

Prepared by:

Nur Syatila Ab Ghani
Faridda Hannim binti Ahmad @ Hashim
Dr Wan Mohd Aizat Wan Kamaruddin
Prof Madya Dr Goh Hoe Han

Verified and authorized by:

Prof. Madya Dr. Zeti Azura Mohamed Hussein
Pengarah INBIOSIS

Procedure

- This procedure is developed for INBIOSIS lab users to enter and reside in prescribed laboratories (either wet labs or computer labs) for experimentation or other related tasks, with necessary precautionary measures to prevent the spread of COVID-19.
- This procedure has been developed following the “Garis Panduan Bekerja Mulai 4 Mei 2020 Sebagai Langkah Pencegahan Penularan Wabak COVID-19” and “Garis Panduan Aktiviti Penyelidikan Sebagai Langkah Pencegahan Penularan Wabak Covid-19 (Versi 2.0)” and updated according to the current SOP as of 3rd October 2020.

Scope

- This procedure applies to all lab users including staffs, students, researchers, or research assistants working at all INBIOSIS laboratory premises when there are reasonable concerns regarding the potential exposure of COVID-19 at work.

Responsibilities

Responsibility of students/laboratory users:

- Discussing with respective supervisors for setting up priority experimental works.
- Strictly following the SOP implementation guidelines as detailed in pages 2-5.
- The application for laboratory access needs to be made at least **one week (five working days)** in advanced before the start date.
- Inform lab PIC early and maintain effective communication.
- Keeping updates on the latest instructions from the lab PIC and INBIOSIS authority.
- Only active students will be allowed access to INBIOSIS laboratories. Those who defer and hence are not enrolled in this semester will not be permitted access to INBIOSIS, unless with written approval from the INBIOSIS Director.
- Students who have obtained prior approval before 3rd of October 2020 will be allowed to enter laboratories based on previous application.
- New incoming students or those who are newly registered (due to deferment last semester) must obtain PIC and INBIOSIS director’s approval by registering in the online Access Authorization Form. However, students from COVID-19 red zones such as Sabah and Kedah, will not be allowed to enter INBIOSIS.

Responsibility of Laboratory Person in Charge (PIC):

- Approving applications from potential lab users. An approval email will be sent to respective PIC once the online Access Authorization Form is submitted by users. Please see page 5 for the relevant workflow.
- Since 17th July 2020, all laboratories may operate with the maximum capacity as allowed.
- Only one PIC per laboratory is in charge for giving approval. Before giving any approval, each lab PIC MUST ENSURE THAT:
 - Only active students are allowed into the laboratory
 - For new interns, their information must be updated in the Excel sheet (Maklumat Intern Jun-Dis 2020) by respective supervisor

- The application for laboratory access needs to be made at least **one week (five working days)** in advanced before the start date
- Those who defer but require lab access has obtained written approval from the INBIOSIS Director.
- Lab PICs can track the number of users in the google sheet linked with the online Access Authorization Form. Please access this sheet from Pengurusan Makmal google drive folder (Shared drive>Lab management>Lab monitoring>Lab access approval covid19).
- Maintaining effective communication between PICs and lab users.
- PICs are expected to be present at respective rooms or labs to allow regular monitoring, quick response to lab user request/emergency and ensuring SOP is followed consistently by lab users.
- Checking lab attendance book to make sure all users have signed up upon entering.
- Opening and closing respective laboratory doors. No other users are permitted to have spare keys for laboratory access, unless prior approval for working after hours/public holiday has been obtained by users. Please refer to the SOP during working after hours below which begins 15th September 2020.
- Sanitizing doorknobs to respective laboratories and laboratory bench every morning before students enter the lab. Use 70% ethanol sparingly or soap water.
- Make sure cleaners clean laboratory floor using appropriate cleaning detergent every day.

Responsibility of INBIOSIS director:

- Final approval for any lab users who have filled in the online Access Authorization Form and obtained permission from respective lab PICs.

SOP Implementation

This SOP is divided into four major sections: Entering laboratories, during laboratory work, leaving laboratories and after hour/public holiday access.

