

**MINUTES**  
**BioEscalator Operations Meeting**  
**Wednesday 2<sup>nd</sup> September 2020, 12:00-1:00pm**  
**MS Teams – Online Meeting**

**1. Building Information**

**a. Reception opening hours**

- i. Reception will be opening up again slowly from 7<sup>th</sup> September.
- ii. Hours will vary over September, as this will be a trial month to see how things work.

**b. BioEscalator Access/University Security**

Security will not let you in without university card or confirming with one of the BioE team first. Make sure you always have your University card with you.

New starters who have been waiting for a University card should receive them soon.

**c. New starter procedure update**

We now require 10 working days' notice of a new starter. If tenants provide less notice we cannot guarantee to have everything in place by their first day. This includes access to the BioEscalator.

The tenants Office Manager (or equivalent) must email BioEscalator Reception notifying them of a new starter within their company, no less than 10 days before their start date. This email must have the new starters completed New Starter Form and University Card Application form attached. This includes any temporary employees or consultants.

We are no longer giving new starters temporary access cards if their University card has not arrived in time for their first day. Instead they will have to sign in and be collected from Reception.

3-5 day lead time for university cards

**d. Visitor parking policy update**

BioEscalator visitor spaces must be booked via BioEscalator Reception no less than 24 hours before they are needed. Requests made less than 24 hours in advance may not be processed and you will have to make alternative parking arrangements.

Please bear in mind Reception opening hours when requesting parking. If a parking request is sent after hours it will not be processed until the next working day.

A parking space is only confirmed once BioEscalator Reception replies to your email confirming that a space has been booked.

If parking is not pre-arranged for your visitor, parking will not be given and they will have to make alternative arrangements.

The next BioEscalator Operations Meeting is **Wednesday 4<sup>th</sup> November, 12:00-13:00**

**e. Planon**

Please do not contact Planon yourself. Let BioE team know the problem and we will liaise with Planon.

**f. Kennedy Building Works**

- i. Road will be closed due to Kennedy building works.
- ii. Please continue to use our temporary assembly point, behind the bus stop on Roosevelt Drive, if there is a fire alarm.

**2. BioEscalator Labs**

- a. Bushra has now left the BioEscalator. An advertisement has been put out for a new apprentice laboratory technician. Please be patient with Lab services, as Khwaja will be working on his own until a replacement is found.
- b. Khwaja fills the ethanol once a week. If you use the last of it, please make more and fill it up yourself.
- c. All protocols are on posters around the shared lab spaces.
- d. We need to work together to ensure a smooth running of the shared facilities.
- e. We have agreed that tenants will continue to do their own autoclaving as a safety measure due to covid-19. Please do not leave your autoclaving for days at a time, as this hinders other tenants usage of the autoclaves.
- f. Khwaja can empty the yellow bags, but would appreciate them being tagged by tenants.
- g. Virkon is being left in the labs once used with no lid on. Please be considerate of others and tidy up after yourselves.
- h. If you need to get hold of Khwaja, please do so by email, as he does not use the WhatsApp chat.
- i. Mirror in freezer room has been installed and it will allow tenant to see the beacon flashing when decanting liquid nitrogen when the oxygen alarm is set off.
- j. Khwaja can give access to tenants who need to collect their lab coats when the distribution centre is closed. Please ask him.
- k. Khwaja will look into getting some drain catchers for the sinks in the TC lab to stop small items from falling in such as pipette tips.

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### 3. Health and Safety

#### a. New Face Covering University of Oxford Policy

- i. Everyone must wear a face covering in shared spaces from Monday 7<sup>th</sup> September.
- ii. BioEscalator will provide face masks in shared labs and on reception.
- iii. Please ask any visitors/engineers to wear a mask when arranging their visit.
- iv. Follow your company policy on face coverings in your proprietary lab spaces.
- v. Please make sure you still adhere to COSHH when doing work. Face coverings are not a substitute for scientific PPE.

### 4. BioEscalator Events

We check what events are going on around the University and beyond and advertise them on our website <https://www.bioescalator.ox.ac.uk/>  
Please go on there to keep up to date. There are lots of virtual events going on at the moment.

Our next BioEscalator Social, on Thursday 24<sup>th</sup> September at 6pm, will be a games night, including the game Pandemic.

### 5. House Keeping

- a. It has been reported that there is again a lack of cutlery, mostly forks, in the kitchens.
- b. Please can people check offices to see if there is any cutlery lying around?
- c. The BioEscalator have only recently done an order for more cutlery, so please make sure you aren't accidentally taking any home with you!

### 6. Any other business

- a. Please email [it@bioescalator.co.uk](mailto:it@bioescalator.co.uk) for any IT issues you may be having. We have others supporting Pete to help make sure you are kept up and running.

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