

PREVENTION RULES

Covid 19

The Laboratory has defined prevention rules which are complementary to the sanitary rules defined by our institutions (INSA and UPS) and by the government



COVID-19

FACE AU CORONAVIRUS : POUR SE PROTÉGER ET PROTÉGER LES AUTRES

- 
Se laver très régulièrement les mains
- 
Tousser ou éternuer dans son coude ou dans un mouchoir
- 
Utiliser un mouchoir à usage unique et le jeter
- 
Saluer sans se serrer la main, éviter les embrassades

Vous avez des questions sur le coronavirus ?

 [GOUVERNEMENT.FR/INFO-CORONAVIRUS](https://www.gouvernement.fr/info-coronavirus)  **0 800 130 000**
(appel gratuit)

Organisation

- **Teleworking remains the priority !!!**
- The **planning for the experimental tests** is organised by the executive committee of LMDC by reducing the personnel to 30%, following the advices of our institutions
- If you need **to meet somebody of the technical staff**, please contact him by e-mail and/or by phone. If the person is not available, contact the responsible of the service
- **Meetings** must be done by visioconference
- **No events**, in particular the PhD defenses must be done by visioconference
- All the **professional displacements** outside the laboratory (even in France) are **forbidden**
- Laboratory attendance by **external staff** must be postponed as most as possible.
- As most as possible, **avoid public transport** to come to the laboratory.

To come to the laboratory you must be allowed. You cannot be in the laboratory without authorisation, the authorization is given by a staff member (heads of services, director or co-director of LMDC) and formalized on the online file of presence, [you cannot come without your name on this file](#)

All the persons present in the laboratory will be counted and controlled

Minimal distances between persons: rules



- The **number of persons in all the rooms** (offices, experimental rooms, meeting places) is **limited**
Respect the rules displayed at the entrance of each room
Only 8 persons at the same time are allowed in « Salle de séminaires ». **One chair must be free between two persons.**
Conviviality rooms are not accessible: microwave ovens and coffee machines are forbidden
- Entrance inside **secretary offices** is forbidden: stay on the door
 Phone and e-mail must be used in priority
- **Personnel of delivery and mail companies are not allowed inside the laboratory**
 The deliveries must be **collected outside the laboratory**. You must inform the deliverers. If possible wait half a day before opening packages and mails
- **Avoid elevators due to risk of contamination**

But if it is really necessary to use elevators only one person must be present at the same time in the cabin!

Hand cleaning

- All **the toilets** are equipped with **soap and paper hand towels**
- All the **rooms without sinks** (Experience rooms, secretary offices, meeting rooms) are equipped with **hydro-alcoholic gels**
- Experience rooms are equipped with disinfection **sprays, absorbing paper and gloves** to clean before and after use
- **A closed garbage can** for used masks, gloves and absorbing papers provided by INSA will be located outside the building
- Shared computer **keyboards are equipped with plastic films** which must be **replaced after each user**
- **Joint equipment** (photocopiers, buttons of elevators or ovens) must be touched with an **absorbing paper** available in the vicinity.
- **Exchange of documents** must be reduced as most as possible
- Your **working space** must be cleaned every day (desk, keyboard, mouse, ...)
- Hand cleaning is mandatory at the arrival in la laboratory and after contact with door handles or equipment

Clean your hands when you leave your office, before each entrance and after each exit of an experience room and at least one time per hour



Rules defined by government and institutions (INSA and UPS) must be applied in the laboratory

All the persons in the laboratory must have a **mask meeting standards** if they cannot respect a minimum distance of 1.5 m with other persons

Masks are available in the secretary offices and in the offices of the prevention assistants (Carole - office 35 and Maud - office 2.16). **A maximum of two masks** can be provided **per day and per person**.

When the minimum distance of 1.5 m between two persons cannot be respected the mask is mandatory



Other useful information

- Wait half a day before opening your paper mail
- Don't use fans in a room with several persons inside
- In case of shared phones use the loudspeaker instead of the handset
- Let opened the doors (excepted air conditioned rooms) when it is possible to avoid hand contact. Ventilate regularly the rooms (of course those without air conditioning systems)
- Clean the experience rooms and store properly all the equipment
- You have to be prepared to a new lockdown and to come back to teleworking

The Disaster Recovery Plan (Plan de Reprise d'Activité PRA) can be adjusted every two weeks (increase of the number of people in the laboratory ,...)

TAKE CARE OF THE HEALTH OF EVERYBODY

Other questions?

See also Frequently Asked Questions:

INSA

<https://www.insa-toulouse.fr/fr/faq-plan-de-reprise-d-activite.html>

UPS

<https://www.univ-tlse3.fr/foire-aux-questions-covid-19-pour-les-personnels-reprise>