Entering laboratories

1. Only personnel with permission from both PIC and INBIOSIS director will be allowed to enter the laboratory. Please follow the workflow given on page 5 for approval.
2. Permission can be obtained through an online Access Authorization Form (<https://forms.gle/nctegbb5Cn9wvtow5>). If access to more than one laboratory is needed, please fill in the details in the Access Authorization Form.
3. Personnel must enter through the main entrance of INBIOSIS and wear a face mask.
4. All personnel must first go to checking counter (Kaunter Saringan) at INBIOSIS lobby for temperature self-check. Anyone identified as having a temperature of more than 37.5°C will not be allowed to enter INBIOSIS premises and will be directed to Pusat Kesihatan UKM.
5. Please fill in the Attendance Form or scan the QR code linked to MySejahtera application available at the counter.
6. Use hand sanitizer or ethanol 70% spray upon entering the lab.
7. Please also fills in your details in the provided lab attendance book upon entering any labs including the main lab (Makmal Utama) or other labs. For frequent entries, users need to fill in the logbook only once, jotting down the first and last time of entries.

During laboratory work

1. Please refer to the lab PIC for your sitting.
2. Ensure physical distancing of at least 1 meter apart from another person and no physical contact is allowed.
3. All users **MUST** wear a facemask at all time especially in public places within this institute, in accordance to the mandatory facemask regulation starting 1st of August 2020.
4. All surfaces including table, chair, handles, knobs, equipment, computer peripherals (keyboard and mouse) and other related materials must be disinfected before starting your work.
5. Reduce contact with surfaces if possible.
6. All lab users are required to follow all lab regulations including donning of PPE (includes face mask, eye goggles, gloves, lab coats and always use the provided hand sanitizer) every time working in the lab.
7. All samples coming into the lab must be disinfected if possible.
8. All lab users are not allowed to bring any food and drinks into the lab to ensure no cross-infection.
9. All lab users are advised to bring in **ONLY** research-related items and your most essential personal items into and out of the lab. For computer lab users, you can bring in your bag, but must always be placed under your assigned desk.
10. Morning breaks and lunch must be scheduled in rotation. Usage of any pantry are minimized to only 4 persons at any one time and hence users are advised to also consider others when using the pantry. Do not share cutlery, mugs, and other items. Remember to always maintain your physical distancing.
11. Usage of prayer room (surau) is also in rotation. Only **4 users** are allowed at any one time. Users are advised to bring their own praying mat and telekung and to not share the items with other users. Please consider others who will be using the prayer room and do not linger around. Take turns for prayers and resting periods. Remember to always maintain your physical distancing.
12. Cover your mouth and nose by bending your elbow, using tissue or clean cloth if cough or sneeze. Discard used tissue in the trash bin.
13. Wash your hands often with soap and running water for at least 20 seconds and dry with a paper towel.
14. Self-health assessment. If there are any symptoms such as fever, coughing, sore throat and shortness of breath during experiment, all activities should stop. Lab users are required to go directly to Pusat Kesihatan for health check and inform lab PIC and supervisor accordingly.

Leaving laboratories

1. All surfaces including table, chair, handles, knobs, equipment, computer peripherals (keyboard & mouse) and other related materials must be disinfected after finishing any lab work.
2. Face mask and gloves must be discarded into a biohazard bin prepared in the lab. Goggles and lab coats must be disinfected by spraying with 70% ethanol immediately after use.
3. All users are required to wash hands with soap or hand sanitizer provided before leaving the lab. For computer lab users, please use the hand sanitizer.

