

ETSETB Laboratory Procedures

This document defines the procedures that, in general, students must carry out in the teaching laboratories associated with the ETSETB degrees.

Laboratory capacity

In each laboratory there cannot be more than one student for each workstation. Therefore, in each session, the lab work will be individual.

Access to laboratories

Students must access the labs 5 minutes after their assigned lab time. They will have to leave the lab 10 minutes before their assigned finish time. Following these indications, there will be 15 minutes to ventilate the lab and perform specific lab technician tasks. This implies that a 2 hour session will normally have 1h 45m of maximum effective work.

Students must not remain in the corridors or entrances to the labs at any time.

Traceability

In each group of each subject, students must always sit at the same positions. As in the case of theory classrooms, a digital document must be available indicating the location of each student within the laboratory. This document shall be available in Atenea for each lab group.

Entrance to the laboratory

Students must wash their hands with the gel from the dispenser upon entering the lab. Besides, students should avoid touching their faces with their hands to ensure hand sanitization. If necessary, hand cleaning can be repeated to ensure proper hand disinfection when interacting with laboratory instruments.

Cleaning of the workspace

Students will take paper from the paper dispenser, moisten it with disinfectant provided in the lab and clean the workspace with it. If there is a computer, they will clean the keyboard, mouse, and power button. Do not clean the computer screen at any time.

Laboratory electronic boards

The laboratory electronic boards, cable boxes and any other reusable material will be delivered to the students by the professor or laboratory technician remaining the students at their workstation. If the electronic boards or any other material are stored in cardboard boxes, the material will be given to the students avoiding them to touch the boxes.

Depending on each particular subject, professors will instruct students about the parts of the boards or cables that can be cleaned with the same procedure as the workspace. Plastic boxes, if any, will also be cleaned using the same procedure as the workspace.

Laboratory instruments

Students should not clean laboratory instruments such as power supplies, oscilloscopes, etc. This task is reserved for laboratory technicians. It is understood that washing your hands when entering the laboratory will avoid contagion through the instruments.

If the student has to carry out a cleaning procedure for the instruments, it will be expressly indicated by the professors or technicians.

Ventilation

In laboratories, air renewal should be maximized by keeping doors and windows open.

Movement in the laboratory

During the session, students should not move from their work station. Professors will receive FFP2 masks to provide an adequate level of protection in case they have to approach student positions.

Accessing the labs outside assigned hours

Students will not be able to access the laboratory outside the hours assigned to their subjects. In general, they will not be able to attend to a group other than their own.

Compliance with these rules

The professors responsible for each laboratory have the authority to ask a student to leave the workplace and the laboratory if he refuses to comply with the rules of this document or to suspend the class if circumstances require it.