procedures

Hello MCF users, we hope you're well and look forward to working with you all again. Georgia Tech is planning to resume research activities in a phase approach starting June 18th, and the MCF staff is ready to get back to work that day.

The MCF has made adjustments to our operations to follow the Georgia Tech COVID-19 guidelines, and we will make sure that users do the same. The new policies detailed below will take effect on June 18, 2020 and are subject to change as circumstances require.

### Summary of Notable Changes:

- **PPE required:** Gloves and a surgical mask must be worn at all times while in MCF labs. The MCF will provide disposable PPE – reusable cloth masks **are not** an acceptable alternative.
- **MCF Labs not open 24/7:** Available M-F 08:00 – 22:00, Sat & Sun 10:00 – 16:00
- **Social distancing:** Instrument usage is limited to one person (no groups) and – with limited exceptions – all rooms are single-occupancy. Users may not wait or congregate in labs or common spaces.
- **Limited Tool Access:** Users must schedule time on an instrument prior to usage. Unscheduled usage is not permitted.
- **Limited Scheduling:** Ability to schedule time on some instruments may be limited by time and/or location constraints as described below.
- **Training suspended:** Until further notice, there will be no training classes for new MCF users and no checkoffs for pending users. Only previously approved users of each tool will have access.

### What to Do / Expect when you enter the MCF labs:

1. Put on mask and gloves available near the door of the suite (Marcus) or individual lab (PTB)
2. MCF will provide wipes and alcohol spray to clean touchscreens, computers, etc.
3. Use a cloth wipe and alcohol spray to wipe touchscreen or login computer
4. Log into the tool via SUMS using the touchscreen or other computer (login is possible only during your scheduled time)
5. Use same cloth with IPA solution to wipe keyboard(s) & mouse for equipment computer(s)
6. Use a **different (!)** wipe and IPA to wipe down any tools, sample holders, etc. to follow normal high vacuum system cleaning procedures.
7. Use the MCF instrument as you usually would.
8. Log out using touchscreen or other login computer.
9. Discard gloves as you leave the MCF and clean hands immediately in restroom or using alcohol-based hand sanitizer near MCF door.
10. The MCF staff will clean touchscreens and commonly-touched surfaces multiple times per day.

### Scheduling and Lab/Tool availability:

- You should schedule tools as usual on SUMS, but there are a few new built-in constraints to maintain social distancing.
  - Tool access is possible only for previously trained researchers and only then with scheduled usage – no walk-up usage is possible – NOTE: make sure to include time to transfer your data!
  - The 3 Panalytical XRD systems will have restrictions set up in SUMS that prevent them from being scheduled simultaneously.
  - SUMS will automatically enforce a minimum required gap of 15 minutes between two adjacent users' scheduled times. For example, if:
    - User A has time scheduled from 10:00 – 11:30 and
    - User C has time scheduled from 14:00 – 15:30, then
    - User B won't be able to schedule time before 11:45 or past 13:45.
  - As a courtesy to other users and to maximize the efficient use of limited lab hours:
    - When you finish your work – OR *especially* if you cannot use your reservation – please delete your scheduled time.
    - If logging out early after using some of your scheduled time, please use the “Log Out and Delete remaining time” option on the touchscreen.
- All tool rooms are single occupancy – one user at a time – with these exceptions:
  - Marcus Prep lab G121: Max Occupancy 3 users (1 prepping XRD sample, 1 at fume hood, 1 using Hummer or C coater)
  - Marcus Raman lab G139A: Max Occupancy 2 users (1 using Vis/IR Raman, 1 using UV Raman)
  - PTB Prep lab, Room 135: Max Occupancy 3 users (1 using Quorum sputter coater, 1 using polisher or PIPS, 1 using microscope or LS saw)
- We're here to help:** Please ask the staff if you have any questions, problems, or special scheduling or usage requests

### **MCF Staffing:**

Georgia Tech is requiring that staff must be present during usage of the shared-user facilities on campus. To make the MCF instruments available as widely as possible and to accommodate social distancing the MCF staff will be working a staggered shift as shown below.

	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sat</b>	<b>Sun</b>
<b>Morning:</b> 08:00 – 15:00	DT, MT (MNB) YB/YD (PTB)	EW, MT (MNB) YB, YD (PTB)	EW, MT (MNB) YB, YD (PTB)	EW, MT (MNB) YB, YD (PTB)	EW (MNB) YB, YD (PTB)		
<b>Split:</b> 10:00 – 16:00	RM	RM		RM	TW	TW (MNB) EW (PTB)	MT (MNB) YD/YB (PTB)
<b>Evening:</b> 15:30 – 22:00	WH (MNB) TZ (PTB)	DT, TW (MNB) TZ (PTB)	DT, TW (MNB) TZ (PTB)	DT, TW (MNB) TZ (PTB)	DT, WH (MNB) TZ (PTB)		

 = MCF Labs Open

### **Notes on schedule:**

- (MNB) = Marcus Nanotechnology Building, (PTB) = Paper Tricentennial Building
- AA/BB = Staff available on alternating weeks: AA 1<sup>st</sup>, 3<sup>rd</sup>, etc. weeks, BB = 2<sup>nd</sup>, 4<sup>th</sup>, etc. weeks

- All staff members onsite or otherwise will do their best to respond to email and/or mobile inquiries for the full regular workday M – F 08:00 – 22:00

**Staff Contact Info:**

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