

Updated 4/11/21

- **RETURN-TO-CAMPUS ACCESS PROTOCOLS FOR ANFF-NSW@UNSW**

You must meet ALL FIVE of the requirements below BEFORE accessing the ANFF-NSW@UNSW labs.

- **FULL VACCINATION:**

- full vaccination (two doses) is required for **all** users before accessing the ANFF-NSW@UNSW Labs
- while on campus you will need to be able to provide evidence that you are fully vaccinated (two doses)

- **ANFF SCHEDULER AVANCED BOOKINGS:**

- **all** users must book equipment in advance and abide by the maximum occupancy caps

- **ANFF TAP-IN/OUT LAB USER LOGGING:**

- **all** users to log entry/exits via the tap-in/out system and abide by the maximum occupancy caps

- **BUILDING QR CODES:**

- **all** users must log entry/exit to building via QR codes at the building entry points

- **APPROVAL TO ACCESS ANFF-NSW@UNSW LABS**

- **UNSW based users**

- UNSW Staff and Students must have approval from your Dean or Divisional Head to return to UNSW campus before booking tools (which includes access approval to the ANFF-NSW@UNSW Labs).

- **Non-UNSW/External Users**

- External users of ANFF-NSW@UNSW must gain approval to access the ANFF-NSW@UNSW labs via contacting the Facility Business Manager (m.boreland@unsw.edu.au).

- **OUT-OF-HOURS ACCESS**

Due to current lower usage levels, all users are strongly encouraged to work within NORMAL hours shown below.

Currently there is high availability during NORMAL hours that in general negates the need for out-of-hours access.



ANFF-NSW OUT OF HOURS TIMETABLE



	12am	6am	8am	6pm	12am
MONDAY to FRIDAY	Exceptional	Extended	Normal	Extended	Extended
SAT					
SUN					
Public Holidays*					

*.includes UNSW shutdowns and declared holidays

Out-of-Hours access during EXTENDED hours should only be used in extraordinary cases (where tools are overbooked or to avoid impacting other ANFF users e.g. very long runs on Raith EBL etc). Any out-of-hours access must continue to comply with Out-of-Hours safety requirements detailed in the relevant Safe Work Procedures and Risk Management Forms.

- **UNSW based Users**
 - **Must comply with any restrictions from your own School or Faculty based on Return-to-campus working hours.**
(e.g. some Faculties/Schools have not approved out-of-hours work for their staff or students, which encompasses ANFF access)
 - Users should notify the ANFF-NSW@UNSW Facility Business Manager (m.boreland@unsw.edu.au) and the ANFF-NSW@UNSW Projects Manager (a.see@unsw.edu.au) of BEFORE any planned out-of-hours
- **Non-UNSW/External Users**
 - **Must comply with any restrictions on working hours applied by their own institution/company**
 - Users should notify the ANFF-NSW@UNSW Facility Business Manager (m.boreland@unsw.edu.au) and the ANFF-NSW@UNSW Projects Manager (a.see@unsw.edu.au) of BEFORE any planned out-of-hours
- **ANFF-NSW@UNSW Lab Training/Certification**
 - Face-to-face lab training/certifications is allowed with 1.5m physical distancing rule in place wherever possible.
 - In cases where the 1.5m distancing requirement cannot be practically met, face shields will be used in addition to P2/95 mask to minimize the risk of virus transmission.
- **REMINDER ON LAB ENTRY PROTOCOLS:** please remember to continue to follow the existing lab protocols
 - **TAP-IN/TAP-OUT**

The ANFF labs tap-in/tap-out system is our core contact tracing tool for the ANFF labs. This allows us to assess and action any potential exposure via the ANFF labs in the case of reported close contact or positive test result from a lab user.

- **WASH IN / WASH OUT**
The ANFF labs have hand-wash stations at all entry/exit points. It is compulsory to **wash hands on ENTRY and EXIT to the labs** to reduce hand-based transmission routes into the labs. Posters for upgraded hand washing procedures have been posted at each wash station.
 - **GLOVES FIRST and ALWAYS**
Gloves go on first, before other personal protection equipment (PPE). This measure reduces bare-hand contact to other PPE to reduce hand-based virus transmission routes in the lab. In addition, no equipment in the lab is to be operated with bare hands, **gloves must be worn at all times**.
 - **MASKS ALWAYS IN ALL LABS**
Mask are not optional; **masks must be worn in all ANFF labs at all times** to reduce oral transmission routes in the lab.
 - **NO SHARING GARMENTS**
Cleanroom garments must not be shared to reduce the risk of virus transmission in the lab.
 - **CHANGE ALONE**
The ONE person-at-a-time limit on the ANFF Labs changeroom has been reinstated. The change room areas are relatively small. To provide social distancing **the change rooms are to be used one person at a time**, to increase social distancing.
- **ANFF-OFFICES:**
 - **ANFF Office – Level 3 Residents Only**
To increase social distancing, access to the ANFF office area on Newton Level 3 is limited to residents of the office, except by pre-approved/formal appointment, or *pre-booked* use of Raith/WVASE PCs.
 - **ANFF Office – Level 3 ... Mask Recommended**
Given the transmissivity of the delta variant, mask wearing is encouraged for the level 3 office space, where a minimum 1.5m social distancing cannot be achieved (in line with UNSW's updated protocols)
 - **TEAMS or Zoom**
To increase social distancing, wherever possible meetings will be held by Zoom or Microsoft Teams.
 - **ANFF REPORTING OF COVID Close-Contact or Positive test result**
 - If you are a COVID Close-Contact or receive a positive test result, in addition to reporting via the [UNSW COVID-19 Case Notification Form](#), we strongly encourage you to inform ANFF (m.boreland@unsw.edu.au) . This will enable us to inform other possible close contacts in the lab and implement other actions as required.