



Guideline for Research Staff Seeking to Work in Laboratories during COVID-19 Period

The guideline outlined here aims to minimise health risks and maintain the safety of research staff (research assistants, research officers, etc.) who need to use UTB laboratories during the COVID-19 pandemic period.

Though working from home is preferred, the University recognises that some research work cannot be done off-campus. Hence, the need for this guideline.

Research staff will be granted access and permission to use laboratories exclusively for works that are not possible to be carried out remotely. This shall require recommendations from the Supervisors/Principal Investigators of Projects, HSE Coordinator, and Head/In-charge of Laboratories. The final approval should be obtained from the BCP team (utb.bcp@utb.edu.bn).

Such work should only be conducted during office hours (8 am to 12:15 pm) when at least one other person, usually a laboratory technician, is also present. Research staff must follow Ministry of Health guidelines and UTB BCP at all times. This includes daily self-monitoring and reporting when required. Research staff should be at home and not working in a laboratory if they are not feeling well.

To work in laboratories, research staff must:

- Submit the 'Application for Research Staff to Work in Labs during COVID-19' form with required attachments to obtain permission to work in labs.
- Be fully vaccinated against COVID-19.
- Prepare a lab schedule and book sessions in advance with the laboratory technician.
- Properly log their entry and exit times.
- Make sure that no more than 2 individuals are in the laboratory at a time.
- Report at the security guardhouse upon entering and exiting university premises.
- Undergo temperature screening and scan the BruHealth QR code. The lab technician will verify that the BruHealth App shows no self-isolation or quarantine order.
- Wear face masks and other required PPE while in the lab.
- Increase frequency of hand washing and/or hand sanitising.
- Maintain proper social distancing.
- Avoid social interactions with any other people whilst on campus.
- Dispose of waste properly.
- Clean equipment, tools, surfaces, etc. after work.
- Follow UTB HSE guidelines and good laboratory practices.
- Leave the university premises once the lab work is finished.

The above is subject to review and change based on the Operational Readiness Level at the time.