1. Color codes and room entry sequence

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. Staff must visit the rooms from the low risk to high risk sequence with no return to low risk rooms. Unless, when necessary, staff may return in the afternoon session after the midday break. They must change into new scrubs in the afternoon, after the midday break, before revisiting rooms. In the afternoon session, staff must still move from low risk to high-risk sequence as he/her did in the morning session.

1.3. Only with the permission of the director of APCF, one can reenter rooms from high risk to low risk anytime but additional biosecurity procedures will apply and be specified by the director of APCF on a risk based decision making process.

1.4. The operating theater, room 7205, is classified with White code for special precaution procedures and usage.

1.5. The isolated rooms 7220 and 7221 are not included in this SOP.

2. Facility entry procedures

2.1. Take off street shoes and place on a shelf provided, put on shoe covers over socks before entering the changing room.

2.2. In the changing room, store personnel belongings into a locker and tie up any long hair.

2.3. Then disinfect hands with disinfectants gel/spray.

2.4. In the dressing cubicle, take off personal clothes and put on scrubs.

2.5. Put on facemask and hair cover in the changing room.

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 pair of gloves in corridor A if a task is to be done before entering a room.
3. **Entering any room**
   3.1. Just prior to entering a room, put on a disposable gown which can be obtained from the supply point in corridor A or in corridor C wherever nearby.
   3.2. Put on an additional pair of shoe covers inside the room.
   3.3. Wash hands and put on a pair of gloves inside the room.
   3.4. If a room does not have a sink, disinfect hands with designated disinfectants.
   3.5. **Exemption:** Staff on Saturday and holiday duty for checking all rooms up the microbiological status sequence is required to change gloves between rooms only.

4. **Exiting a room**
   4.1. Take off a pair of gloves and the outer pair of shoe covers.
   4.2. Take off the disposable gown.
   4.3. **Exemption:** Staff on Saturday and holiday duty for checking all rooms up the microbiological status sequence is required to change gloves between rooms only.

5. **Entering and exiting the staff rest area/toilets**
   5.1. Before entering staff rest area via entrance A, take off gloves, clogs and all disposable gown, if any.
   5.2. Put on clogs designated in the rest area.
   5.3. For re-entering corridor A, disinfect hands and put on shoe covers and clogs designated for the clean corridor and rooms.

6. **Leaving the facility from corridor A**
   6.1. In corridor A, take off the clogs and gloves.
   6.2. Take off any disposable gown then enter the changing room.
   6.3. In the cubicle in the changing room, take off the scrub and put the scrub in a clean bag.
   6.4. The facility scrubs are kept in the changing room for the use in the rest of the day.
   6.5. Put on personal cloths.
   6.6. Take belongings from the locker, if any.
   6.7. Leave the changing room, take off the shoe covers and put on street shoes.
   6.8. Leave the facility via the main entrance.

7. **Policy on using the staff rest area**
   7.1. **Coming to work in the morning or after lunch**
      7.1.1. Following section 2 Facility entry procedures (section 2) except putting on clogs and shoe covers when entering corridor A, then
      7.1.2. Enter the staff rest area from corridor A and put on clogs designated in the rest area.
      7.1.3. Follow section 5.3 when entering corridor A for resuming duty.
   7.2. **Finishing work at the end of the day**
      7.2.1. Enter the toilet/shower via the staff rest area following section 5
      7.2.2. Take shower, put on street cloths, and yet with clogs designated in the rest area.
      7.2.3. Put on a clean gown to cover up the street cloths properly.
      7.2.4. When leaving the rest area, the covering gown and clogs are taken off.
      7.2.5. The staff put on the street shoes and leave the facility from the lobby.
8. **Gowning for non-barrier duty**
   8.1. Staff after working in non-barrier areas will change into clean scrubs when re-entering the barrier.

9. **Gowning in satellite facility**
   9.1. When working in satellite facility, facility scrubs are worn.
   9.2. When entering the satellite facility, designated gowns are put on according to the practices required by the satellite facility.
   9.3. When leaving the satellite facility, the designated gowns are taken off.
   9.4. After returning to the 7J-APCF lobby, the staff will cover the bodies with disposable gowns and enter the shower rooms for shower.

10. **Scrub laundry**
    10.1. New clean scrubs must be used every day.
    10.2. Whenever a scrub is found wet (e.g. spilled by different liquid) or dirty (e.g. spilled with biological material and rubbed on a dirty surface), it must be changed as soon as possible for later laundry.