

Basement Access
Anatomy, School of Medicine, NUI Galway
STANDARD OPERATING PROCEDURE

SOP No. Rev 1: June 2020 Supersedes:

TITLE: Access to and working in Basement laboratories in HBB with requirements for physical distancing and increased hygiene measures to prevent transmission of COVID-19

DATE EFFECTIVE

DATE June 2020

Introduction

This SOP describes the measures which must be taken in order to prevent transmission of COVID-19 within the Human Biology Building and also allow efficient contact tracing as required if an individual working in the building tests positive.

Procedure

On arrival to the building:

- Only attend HBB as agreed with supervisor and or technical staff of the CMI (Centre for Microscopy and Imaging) and follow guidelines as outlined by CMI staff.
 - On arrival at the main entrance of HBB, ring security @ 091 49 3333 and they will open main door to allow you access. Once inside you will be met by the HBB's Covid-19 officer Mr. Ray O'Connor, and also by your PI or supervisor. They will take you through the guidelines as outlined below for safe working within the building.
1. Disinfect hands using touch-less automatic hand sanitiser station inside the main entrance to the Human Biology Building.
 2. Sign in via the online (Sharepoint) sign-in registry for the building and insert lab room no(s). either on your phone or laptop (avoid using shared computer keyboards for this). The online booking system for usage of any shared equipment should have been completed in advance of arrival to the building.
 3. Use of lifts at this point is not permitted unless otherwise specified. Office use at this point is not permitted. Office-type work activities should be carried out at home, as per general guidelines. Only attend to work in your designated laboratory and only during your designated time slot.

4. Take the staircase on the left-hand side of the building to access the basement level. Movement around the building is clockwise, indicated by floor marking arrows. Go straight to designated area for personal item storage in the basement. Place your personal items in the receptacle provided.

Wash hands, choose appropriate PPE and immediately proceed to your planned work area.

5. Upon entering the lab follow the SOP for the equipment or lab space you have booked.
6. Only approved risk assessed work can be performed. Researchers to provide weekly plans in advance to be agreed with PI.

NOTE: These items are personal. No sharing of white coats or other PPE between users. PPE to be stored in individual plastic storage buckets and clearly labelled with user's name or initials.

PPE order: lab coat first, then gloves, face mask & goggles/eye glasses or face shield as required. Change gloves between accessing different labs. Gloves must be sprayed with 70% alcohol at least every 15 minutes.

Exiting the Lab

1. Shut down equipment as outlined in the specific SOP for the equipment being used.
2. Clean down equipment and associated lab bench with paper tissue sprayed with 70% alcohol
3. Clean personal and shared work spaces with 70% alcohol.
4. Remove PPE and dispose in the appropriate waste container. Disposable PPE will be autoclaved prior to disposal.
5. Store lab coat in personal bucket
6. Safety glasses and face shield should be cleaned with 70% alcohol ready for re-use.
7. Wash hands using soap and water, scrubbing for at least 40 seconds, as per best practice national guidelines.
8. Exit the lab and retrieve personal items
9. Sterilise hands using hand sanitiser at the exit point
10. Exit the building through the dedicated exit point
11. Notify your PI/technical officer that work has been completed that that you have departed the building.

At all times when in HBB

1. Maintain good respiratory hygiene, good cough/sneeze etiquette and hand hygiene at all times.

2. Avoid touching your face.
3. Practice physical distancing. **Rule:** maximum 1 person allowed to work per 2 m² lab space.
4. Gloved hands should be sprayed with 70% alcohol at least every 15 minutes.
5. Buddy system must be in place (may be virtual).
6. Use only your personal PPE and your storage bucket.
7. Follow the agreed time and task table.
8. Use PPE as necessary and indicated in the risk assessments.
9. Minimise using door handles.
10. Movement around the building is clockwise. Follow signage and use designated staircase for going up and down the stairs.
11. Anyone with symptoms is not allowed to enter the building. Follow HSE guidelines and inform designated person if you have symptoms.
12. Office area is not to be used.
13. Bring your own food and drink if required. Do not leave the building to purchase food. Do not use communal items. Maintain physical distancing in common areas.
14. Only use toilet/hand wash facilities on the floor of the building that you are primarily working on. Only one person should be in the toilet/hand wash area at one time. Please knock loudly before entering.
15. Online training and return to work form must be completed before returning to work. These forms need to be stored with other risk assessments.

Signed:

Date:

Principal Investigator/Academic Supervisor

Signed:

Date:

Researcher to whom access is being granted

ASSOCIATED RISKS/RISK ASSESSMENT: SOP-012 Working in laboratories in HBB with requirements for physical distancing and increased hygiene measures to prevent transmission of COVID-19

HAZARD/OUTCOMES	CONTROL MEASURES	RISK ASSESSMENT			PERSON RESPONSIBLE
		A	B	AxB	
Inappropriate or inadequate hand and respiratory hygiene.	<ul style="list-style-type: none"> All users are trained prior to returning to work. All users have read and understood this SOP and are trained in local practices. Adequate soap, hot water and hygiene stations will be in place. 	2	2	4	Building Liaison, Health and Safety Office, PI Helen Dodson and the users.
Inappropriate or inadequate use of PPE.	<ul style="list-style-type: none"> All users are trained prior to returning to work. All users have read and understood this SOP and are trained in local practices. All users will have access to white coats, gloves, face masks and face shields as required. PPE will be personal, and users will have a personal storage box. Lab coats will be washed regularly. 	2	2	4	
Inappropriate disposal of PPE	<ul style="list-style-type: none"> A designated place for disposal of PPE will be established. Autoclaving of used PPE will be carried out as required. 	2	2	4	
Failure to comply with record keeping and buddy system	<ul style="list-style-type: none"> All users are trained prior to returning to work. All users have read and understood this SOP and are trained in local practices. PI will check regularly. Sanctions will be in place for non-compliance. 	2	2	4	
Failure to comply with social distancing requirements	<ul style="list-style-type: none"> All users are trained prior to returning to work All users have read and understood this SOP and are trained in local practices. 	2	2	4	

A: Likelihood: 1 = once with less than 1% occurrence in the working life time; 2 = once /working life time; 3 = once/5 years; 4 = once/6 mths,

B: Severity: 1 Slight Harm: mild to minor health effect (bruises, cuts, temporary illness), 2 = Moderate Harm: Bruises, lacerations, serious sprains, asthma, minor permanent disability 3 = Severe Harm: serious permanent illness (cancer), amputations; 4= Extreme Harm: fatal injuries

ACTION ASSOCIATED TO HAZARD LEVEL:

TRIVIAL (1-2) NO ACTION	TOLERABLE (3) NO ACTION	MEDIUM (4-6) ALERT PERSON IN CHARGE	HIGH (8-9) ALERT PERSON IN CHARGE	UNACCEPTABLE (10-10) NOT ALLOWED
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