



## GENERAL GUIDELINES OF SCIENTIFIC AND TECHNOLOGICAL RESOURCES (STR) FOR PROTECTION AGAINST COVID-19

### Introduction.

With the aim of ensuring the safety and personal well-being of the staff and users at the Scientific and Technical Resources (STR), a series of operating regulations have been established as a means of protection against COVID-19. These regulations have been established in accordance with the *Protocolo de Actuación del Servicio de Prevención de Riesgos laborales* of the University of Oviedo passed on the 12<sup>th</sup> of May of 2020.

### STR's activities classified by their risk level.

- Level I. Continued telecommuting with brief trips to the installations.
- Level II. Continued work at the laboratory respecting the 2-meter security distance regulation or with very brief contact between technicians and other users.
- Level III. Continued work including contact within less than 2 meters between technicians and other users.

The only unit to fully operate in the telecommuting modality (level 1) will be the Statistics Service unit. The unit of IT Management and Support will do so to a certain extent as well, although this unit requires certain tasks to be carried out on-site. The rest of the units require the work to be carried out on-site, and these unfortunately form the majority of the tasks belonging to level II.

### General guidelines.

Every type of activity wished to be carried out at the Scientific and Technological Resources must be previously arranged with the technical staff of the different units using e-mail or the reservation of teams' system.

Every type of activity that can be carried out digitally (the writing of forms, order processing, debit notes, etc.) will be done in this modality. This means that carrying these tasks out in the offices of the SCT should be avoided where possible, especially if the offices do not allow the security distance of 2 meters to be respected.

The tasks in the laboratories must be carried out always bearing in mind the security distance of 2 meters between two people, when possible. If the activity requires physical proximity, the task will only be carried out using the adequate protective measures (gloves, masks, facial screen).

In the laboratories or offices where more than one technician works and the security distance of 2 meters is impossible to keep, turns will be created so people do not concur in the same room.



Activities carried out through auto service will only allow one user per team who must follow the recommendations by the technicians concerning hygiene measures. Before making use of the equipment, one must disinfect their hands with hydroalcoholic gel placed at the entrance of the laboratory. Once the session is finished the equipment will be disinfected with an alcohol solution of 75% and disposable paper which will be at the disposal of the user. The time slots of each user will be grouped together on the same day with the aim of limiting the daily users of the same equipment.

In regard to the writing of tests, the user will contact the technical staff of the unit via online means and explain everything relevant to the test that they wish to do, so that the user only needs to go to the SCT to hand in the sample. The date of the handling of the samples will be fixed with the service technician, always maintaining the interpersonal safety distance of 2 meters. The results will be sent via online means and the same will be done for any problems that arise regarding the results. Under no circumstances will the presence of the user be allowed while the test is carried out in the laboratory.

In those facilities in which the user and the technician would have to remain together in a reduced space which does not allow for the 2-meter security distance to be kept (for instance, the microscopy sessions that are not executed through self-service), the user will try to explain via telematic means to the technician what they want to see in the sample, so the technician is able to carry out the session alone and sent the results to the user afterwards. In those cases, in which this option is not viable, these type of services will be only carried out with the relevant safety measures (gloves, masks, facial screens).

Where the technical staff that usually provide a service belong to any of the groups especially sensible to COVID-19, the service will not be resumed until phase I is finished and the Labour Health and Safety Services evaluates if it is possible to keep working on-site.

The normal schedule of different units might be affected and altered for personal conciliation reasons.

Visits to the facilities will be suspended until further notice.

Oviedo, 18<sup>th</sup> May, 2020

Signed by Ángel Martínez Nistal  
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