





SOP 1 – Hygiene & Disinfecting Equipment

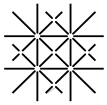
Name	Function/Role	Date	Signature
Philippe Cattin	Head of Department Approver	18/01/2021	
Daniela Vavrecka-Sidler	Executive Director Author	17/01/2021	
Lorin Fasel	Workshop Manager Co-Author	18/01/2021	
Olivier Braissant	BSL2 Safety Officer Reviewer	18/01/2021	
Beat Göpfert	General Safety Officer Reviewer	18/01/2021	

Purpose

This document is part of the Emergency Operation Plan of the DBE and describes the Standard Operation Procedure (SOP) to maintain hygiene in labs and workshops, especially when they are used by several people.

Document history

25.3.2020	New, V1.0: DBE-SOP1-disinfection.docx
29.3.2020	Section about Tracking-System added.
18.5.2020	Adaption to the new guidelines of April 27, 2020 and May 15, 2020
15.1.2021	Adaption to the new guidelines of January 13, 2021



1 Scope

This SOP only covers the rooms and equipment, including servers, at the site of the Department of Biomedical Engineering in Allschwil at Gewerbestrasse 12-16, ground floor, 3rd floor and 4th floor. Research Groups operating only from the University Hospitals (USB and UKBB) or the Institut für Rechtsmedizin in Basel are not subject to this SOP but to their head organization.

2 Related Documents

This SOP is a child document of DBE_Emergency_Operation_Plan_2021-01-15.pdf.

The paragraphs of the parent document regarding file depository of the valid version and the roles and responsibilities apply to this SOP as well.

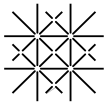
The following procedures can be found in a separate document:

- How to wash and disinfect hands (hand_dbe_01.pdf)
- How to wear and re-use masks (face_masks_dbe_01.pdf)

3 Procedures

3.1 Principles

- In the whole building surgical masks must be worn. Masks must be worn so that mouth and nose are covered at all times, see document "How to wear and re-use masks (face_masks_dbe_01.pdf)".
- All rooms, labs and workshops should be occupied by 1 person at a time only. In labs and workshops, where the equipment can be used safely by one single person, only one person at a time shall be present. A maximum of 5 persons per room, lab or workshop is allowed if it is needed for a safe process.
- Equipment that may pose a risk to its operator but may be used alone, can be used, but a second person must be informed, stay at the same time as the operator in the building and must check on the operator every hour or on a predefined appropriate schedule. The operator must inform the second person when the operations are finished.
- To take notes and to report the use of a lab or equipment, bring your own pen.
- Inform your group leader (or the deputy or the person assigned to check) when you enter the lab or workshop by either SMS or WhatsApp or any similar text message.
- After you entered the workshop immediately wash your hands according to "How to wash and disinfect hands".
- Only touch what is necessary.
- Don't touch your face.
- For labs and equipment used by several people, wipe the surfaces of the equipment you have been working with a paper tissue sprayed with disinfectant or alcohol (ethanol, isopropanol).
- Before you leave the lab/workshop



- Manual ventilate the room, labs, and workshop if possible, by opening the windows for about 10min;
- Wash your hands according to “How to wash and disinfect hands”.
- When you left the lab/workshop, send a message to your group leader again.

3.2 Using Workshop 12.03.014

3.2.1 Use of Equipment

All equipment can be used, according to "3.1 Principles".

Portable machines and equipment such as electric drill, hammer drill, dremel, soldering irons, heat gun, and the power tacker are treated the same as hand tools (see below).

3.2.2 Hand tools

If you need hand tools, send a detailed list of the tools you need to the Workshop Manager Lorin Fasel (lorin.fasel@unibas.ch) one day in advance. Keep these tools at your workplace until your work is finished or further notice. If you are finished, wash your hands carefully, disinfect all handles if possible and bring it back.

3.2.3 Expendable materials (e.g., screws, cables, connectors)

Only take what you need and don't put any material back. Avoid touching any surfaces that are not necessary and disinfect the surfaces you touched.

3.2.4 3D-Printer

The 3D printer PC was configured to be used via remote desktop connection, mouse and keyboard were removed. You can access it as follows (you need to be connected to the internal network, e.g., via VPN):

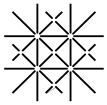
Computer name: dbe-mir-ww11-03

Username: 3Dprinter

Password: mir2019

You can process your 3D files on there and send the print job to the 3D printer. It has happened that the connection to the 3D printer does not work. In that case just restart the PC via remote desktop until it is connected. Afterwards, adhere to the following procedure:

1. Make sure a printing plate is in the printer.
2. Press the “Print job” button.
3. Disinfect this button and the printer door with disinfectant and a paper towel.
4. Wash your hands before leaving the workshop, according to “How to wash and disinfect hands”.
5. After printing is finished, take the plate out of the printer and remove the part with the scraper and the pliers provided on the green tools trolley. Use only these two tools to remove the part and the support material.
6. Disinfect the printer door and the tool handles with disinfectant and a paper towel.
7. If needed, put the part in the detergent bath to dissolve the support material.
8. Wash your hands before leaving the workshop, according to “How to wash and disinfect hands”.



9. Remove your tools from the detergent bath. Clean the buttons and handles of the bath with disinfectant and a paper towel.
10. Wash your hands before leaving the workshop, according to “How to wash and disinfect hands”.

3.3 Using the Qualisys Tracking System and Hardware in and belonging to Room 12.03.010/12

- Only use the hardware incl. Qualisys Tracking System that you have at your experimental setup/ work place at the moment.
If you need additional hardware belonging to Room 12.03.010/12 ask Manuela Eugster (manuela.eugster@unibas.ch), Deputy: Lorin Fasel (lorin.fasel@unibas.ch).
- Inform Manuela Eugster (Deputy: Lorin Fasel) before you start using the tracking system and wait for approval.

3.3.1 Procedure for Calibration Kits:

- If you already have a calibration kit at your workplace: Inform Manuela Eugster which calibration kit it is (send a picture of the kit and the document inside the kit).
- If you don't have a calibration kit at your workplace: contact Manuela Eugster to clarify which calibration kit is available.
- Do not use any other calibration kit.

3.3.2 Procedure for the Host Cable:

- If you need the host-cable ask Manuela Eugster, Deputy: Lorin Fasel.
- Before you get it, wash your hands according to “How to wash and disinfect hands”, then bring to your workplace.
- If your work is finished, bring it back and disinfect it like the hand tools (see 3.2.2. hand tools) and inform Manuela Eugster, Deputy: Lorin Fasel.