

MINUTES
BioEscalator Operations Meeting
Wednesday 4th November 2020, 12:00-1:00pm
MS Teams – Online Meeting
(Please use link in Outlook Calendar invite)

1. Building Information

- a. Lagging for the pipe work has been completed for first floor labs. Ground floor labs will be completed soon.
- b. Temporary fire assembly point.
 - i. On Roosevelt Drive by the bus stop.
- c. Fire drill
 - i. Owing to the new national lockdown a decision has been made to postpone the next fire drill.

2. BioEscalator Labs

- a. PPE
 - i. Please make sure to wear appropriate PPE in the shared labs along with your face covering.
 - ii. Please do not wear PPE in the clean areas (i.e. corridors, kitchen areas etc.) when moving from lab to lab. Coats, glasses, gloves etc. must be removed before leaving the lab.
- b. When moving contained biological materials etc. around the building (i.e. between different floors), please use the dumb waiter or the goods lift. Do not use the passenger lift.
- c. Tissue Culture housekeeping
 - i. Khwaja has been monitoring the tissue culture lab. He has been cleaning the water bath and CO₂ incubator water pan on a regular basis. Going forward Owen will take over these duties.
 - ii. There have been cases of Virkon (2%) being left with no lid on the container after experiments have been finished. This leads to growth of bugs etc. and is a hazard to other users. Please ensure Virkon containers are fitted with a lid and disposed of quickly.
 - iii. Please ensure you decontaminate and clean up after yourself.
 - iv. Ethanol – Owen will take over making up 70% ethanol once a week. If it runs out, please make up more. Owen will check ethanol stock bottles (500 ml) on a regular basis.
 - v. Waste – once a serological pipette box is full, please ensure you close it and autoclave it. Do not leave it in the TC lab. Ask Khwaja/Owen if you do not know how to use the autoclave. Training will be provided upon request.

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- d. Cold room housekeeping
 - i. Please make sure that all items are in 37 L clear containers (labelled with company name) so if the cold room needs to be emptied for any reason, items are identifiable.
 - ii. Do not store cardboard boxes in the cold room, as they are habitable for bacteria.
 - iii. Khwaja has requested that tenants using the cold room re-organise their shelves. Owen will help if needed.
- e. Probe to monitor cold room:
 - i. This is now on T-SCAN so monitored 24/7. The probe temperature is set at 0-8°C.
- f. Please make sure that you are emptying the autoclaves after your run has completed. Other tenant employees may not have had waste handling training to handle your items.
- g. Owen Baker – New Apprentice
 - i. New apprentice lab technician.
 - ii. In every day except Thursday, which is a college day.
 - iii. Please make him feel at home, introduce yourselves etc.

3. Health and Safety

- a. Covid-19
 - i. Reminder of building measures
 - a. Face coverings are required to be worn in all communal areas, unless exempt. Face coverings are provided on reception and in the shared labs.
 - b. Social distancing (2m) is in place throughout the building, including the shared facilities. Signage is displayed to let you know how many people can be in a room at one time.
 - c. Tables in the hub area are spaced 2 meters apart. If you move tables together, please remember to put them back to their original location (markings on the floor to show where they should go) and clean with disinfectant spray when you have finished. There should be one chair per table.
 - ii. Extra cleaning implemented.
 - a. We have cleaners coming in 3 times a day to clean touch points (handles, exit buttons etc.).
 - b. Please make sure you are wiping down all surfaces used when

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you have finished in the meeting rooms.

- c. In the Hub area, please make sure to spray down the tables when you have finished.
 - d. Hand sanitiser, antibacterial spray, kitchen roll etc. is provided in each meeting room and in the Hub area. We do check these regularly but if supplies are running low, please let one of the BioEscalator team know.
- iii. Tables at the front of the Hub area and the booths are now allocated hot desks for extra company seating and are not for general use.
 - iv. A communication will be going out to management about the upcoming lockdown and some guidance for reporting if anyone has symptoms or a positive test. Our guidance is in line with University guidelines.
 - v. The BioEscalator team will continue to maintain presence in the building every day. Members of the team who are not in the building on a particular day are contactable by e-mail. This, of course, is subject to the team's availability (sickness, annual leave etc).
 - vi. Weekly liquid nitrogen deliveries and waste collections will continue as normal.
 - vii. Please observe additional hygiene practices.
 - viii. Please make sure that your company has trained first aiders. Security services and the distribution team are first aid trained and we are currently in the process of getting all the of the BioEscalator team first aid trained. Lists of first aiders around the building will be updated.

4. Any other business

- a. University cards/Card Office
 - i. The card office is up and running again.
 - ii. Please refer to the BioEscalator Wiki page for the procedures for damaged, lost, and stolen University cards
<https://wiki.bioescalator.co.uk/xwiki/bin/view/University%20Cards%20-%20Lost%2C%20stolen%20or%20damaged/>
 - iii. New Starter University cards – reminder that no temporary cards will be issued if forms are not received with 10 days' notice of a new starter arriving. However, if the card office is late in sending cards etc. we will issue a temp card.
- b. Outgoing mail
 - i. Messenger service is up and running again. Collection is at 9:30am every Monday, Wednesday and Friday.
 - ii. Make sure to give any post to Reception by 3pm the day before you need it to be sent to make sure it is collected in the morning. There will

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be a delay in post getting to its destination, so please bear that in mind when sending important items out.

iii. No scientific shipments. These must be sent by courier.

c. Cafés

i. Compass is going to stop providing the catering van as demand has been low.

ii. There is an app from which food can be pre-ordered. There is more information and a 'how-to' video here
<https://estates.admin.ox.ac.uk/cafe-services>

d. Meeting room cables

i. Please make sure that you are keeping cables tidy in the meeting rooms

ii. Please do not take the cables out of the rooms

iii. Conference phones should be left in the meeting rooms

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