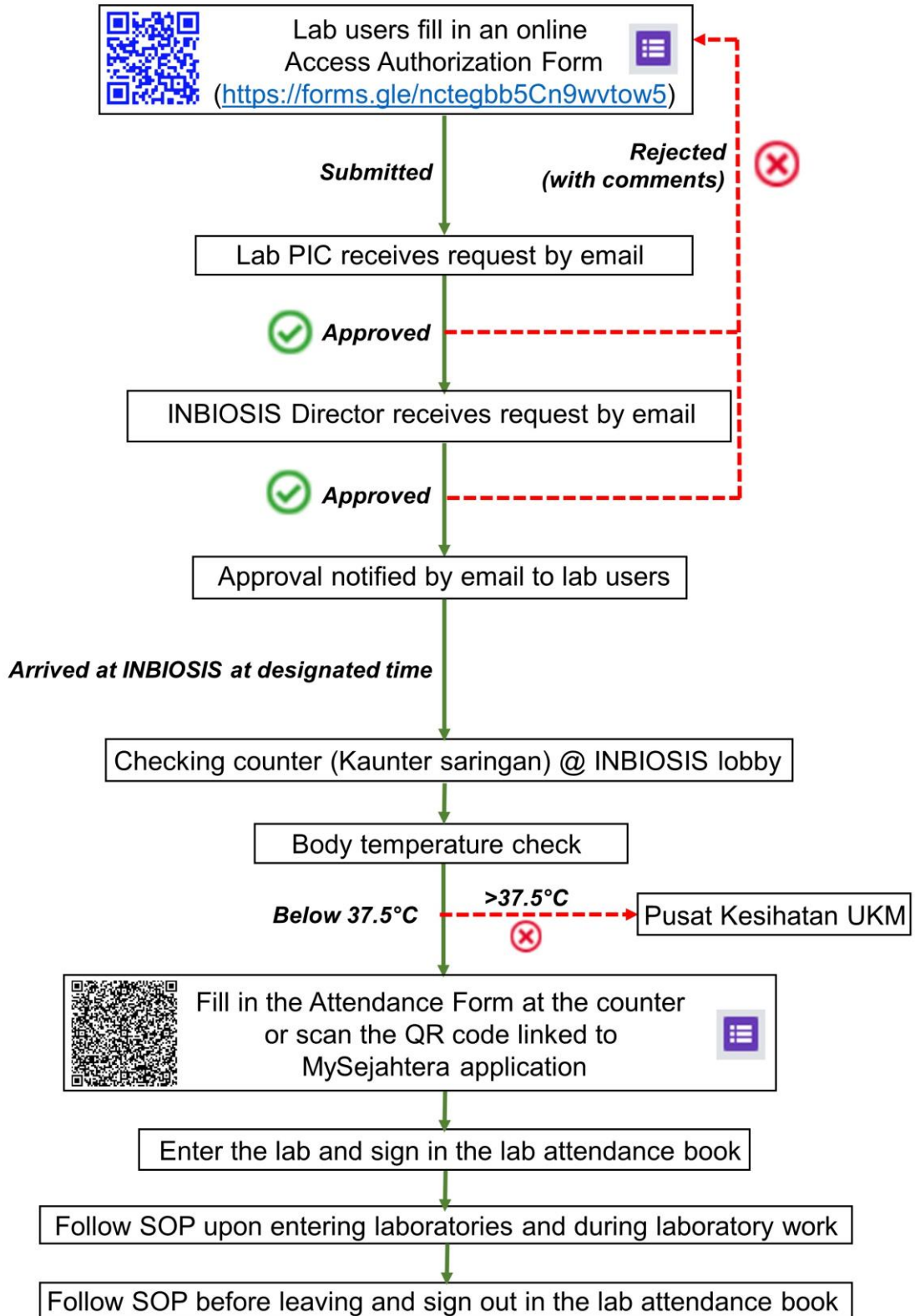
4. Please log-out using the lab attendance book and inform the lab PIC before leaving the premise.

After hours/public holiday access

1. All users may be permitted to work after hours/public holiday beginning 15th of September 2020.
2. All users must obtain prior approval from respective lab PICs using the “UKM-SPKP-JP-PK11-BO11-Kebenaran-Bekerja-Di-Luar-Waktu-Pejabat” form. This can be obtained through the following links (<https://www.ppukm.ukm.my/fisiologi/wp-content/uploads/2017/09/Kebenaran-Bekerja-Di-Luar-Waktu-Pejabat.pdf>).
3. Users can only apply for a maximum of 2 weeks period of after hours/public holiday access.
4. Once approved and signed by both users and PICs, a copy of the form must be emailed to the current lab manager, Dr Low Chen Fei (low@ukm.edu.my) and cc'ed to the respective PIC and Bahagian Keselamatan UKM emails (pghguard@ukm.edu.my).
5. Only then, the lab keys will be entrusted to users of which any duplication is not allowed and should be returned to the PIC as soon as the permitted approval lapsed.
6. All users MUST be accompanied by at least another INBIOSIS personnel/students, and no other non-INBIOSIS personnel are allowed. Failing to comply will result in permanent termination of the approval given.
7. Please follow all the SOP listed earlier during this access. During public holiday, your temperature will only be checked at the UKM guardhouse. After arrival at INBIOSIS, please sign in into the provided MySejahtera link.
8. Please comply with any other instructions given by INBIOSIS and UKM authorities during this access. In case of emergency, please contact Bahagian Keselamatan UKM at 03-8921 4444.
9. All users are reminded that this access is given based on compassionate reason and all risk falls onto the users. INBIOSIS and UKM will not be held liable if any accidents/mishaps were to happen during this after hours/public holiday access.

SOP WORKFLOW FOR ENTERING AND LEAVING INBIOSIS LABORATORIES

Laboratory SOP during COVID-19



Location

All laboratories under INBIOSIS management