



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
DIPARTIMENTO DI
FARMACIA E BIOTECNOLOGIE

GUIDELINES FOR THE BIOTECHNOLOGY LABORATORIES (Via della Beverara, 123)

General rules

It's forbidden to enter the Lab if:

- The student has tested positive for SARS-CoV-2 (COVID+)
- The student is forced to self-isolate by the authorities
- during the previous 14 days, the student had close contact with someone who showed symptoms of or who has received a positive test result for COVID-19

If the student develops symptoms (high temperature- over 37,5 °C- cough, loss of, or change in the normal sense of taste or smell, intestinal disorders), he/she must not enter the lab, but he/she should go home and call his/her doctor.

IMPORTANT: Anyone entering the build is declaring under its responsibility that it is not included in any of the above mentioned cases.

INSTRUCTIONS TO ENTER AND USE the Microbiology and Fermentation Lab, Cell Culture lab, and Morphology Lab (1st Floor)

The students gain access to the building by the glass door at the bottom of the porch in via della Beverara n.123. The students must wear their face-covering masks and sanitize their hands with hand sanitizer, available at the entrance, before taking the stairs to the first floor. The students should keep at least a 1-meter distance from the other people while going to the room. It is highly recommended not to **create gatherings outside the building, in the hall, on the stairs, or in the area in front of the classroom.**

At the entrance:

1. Each student will have his/her **locker** and **workstation** number for the **Microbiology Lab**, and/or his/her **room/hood** number in the **Cell Culture Lab**. These numbers will be the same until the end of the course.

2. The students must go to their locker, located in the corridor on the first floor, in which they will put their belongings (if more students are assigned to a single locker, backpacks and jackets must be closed in a plastic bag). It is recommended to take with you only what you need for the course, including a clean lab coat for personal use, which must be worn and buttoned for the entire course duration.
3. The students must go to the Microbiology or Cell Culture labs **one at a time**, sanitizing their hands with the hand sanitizer placed next to the door on its right. They must occupy the assigned workstation following the map placed at the entrance door. It is highly recommended not to **create gatherings in the lockers area, and outside the lab.**
4. Protection glasses (optional use) will be available in each workstation. Single-use gloves will be located on the desk shelf in the Microbiology Lab, and on the carts in the Cell Culture Lab.
5. Each student could put personal items (book, lecture notes, pencil case, calculator) on the desk, remaining in his/her workstation until everyone has entered the room.
6. The first day the students must sign an information document about security measures in the lab and the delivery of the PPEs.
7. The professor will verify which students are attending the course in order to get their attendance signature.

In the lab, the students may use the provided sanitizing material (gel and surface spray) to clean their workstation and PC keyboard during the day. **At the end of each day, the students must sanitize the desk and the pipettes with Ethanol 70%. The microscopes which are not covered with the transparent film must be sanitized following the procedure explained at the end of this document.**

The students must not share personal items (notes, pen, mobile phone..) with the others. It is recalled that NO food and drinks may be taken inside the room.

The students could move from their desks or hoods only when they need to use the instruments (balances, centrifuges, spectrophotometers, microscopes, etc...), choosing the closest to their workstation. They must proceed one at a time, waiting at their assigned position. They could only use the sink of their desks.

In the Cell Culture lab, all microscopes will be associated with the desk and hood number. The students must wait their turn before going to the lab with the sink and using the waste tanks (**Lab 107**), maintaining a 1-meter distance from the others.

During the course, the instruments in the lab will be used from one student at a time.

To avoid any other movement in the lab, when the students need help from the professor or the tutor, they must remain at their place and raise their hands.

In the case of an emergency evacuation, the existing rules will be applied, with the recommendation to proceed in a row and keep a 1-meter distance from other people while leaving the building and to not create gatherings near the emergency assembly point.

The students must stay apart 1 meter from each other, respect the signs, and wear the face mask during the lesson and in the common areas. Moreover, the students should listen to the instructions given by the academic staff.

At the Exit:

1. Outside the labs, professors and tutors should guide the students to the exit to prevent gatherings on the corridors or the lockers area.
2. The students must quickly take their belongings from the lockers, which need to be closed after their use.
3. The emergency exit located on the back of the building will be used by the students, indicated by the emergency ladder signs. A sanitizing gel dispenser and proper bins will be located near the exit, which the students should use to put their used facemasks. The students must keep a 1-meter distance from other people also while exiting the building.

Use of the toilet:

1. The use of the toilet is allowed at just one person at a time. **The simultaneous presence of more students in the areas close to the toilet is strictly forbidden.**
2. The students in the Cell Culture lab could use the toilet at the end of the corridor, following the instructions.

Use and Sanitization of Microscopes:

In the case of a shared use of a microscope, the oculars could be protected with transparent plastic film, which needs to be changed after every use. In the case in which the film is avoiding a clear vision of the sample, it could be removed and the oculars must be well sanitized **BEFORE** and **AFTER** the use with an ethanol-soaked tissue supplied by the professor.

IMPORTANT: DON'T USE THE PINK DENATURATED ALCOHOL, BUT ONLY THE COLOURLESS ONE.

Sanitization of the other parts of the microscope must be done using Ethanol 70%, avoiding to touch the objective lenses. The latter could be cleaned using 100% ethanol.