

## 1. LGA restrictions

*"New restrictions prohibit any person who lives in the Fairfield, Liverpool or Canterbury-Bankstown local government areas (LGAs) from leaving their area for work unless they are an [authorised worker](#) Staff who live in these areas should already be working from home unless your work has been deemed critical by the University."*

- Please do not come to ANFF if you live in one of the three LGA's

### UNSW-based Users

- If you live in one of the three affected LGA's in the first instance you must stay at home. Alternatively, before attending ANFF, you must seek written approval from UNSW and comply with any surveillance testing requirements if you feel you are an [authorised worker](#) or are performing critical work (see the attached email from the UNSW Vice-Chancellor and Provost)

### Non-UNSW/External users

- If you live in one of the three affected LGA's in the first instance you must stay at home. If you feel that you are an [authorised worker](#) or are performing critical work you will need formal approvals from your institution/company and comply with any surveillance testing requirements before attending ANFF.

## 2. Restrictions on non-urgent construction

- Non-urgent works by external contractors will be paused at ANFF.
- NOTE: all work required to maintain safety systems will continue

## 3. ANFF-NSW (UNSW) laboratories to remain open for essential experiments however the following additional measures now apply:

- **ALL ANFF-NSW@UNSW USERS**
  - Self-assess your immediate need to run experiments at ANFF-NSW@UNSW during the current stay-at-home order.
  - Based on your self-assessment, experiments should be deferred unless you consider there is an essential or critical need to proceed.
- **UNSW based users**
  - UNSW Staff and Students contact must contact their Faculty Dean or FED to notify the essential need for their experiments before accessing the ANFF-NSW@UNSW labs.
- **Non-UNSW/External Users**
  - External users should only access ANFF-NSW@UNSW to undertake experiments that have been deemed as essential or critical by their institute/company. This should be in addition to complying with the internal COVID directives of your institution/company

## 4. ANFF-NSW@UNSW Building in Secure Mode

- As noted in the UNSW announcement, swipe-card access will be required to enter all buildings on campus including the Newtown/OMB buildings where the ANFF-NSW@UNSW Labs are located

## 5. LAB ENTRY PROTOCLS: 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.

## 6. ANFF-NSW@UNSW Lab Training/Certification

- **NO Lab training/certifications**  
As an additional protection to both users and staff, we will be suspending all user training/certification until further notice. It is not possible to safely supervise new users during training without being in close proximity, which breaches social distancing measures.  
We would encourage research groups that have trained users, to arranged for these experienced users to assist other researchers in their group with fabrication tasks during this period. Our ANFF staff are also available to assist with fabrication tasks, as best they are able, for students/staff that are not yet trained. We note that this can be done for relatively straightforward fabrication tasks, but becomes more difficult when significant process development is involved.  
If you require assistance with fabrication tasks to be performed for you, please contact either Dr Matt Boreland or Dr Andrew See, in the first instance.

## 7. FUME CUPBOARD USE

- **NO SHARING FUME CUPBOARDS**  
Currently some fume cupboards allow shared use. Now all **fume cupboard use is limited to one person at a time.** This measure is in place to ensure social distancing.

## 8. ANFF-OFFICES ACCESS:

- **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 Wearing is Required**

Given the transmissivity of the delta variant, mask wearing is required and physical distancing maintained in the level 3 office space at all times.

- **TEAMS or Zoom**

To increase social distancing, wherever possible meetings will be held by Zoom or Microsoft Teams.

## 9. ANFF-NSW@UNSW Staffing

- ANFF will be implementing staffing modifications including: work-at-home, rotating staff rosters, reallocation of office seating to reduce the density of staffing on-campus.

These measures are aimed at increasing social distancing and protect operation continuity in case of a localised case. It is likely that these measures will likely reduce the response time of ANFF staff, but the use of MS TEAMS will enhance communication routes. As such we ask for your patience during this time

## 10. 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](mailto:m.boreland@unsw.edu.au)). This will enable us to inform other possible close contacts in the lab and implement other actions as required.