

Guidelines for the Gradual Transition from Coronavirus-Related Emergency Operations to Basic Operations

RF-Lab (incl. working space behind 7.0 T)

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Change History

Date	Version	Author(s)	Description of change
24.04.2020	1.0	Thomas W. Eigentler, Haopeng Han	Version 1.0 of document
27.04.2020	1.1.	Thoralf Niendorf	Added minor changes

Guidelines for working in RF-Lab (incl. working space behind 7.0 T)

Objectives:

- To start *basic operations mode* at RF-Lab and working space behind 7.0 T¹
- To follow safety guidelines with respect to personal safety, especially concerning COVID-19 prevention

Plan of operation until further notice:

- Safety distance ≥ 2 m
- Keep the windows and doors open while working if possible.
- Wash hands and lower arms every time you enter and exit the room.
- Always use the door next to the wash basin to enter and exit the RF-Lab.
- The number of people is restricted to **3 persons at any given time for the RF-Lab**.
- The number of people is restricted to **2 persons at any given time for the working space behind the 7.0 T scanner room** to allow enough space for colleagues walking through to RF-Lab, PTB-office, and office spaces.
- No shared working desk or equipment for the working day (except disinfection is feasible).
- Equipment, material, and tools (EMTs) in use or used should stay on the working desk. After the working day, but latest, last working day of the week the equipment and tools should be disinfected (if possible) and put back to the storage space (keep in mind that this is a shared working space and somebody else might need the EMTs)
- Consider EMTs as **contaminated at any time**, never touch your face or mask at any time.
- RF-Lab is a shared working space register and consider other colleagues and projects in your time planning in the lab.
- EMTs are allowed to take home or to other working spaces for time consuming but low EMT tasks (eg. building cable, soldering multiple PCBs). Notify Thomas Eigentler (+49 162 1980559) always and without any exception, if something leaves the RF-Lab and the working space behind the 7.0 T.

Further info about the equipment and the operation:

- If you have any questions about the equipment call Thomas Eigentler (+49 162 1980559) he has the info if someone took something from the RF-Lab or the working space behind the 7.0 T

¹ Working areas are the mechanical working bench, Stratasys 3D-printer and milling machine.