<table>
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<th><strong>SOP Number:</strong></th>
<th>O-035</th>
<th><strong>Last revised:</strong></th>
<th>1Apr2019</th>
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<tr>
<td><strong>SOP Title:</strong></td>
<td>Facility Entry Procedures</td>
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<td><strong>Purpose:</strong></td>
<td>To minimize pathogen transmission into the animal facility via entry of personnel</td>
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<td><strong>Responsibility:</strong></td>
<td>All personnel entering APCF-7L</td>
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<td><strong>Related SOP:</strong></td>
<td>NA</td>
<td><strong>Written by:</strong></td>
<td>Dr. Siva Tsang, Manager (Animal Facility)</td>
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<td><strong>Approved by:</strong></td>
<td>Dr. Anthony James, Director</td>
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1. **RFID Assess Control**

1.1. Each authorized personnel is loaned a wristbands with RFID Chip. The critical doors in the facility require the activation by the wristband to unlock.

1.2. Every time a person unlock a door with his wristbands, his user identity is recorded in the security system.

1.3. Each person is authorized to enter only those rooms(s) involved with his/her research or animal caring program.

1.4. Important Note: a wristband must not be transferred from the corresponding registered person to another person. Entering the facility using a wristband not registered for him/herself will be handled as a security offence.

1.5. Upon the termination of the usage of APCF, the loaned wristband will be returned to the APCF general office.

2. **Facility scrub (APCF staff only)**

2.1. APCF animal caring and supporting staff will enter the Staff Change Rooms.

2.2. Street wear are changed with clean facility scrub and clogs.

2.3. APCF animal caring and supporting staff will wear the facility scrub and clog while following all the procedures listed below. Staff working in the washing areas may put on designated waterproofing footwears.
2.4. Used scrubs are placed into a laundry basket at the end of the day when leaving the facility.

2.5. Personnel entering the office and other supporting areas will put on a pair of shoe covers over their street shoes.

3. **Entering A1/A2/B Barrier**
   3.1. Upon entering the respective gowning room, put on shoe covers with the shoe cover dispenser, and immediately step-over the red line into the clean zone.
   3.2. Wash hands thoroughly with soap.
   3.3. Put on PPE, including a gown (with the wristband always covered by the sleeves of the gown), facemask, hair cover and gloves.
   3.4. One can then enter the respective barrier.

4. **Leaving A1/A2/B Barrier**
   4.1. One should leave a barrier via the entrance s/he entered the barrier except the following situations.
      a. APCF staff transferring soiled materials from A1 barrier to the non-barrier via the A2 barrier corridors.
      b. Staff working in A1 barrier followed by working in A2 barrier will leave via the A2 Gowning Room.
   4.2. All PPE is taken off before leaving the Gowning Room.

5. **Entering and Leaving Conventional Rooms in APCF-7H**
   5.1. Before entering the concerned rooms, by the room entrance, one will put on PPE, including a gown, facemask, hair cover, gloves and shoe covers.
   5.2. When leaving the rooms, the PPE is taken off outside the room.

6. **Entering and Leaving Quarantine Rooms**
   6.1. Before entering the concerned rooms, in the anteroom, one will put on PPE, including a gown, facemask, hair cover, gloves and shoe covers.
   6.2. When leaving the rooms, the PPE is taken off in the anteroom.

7. **Entering and Leaving Necropsy Rooms**
   7.1. When entering the Necropsy Room, PPE, i.e. a gown, mask, hair covers and gloves, is put on.
   7.2. Before leaving the room, the PPE is taken off and hands are wash thoroughly.
8. **Inter-Facility Restriction**

8.1. Personnel entered into APCF-7H (B barrier and conventional) or 7J in the past 24 hours should not enter APCF-7L (A1 and A2 barriers).

8.2. Personnel entered into non-HKUST animal facility (including pet shops and shelters) should not enter any APCF animal holding area in the following 48 hours.

8.3. Personnel entered into any HKUST satellite animal holding areas should not enter any APCF animal holding area in the following 24 hours.

8.4. Personnel (generally APCF staff only) should schedule the entry to the quarantine and necropsy rooms after all his/her tasks in other animal areas. APCF will revise the required personnel quarantine procedures (before re-entering into other bio-secure areas) according to the most current risk.

8.5. Personnel can consult APCF for facility entry for exemptions on the above restrictions. D/APCF or a nominated person will carry out a risk assessment and generate personalized conditions for the requester to fully complied with.