

## VBCF EM

- **Opening Times:** the EM Facility is open daily from 6am to 10pm. EM Facility staff will mostly work an early shift (6am-2pm); users are asked to work mostly a late shift (2-10pm) on weekdays, but few booking slots are also available for users in the morning.
- **Mandatory reservation:** no walk-ins. All activities must be booked in advance through the Facility's reservation system: <http://www.vbcf.ac.at/emreservation> . Negative staining work also needs to be reserved in advance (you will find a new item "negative staining" in the booking system). There is a mandatory break of 15 minutes between bookings to allow for sufficient air exchange. Please book 15 minutes longer than you need (you will not be charged for this). Only people with active reservations are allowed in the premises of VBCF Facilities.
- **One person one room:** only one person is allowed to work in each room at a time. When passing by another person, coordinate to maintain a minimal distance of 2 meters.
- **Wear a lab coat, gloves and masks at all times.** Change gloves immediately after sample preparation and before touching anything else. Wear fresh gloves also when operating equipment, including microscopes, computers, etc.
- If possible, **do not use eye pieces** at microscopes, as they pose a risk of viral infection through the eye! If you have to use them, disinfect eye pieces thoroughly before and after usage and use safety glasses or cling film ("Saran Wrap").
- **If you need help** (e.g. problem with a microscope), do not walk into the EM office, but call the person on duty: see list at entrance of EM Facility room 4.74.01. In urgent cases call Tom Heuser: +43 664 808 477 120
- **No in person meetings:** all general or project meetings must be done online or by phone.