SOP Number: O-004  Last revised: 6Oct2016

SOP Title: Facility and Room Entry in 7H (Staff)

Purpose: To minimize pathogen transmission into the animal facility via entry of personnel and between rooms with in the animal facility

Responsibility: All APCF staff

Related SOP: O-014 Facility and Room Entry in 7H (Users and Visitors)

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1. Color code for room classification

1.1. Rooms are classified according to the risk of having infectious agents and the most current microbiological status. The estimated risks of the rooms are represented by different color code with the Green Code being the lowest and Red Code being the highest (Green<Yellow<Blue<red).

1.2. Animal rooms 7311, 7312 and the Transgenic room 7313 are currently classified Green as they are considered bio-secure.

2. Facility entry gowning procedures

2.1. Put on shoe covers on one’s feet after the removal of street shoes while entering the changing room 7308.

2.2. If any long hair, it is tied up before gowning.

2.3. In the dressing cubicle, take off personal clothes, store personal clothes in bag and in a drawer.

2.4. Disinfect hands with hand-disinfectant in the dressing cubicle.

2.5. Then gown facility scrub.

2.6. Take off the disposable plastic gloves, wash hands with soap following the instruction posted in the room.

2.7. Put on facemask, hair cover and a pair of gloves.

2.8. Then enter the clean corridor via the air shower.
2.9. A pair of clogs are worn.

3. **Leaving the barrier**

   3.1. When leaving the barrier, take off the clogs.
   3.2. Go to the room 7308 through the air shower.
   3.3. Gloves are removed in room 7308.
   3.4. In the dressing cubicle, staff scrubs are taken off, hanged up and covered with a clean plastic bag.
   3.5. Then take the personal clothes out from the drawer and put it on.
   3.6. The facility scrubs are kept in the cubicle for the use in the rest of the day.
   3.7. Put on the street shoes after leaving room 7308.

4. **Scrub laundry**

   4.1. All facility scrubs are collected at the end of each day for laundry. No used scrubs are to be left in the cubicle to the next day.