



Department of Electronic Systems Engineering

COVID-19 LAB Procedures

Users are required to strictly follow the laboratory guidelines procedures set out by the faculty and available at:

<https://www.um.edu.mt/services/covid-19adviceguidelines>

https://www.um.edu.mt/_data/assets/pdf_file/0015/445200/covid19-guidelinesum.pdf

Additionally:

1. Only essential items are to be brought into the laboratory. Lockers may be acquired for a nominal cost of €5 per semester. Lockers will be loaned on a strictly single-user basis. Sharing of lockers or borrowing keys from technicians, will not be allowed under any circumstances. Students who forget their key will not be allowed to borrow a key from the lab officers. In view of the current pandemic situation, this procedure will be strictly maintained without exception.
2. Masks / face coverings must be worn properly and must cover both nose and mouth. Any student not complying with these requirements will be dismissed from the laboratory.
3. It is absolutely forbidden to leave tissues on any surface at any time.
4. Face coverings/ masks and tissues are potential Covid-19 Bio Hazards. These are not to be disposed of in the labs recycling waste paper bins / general waste bins, but are to be taken out by the student and appropriately disposed of.
5. Users are to fill-in the attendance log sheet on entering the lab and before leaving the lab using their own personal pen. This is vitally important since this information would be essential should any contact tracing be required.
6. Users are not allowed within the technicians' office. Any components that may be required, will be supplied through one of the two small windows.

7. Oscilloscope cables, multimeter cables etc. will not be provided.
8. Subject to availability, users can book slots within the laboratory for lab work-related activities. Requests to the effect may be made online; (procedure to be explained).
9. Users are to keep to their allotted station and are prohibited from freely roaming within the laboratory. Users are to proceed directly to their designated work area and are not allowed to move from one area to another, except for essential, work-related reasons.
10. Regarding return of components, users will be provided with envelopes and the following procedure is to be followed:
 - a. Users are to place returned components in an envelope and close the self-sealing envelope.
 - b. The users name and surname, together with the return date, are to be legibly written on the envelope.
 - c. The envelope is then placed in a purposely designated container labelled "Returned Components".
11. Users are to sanitise their area, prior to commencement of work and before leaving and are reminded to ensure that no personal items are left behind.

16th October 2020