

CLEANING DURING COVID19

The following rules apply until new are issued

CLEANING AND PRECAUTION FOR SELECT STAFF AND STUDENTS DURING THE PARTIAL REOPENING OF LABORATORIES AND WORK SHOPS:

IN GENERAL:

- Abide by the department rules for behavior during the gradual reopening.
- The normal departmental rules for working in workshops and laboratories still apply, e.g. you are not allowed to be working alone with risky processes (check <https://geo.medarbejdere.au.dk/en/work-environment/>)
- Bring your own disinfectant and lotion, use when needed.
- Carry your key-card when in the buildings, this is your ID card.
- Allocate sufficient time every day for cleaning your work site.

CLEAN YOUR OWN WORK SITE:

Ethanol is used for cleaning of contact surfaces. Ethanol is handed out in kits for each person on the first day. The kit contains: 1 spray bottle, 2 paper towels and garbage bags. You have to make an appointment with a lab technologist to have 1 box of gloves (your size) handed out. Contact a lab technologist before you run out of personal protective equipment.

- **Procedure for cleaning using ethanol:** <https://youtu.be/0CfsAGBy-7g>
 - Cleaning is necessary when you leave a work station (tabletop, fume hood, equipment etc.) and as a minimum once per day.
 - Prepare a clean surface (e.g. no sample material, grease/dirt or chemical spills, therefore consider washing with water and soap first).
 - If possible, spray the ethanol directly onto the surface, alternatively use paper towel that is moistened with ethanol.
 - Wipe on all clean and smooth surfaces: All corners and parts of the surface must be in contact with the ethanol.
 - For this to be effective, the surface must be left wet by ethanol to dry until the following day. Do not use any surface until completely dry.
- When cleaning is completed and you are ready to leave the room: Take a piece of dry paper towel and use this when closing the door behind you, without touching the handle on the outer side of the door.
- Bring your own trash into the container on the parking lot every day. This applies to waste produced in your office, from lunch and your lab work.

If you share a function directly with others, we recommend being extra careful: Use ethanol *before* commencing work.

Note that some materials do not tolerate ethanol: Use a concentrated solution of dishwashing liquid, rinse with water and leave the surface dry.

CONTAMINATING GLOVES ARE OFTEN SPREADING DISEASE, USE THEM CORRECTLY!

- An enforcement notice is issued from the ministry on wearing gloves for every work situation.
- All gloves must be changed once an hour.
- If you experience skin problems (wounds, cuts or irritated skin) you must stop working.
- Never touch objects with gloves that you touch without gloves:
 - Never touch skin, face or glasses with gloves that have touched something else.
 - Never move gloves between areas = don't move between rooms wearing gloves.
- Don't use gloves if you have long nails or are having jewelry on, there is a risk of perforation of the material.
- Wash your hands before and after using gloves.
- Only wear gloves when your hands are completely dry.

Check out our video on how to remove a glove without contaminating your hands: <https://www.youtube.com/watch?v=4kN7zNDvI3A>

We expect limited services from ST-BYG and other AU services. We recommend that you plan your work so you avoid needing acute assistance.