

Reopening of the SciFabLab to the public: guidelines and procedures

When is SciFabLab opening again?

After completion of a safety assessment, it has been decided that the SciFabLab will partially reopen from Saturday, 23 May 2020 and until new arrangements, as follows:

The maximum number of users allowed to access simultaneously the SciFabLab is 4, with compulsory prior booking and only within below timetable:

Tuesday from 17:00 to 20:00 (3 hours)

Thursday from 17:00 to 20:00 (3 hours)

Saturday from 15:00 to 19:00 (4 hours)

Who can use the SciFabLab?

Access to SciFabLab premises is agreed upon with each user exclusively via e-mail request and subsequent confirmation, and is meant only for SciFabLab registered users with an approved project. List of authorized users will be provided to ICTP Guards so that they are informed of who can enter the SciFabLab.

Request to access the SciFabLab should include preferred day/time slot (s) - also more than one, and on different days - and the kind of instrument needed, which will be prepared in advance and made available on the desk (assigned workstation) for the entire duration of the approved slot.

From 18 May 2020 it is possible to submit requests for new projects, or request to renew existing projects. Forms are available at the website <http://scifablab.ictp.it>. All projects previously active, authorized before 31 March, are to be considered expired and therefore renewal must be explicitly requested.

Criteria for allocation of slots:

After preliminary booking request, access to the SciFabLab will only be granted to carry out authorized projects, and slots will be assigned on a first come-first served basis. Priority will be given to scientific and didactic projects, projects for Trieste Makerfaire, and to those applicants who could use the least the SciFabLab facilities in the previous days. Allocation of slots is in charge of the SciFabLab coordinator and it cannot be questioned.

Which procedures are to be followed at ICTP?

Once authorization to access the SciFabLab has been granted, and each time before entering the FabLab, all users must first transit through the Leonardo Building Main Entrance, which is the only authorized entrance for external visitors to the Campus, and undergo the foreseen procedure (measurement of body temperature and completion of a Self-certification on health condition). In case of flu-like symptoms, or body temperature higher than 37.5 C, entry is

not allowed. At the end of the activity at SciFabLab, when leaving ICTP, it is compulsory to inform the ICTP Guards (also via phone call).

It is compulsory to always wear a facial mask (surgical mask with CE approval or self-declaration of conformity by the producer, as required by law for work activities, therefore use of DIY masks will NOT be allowed). It is the user's responsibility to get her/himself a mask. On arrival it is also compulsory to wash hands with alcoholic gel, available at the SciFabLab.

It is also compulsory to always maintain an interpersonal distance of at least 1 mt. (recommended: 2 mts). Alcoholic gel is also available inside the SciFabLab.

Restrooms close to the fablab will be dedicated to SciFabLab visitors only.

No more than 1 person for each preset workstation will be allowed in the fablab (i.e. max. 4 users at a time, in addition to ICTP staff).

Users are not allowed to enter the lasercutter room, nor to access to the electronic soldering area. However, upon request, a soldering station will be set up on the assigned desk, meanwhile staff only will perform lasercuts and 3D printing, or, upon preliminary arrangements, tools and instruments will be made available (after disinfection, and for a limited set of tools and instruments).

No more than 1 user at a time, and for a short period, will be allowed to access the work desks inside the "mechanical workshop". Disposable gloves and appropriate personal protective equipment must be used if foreseen by safety rules (gloves, glasses).

Shared tools provided by the ICTP SciFabLabs will always be disinfected after use.

At any time, ICTP staff in the fablab will assess safety conditions and may ask some or all users present to leave in advance.

Disinfection procedures

Before and after each opening shift, staff will disinfect desks and tools with alcoholic solution.

Emergency procedure

In case someone at SciFabLab shows flu-like symptoms and respiratory difficulties (e.g. temperature, cough...), she/he must immediately inform the ICTP fablab staff who will in turn inform the ICTP Guards. At the same time, he/she will be isolated in a room, according to provision by the health authority, and will be given a facial mask, if needed.

Guards will immediately inform the health authorities and COVID19 emergency numbers.