

MINUTES

BioEscalator Extraordinary Operations Meeting Wednesday 18 March 2020, 14:00-15:00 The Hub at the BioEscalator Innovation Building

Claire Shingler	Claire.shingler@medsci.ox.ac.uk	01865 618806
Rachel Barrett / Hannah Menzel	Bioescalator.reception@medsci.ox.ac.uk	01865 618800
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Elodie Siney	Elodie.siney@medsci.ox.ac.uk	01865 618809
Elen Wade-Martins	Elen.wade-martins@medsci.ox.ac.uk	01865 618802
Security services		01865 272944 (non emergency) 01865 89999 (emergency)

1. Labs

1.1 Innovation labs

No formal restriction on numbers using the lab. Use personal discretion and consideration for others.

1.2 Cleaning

70% ethanol and blue roll have been provided in shared areas for users to wipe down equipment before and after use. If supplies run out, let Khwaja know.

Lab coat cleaning will continue until further notice.

Building cleaning will continue until further notice.

Should a deep clean be needed following PHE advice, we have been advised that the BioEscalator will need to be closed for 4 days.

1.3 Services lab

Tenants will run their own cycles through the autoclave and glasswasher daily, as needed, with immediate effect. BioEscalator will make best efforts to provide the usual service on Fridays. Please do not stockpile during the rest of the week as it will not be processed on Fridays. If you require training on the equipment, contact Khwaja and Bushra.

1.4 Sample storage

If tenants want to move samples from liquid nitrogen storage to -80°C freezers, contact Khwaja to organise.

1.5 H&S

If you have any queries, e-mail or phone Khwaja

1.6 Waste management

Tenants will take their own waste to the waste store room with immediate effect. Access to this room has been granted to those who have e-mailed Khwaja. Tenants to ensure yellow tag is labelled with EWC code and company name.

1.7 Lone working

Keep out of hours working to an absolute minimum. Please inform security on 01865 272944 (non emergency) if you are lone working. It is good practice to let your line manager know and operate a buddy system if possible.

2. IT

BioEscalator network and Wifi will run as normal. If tenants have any issues, e-mail it@bioescalator.com.uk - Pete or another member of IT support will assist.

If you have chosen to purchase the BioEscalator VPN service, ensure your staff have their WiFi details or contact it@bioescalator.co.uk if you need a reminder.

Landline phones can be redirected to alternative numbers, if required.

- Press 'forward' button
- Type number to forward to
- Press OK

3. General

3.1 First aiders

It is important for tenants to have a first aider on site if possible. As agreed at the meeting, tenants will e-mail Khwaja by Friday 20 March a list of which first aiders will be in on which days. BioEscalator will provide a weekly list of known first aiders to lab managers by e-mail. Security services will be on site 24/7 (01865 272944 (non-emergency)/01865 89999 (emergency)). They are first aid trained.

3.2 Fire alarms

If a fire alarm sounds, the normal evacuation procedure must be followed. Report to the fire panel once your area is clear. Tenants must ensure that all members of their teams are familiar with the procedure and one person is assigned to sweep the tenant area.

If lone working, the above should be followed.

The weekly fire alarm test (Tuesday 11am) will continue.

3.3 Parking

Parking regulations are likely to be relaxed over the coming weeks. If a tenant needs to drive to work to avoid public transport and does not have a valid permit, they should contact bioescalator.reception@medsci.ox.ac.uk in advance with name and registration number so that the car can be booked on the car park management system. Parking is on the basement floors B1 and B2.

3.4 Deliveries

Distribution Centre will remain open until further notice. In the event of closure, tenants will need to arrange with suppliers to receive deliveries directly. Tenants should be present to receive temperature sensitive goods. If for any reason, you are not able to, you should inform Khwaja so he can arrange receipt.

3.5 Catering

All catering facilities on the Old Road Campus will be closed.

3.6 Building issues

For any building-related issues (temperature, access, utilities etc), contact reception, Claire and Khwaja.

3.7 Communication between tenants

It was agreed that tenants will use the existing BioEscalator WhatsApp group to communicate with each other.

BioEscalator team onsite rota (we will update you if this changes):

Mon 23/3/2020	Tue 24/03/2020	Wed 25/03/2020	Thur 26/03/2020	Fri 27/03/2020
Claire	Pete	Claire	Khwaja*	Bushra*

Mon 30/3/2020	Tue 31/03/2020	Wed 01/04/2020	Thur 02/04/2020	Fri 03/04/2020
Pete	Claire	Pete	Khwaja*	Bushra*

*first aid trained