1. **Color codes 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<White<Blue<Red).
   1.2. Personnel must visit the rooms from low risk to high risk in sequence, with no return to lower risk rooms.
   1.3. The operating theater, room 7205, is classified with White code for special precaution procedures and usage.
   1.4. The isolated rooms 7220 and 7221 (red) are not included in this SOP.

2. **Facility entry procedures**
   2.1. Swipe user’s access card on the card-lock system by the entry of the facility. All entries must be recorded by swiping ones’ own cards.
   2.2. Take off street shoes and place on a shelf provided, put on shoe covers over socks before entering the changing room.
   2.3. In the changing room, store personnel belongings into a locker and tie up any long hair.
   2.4. Then disinfect hands with disinfectants gel/spray.
   2.5. Put on the disposable gown, facemask and hair covers.
   2.6. Enter corridor A.
   2.7. Put on a pair of clogs and a pairs of shoe covers on entering corridor A.
   2.8. Put on a second disposable gown in corridor A.

3. **Entering a room**
   3.1.1. Just prior to entering a room, put on a second disposable gown which can be obtained from the supply point in corridor A or in corridor C wherever nearby.
   3.1.2. Put on an additional pair of shoe covers inside the room.
   3.1.3. Wash hands and put on a pair of gloves inside the room.
4. **Exiting a room**
   4.1.1. Take off the pair of gloves and the outer-most pair of shoe covers
   4.1.2. Take off the outer-most disposable gown, this means street clothes are still covered by the original disposable gown put over the user’s street clothes as described in 2.5

5. **Red room (the dirty side of the washing room)**
   5.1.1. Entry by users are prohibited

6. **Leaving the facility**
   6.1. Before entering changing room from corridor A, take off the clogs.
   6.2. In the changing room, take off the disposable gown.
   6.3. Take belonging from the locker, if any.
   6.4. Leave the changing room, take off the shoe covers and put on street shoes.