Entry and Exit Procedures in BSL2 permitted Labs and those that work with human blood and bodily Fluids

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| **General** |
| Dept: | Various | Date: |  |
| Procedure: | Entry and Exit procedure for BSL2 Labs | Revision #: |  |
| Principle Investigator: |  | PI Phone: |  |
| PI Signature: |  |

\*Complete and [submit an incident report](https://uwaterloo.ca/safety-office/incidents-and-emergencies/incident-and-hazard-reporting) for all incident and near-misses

# Procedure Summary

The purpose of this procedure is to standardize entry and exit procedures in BSL2 permitted labs.

# Risks

This procedure was developed in response to standardize entry and exit procedures for laboratories using Risk Group 2 regulated materials and human blood and bodily fluids.

# Training

Prior to completing this task the following training must be completed and documented.

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| --- | --- |
| **Training Type** | **Training Details** |
| Online Training | *SO 1069* |
| Document Review | *Local risk assessment for materials being worked with and this document* |
| Practical Training | *PI discussion in group meeting* |

# Tools and Equipment Required

* None

# Personal Protective Equipment

The minimum required PPE required for all microbial work in BSL2 facilities includes: labcoat, wrap around safety glasses (or goggles), close-toed shoes, and gloves (normally nitrile).

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| **PPE Type** | **PPE Storage Location** | **When it is Worn** |
| *e.g. Labcoats, wrap around glasses, nitrile gloves* | *Labcoats found on hooks near entrance, gloves on counters, and glasses in cubby on wall* | *Work with microbial materials inside and outside of BSC’s.* |
| *e.g. Faceshield or wrap around glasses, leather gauntlets* | *Cabinet 1, at entrance* | *When removing cell lines from dewars containing a cryogen.* |
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# Start-Up Procedure

Ensure you have identified and assembled the PPE you need based upon the activities listed above.

# Operating Procedure

Donning PPE:

* Enter laboratory
* Wash hands with soap and water
* Put on labcoat or isolation gown
* Put on N95 or Medical Facemask (if required).
	1. Pinch nose section of mask such that if fits snuggly over the nose
	2. If using a N95 do a seal check by putting hands around where mask seals with face and exhale. If you feel air on your hands, re-adjust until no air can be felt.
* Put on safety glasses
* Put on gloves, making sure to allow them to come down the wrist and go over the wrist cuffs of the sleeves

# Shut-Down Procedure

Doffing PPE:

* Remove and discard gloves.
	1. Pinch outside of first glove near wrist with other hand
	2. Peel off glove downwards and turn inside-out, but do not pull all the way off
	3. Using the inside of the partially removed glove, peel off glove downwards and turn inside-out as you remove the glove.
	4. Discard the glove
	5. Peel the rest of the other glove off – making sure to only touch the inside of the glove
	6. Discard the glove
* Remove gown or labcoat
	1. Untie gown or remove all snaps from gown or labcoat
	2. For gowns, reach up to shoulders, and roll gown down and away from body.
	3. Roll gown into a ball and dispose of used gown
	4. For labcoats, remove by using one hand to pull one sleeve off, and then doing the same with the other side. Hang coat if it is going to be reused.
	5. If the coat is soiled, you must put in a plastic bag for disposal or washing
	6. Wash hands
* Remove safety goggles or glasses
* Remove N95 or facemask
1. Remove bottom strap only, and pull it in front of face
2. Remove top strap and pull mask off your head.
3. Discard mask
4. Wash hands

Guidance on donning and doffing PPE can also be found here. <https://www.youtube.com/watch?v=YFrRe16qgUE>

# Procedure Review

This procedure shall be reviewed annually by the author to ensure it reflects the most current conditions.

# Sign-Off

By signing the sheet below, you acknowledge that you have:

1. Completed the necessary training as per the Training section described above including review of the process specific risk assessment
2. You have completed practical training and had the opportunity to ask questions

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| **Name (Print)** | **Signature** | **Date** |
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# Record of Revisions

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| **Date** | **Author/Editor** | **Change** | **Version** |
| Date | Name | * NEW
 | V1 |