

**BULLETIN 1.01 – RESEARCH LABS**

1. **Context.** Following the government's announcement on 23 March 2020 and the Principal's email of the same date the School of Medicine is communicating how staff will work through this period. This bulletin relates to the DoR's email of 24 March and describes the definitive position on access to and support for the research labs. The University will allow labs working on Covid 19 to operate and be supported as far as possible.
2. **Author / further advice.** For more information about this bulletin contact Frank Sullivan / Alan Stewart for Research advice, Helen Clark for access advice and Mike Fearon for specific technical advice
3. **Access.** Staff must not enter the building or laboratories unless their work is deemed by the University to be critical. Thus, routine experimental work is now prohibited for the foreseeable future unless it is critical or Covid 19-related. A list of authorised personnel is held centrally by the University, owned by VP Research. Only staff listed should enter the building and then only if essential. This list, valid as of 24 March, is attached below. In addition, Javier Tello is listed by School of Psychology for access to St Marys.
4. **Glass washing and technical support.** Glass washing will be offered as an out of hours service, as and when required. Mike Fearon will be available for technical support and fault reporting. Lab users should communicate in advance what the requirement for glass washing and lab support would be.
5. **IT support:** If required, researchers can be supported by LT team members for the purposes of connectivity and data sharing. Email Medhelpdesk if required.
6. **Cryo-store.** A rota is in place to ensure the liquid nitrogen is topped up in the cryo-store. The levels of CO<sub>2</sub> tanks are also monitored.
7. **Fault Reporting.** All staff who have access to the lab during this time are responsible for checking equipment and noting the general lab condition. Any faults with freezers, leaks or general issues must be reported to Mike Fearon.
8. **Security.** Good practice is to alert the security hub (x8999) upon entering the building and also upon leaving.

## University of St Andrews - School of Medicine – Covid 19 Bulletin

Name	Username	Building
Gary Barclay	gigb	MSB
Jennifer Bre	jb305	MSB
Enis Cezayirli	ec233	MSB
Helen Clark	hc204	MSB
Fraser Chisholm	fcc2	MSB
Mustafa El Shani	me56	MSB
Muh Fauzi	mf226	MSB
Mike Fearon	mf42	MSB
Stephen Gillespie	shg3	MSB
Melanie Grimberg	mg306	MSB
Bill Gudgeon	weg1	MSB
David Harrison	david.harrison	MSB
Rob Hammond	rjhh	MSB
Olga Kovaljova	ok27	MSB
John Macintyre	jm4	MSB
Clive Masson	dcm10	MSB
Rebecca Mekler	rm284	MSB
Rachel Parrott	rmp25	MSB
Stuart Reid	skr21	MSB
Wilber Sabiiti	ws31	MSB
Frank Sullivan	fms20	MSB
In Hwa Um	ihu	MSB