INSTITUT BIOLOGI SISTEM INBIOSIS INSTITUTE OF SYSTEMS BIOLOGY	**Standard Operating Procedure SOP-IBS-LAB-0006~ INBIOSIS Institutional and Laboratory Management during COVID-19 Pandemic – Version 2**	**Effective date: 11 October 2021**

Modified from: S.O.P-INBIOSIS-Entry_30Nov2020_Bil.-6_final Prepared by: Faridda Hannim binti Ahmad @ Hashim Dr. Nur Syatila Abdul Ghani Prof. Madya Dr. Ng Chyan Leong	Verified and authorized by: Prof. Madya Dr. Zeti Azura Mohamed Hussein Pengarah INBIOSIS

Procedure

- This procedure is developed for INBIOSIS staffs, research fellows, visitors, contractors and lab users to enter and reside in the prescribed area for experimentation, meetings 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", "Garis Panduan Kehadiran Staf Universiti Kebangsaan Malaysia Semasa Pelan Pemulihan Negara (PPN) Fasa 3", "Covid-19: Pelaksanaan Pelan Pemulihan Negara (PPN) Fasa 3 di Universiti Kebangsaan Malaysia" and "Garis Panduan Aktiviti Penyelidikan Sebagai Langkah Pencegahan Penularan Wabak Covid-19 (Versi 2.0)" and updated according to the current policy/circular by the UKM Vice Chancellor or other authorities in UKM.

Scope

- This procedure applies to all individuals (including research fellows, staffs, students, researchers, research assistants, engineers, suppliers, contractors, and visitors) that require access to INBIOSIS building, laboratories and research plots when there are reasonable concerns regarding the potential exposure of COVID-19 at work.
- This SOP is divided to three main categories:
  (a) Staffs and Research Fellows
  (b) Visitors/Contractors/Suppliers
  (c) Students and other Laboratory Users

Responsibilities

General responsibility

- Strictly following the SOP guidelines as detailed in this document.
- All applicants have the responsibility to fill out the online INBIOSIS Entry form as well as the Health Declaration Form (HDF) truthfully, completely, and accurately.
- All applicants are required to update their health status through MySejahtera apps daily.

Responsibility of staffs and research fellows:

- All staff and research fellows must follow strictly "Garis panduan Peraturan Kehadiran Staf Universiti Kebangsaan Malaysia (UKM) semasa Pelan Pemulihan Negara (PPN) Fasa 3'' to entry INBIOSIS.

Responsibility of visitors/contractors/suppliers

- Discussing with the staff in charge at INBIOSIS for any services or delivery or other matters.
- All visitors/contractors must obtain prior entry approval from the staff in charge and INBIOSIS director by registering in the online INBIOSIS Entry Form (refer to the SOP below).

Responsibility of students and laboratory users:

- Discussing with respective supervisors for setting up priority experimental works.
- All students/lab users must obtain prior entry approval from the staff in charge and INBIOSIS director by registering in the online INBIOSIS Entry Form (refer to the SOP below).
- 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.
- Interns or undergraduate laboratory placement must be supervised by a senior student/RA or staff (under the same supervisor/fellow).

Responsibility of Laboratory Person in Charge (PIC) or staff in charge:

- Approving applications from potential lab users or visitors/contractors/suppliers. An approval email will be sent to respective PIC once the online form is submitted by users/applicants. Please see page 7 for the relevant workflow.
- Allowable lab capacity will be determined by the current UKM COVID-19 policy/circular.
- Only one PIC per laboratory is in charge of giving approval. Before giving any approval, each lab PIC MUST ENSURE THAT:
    - Only active students are allowed into the laboratory
    - Only students or lab users who have completed their vaccination dose and duration (14 days after 2nd dose for Comirnaty (PfizerBioNTech), Covid-19 AstraZeneca (Oxford-AstraZeneca), CoronaVac (Sinovac), Spikevax (Moderna) and Covilo (Sinopharm) receiver and 28 days after injection for single-dosage vaccine such as Covid-19 Janssen (Johnson & Johnson) and Convidecia (CanSino)) are allowed to enter the laboratory.
    - For new interns, their information must be updated in the Excel sheet (Maklumat Intern Jun-Dis 2021) by respective supervisor.
    - Those who defer but require lab access have obtained written approval from the INBIOSIS Director.
    - Visitors/contractors have discussed earlier regarding their intention (service or

delivery or other matters) and prior arrangement has been made.

- Maintaining effective communication between PICs and lab users or visitors/contractors/suppliers.
- 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 or visitors/contractors.
- Checking lab attendance book to make sure all users have signed up upon entering.
- Lab PICs can track the list of users that request to enter INBIOSIS for a particular date in the online database system for INBIOSIS Entry Form (http://103.219.237.25/kehadiran-inbiosis/). Please contact Dr. Nur Syatila Ab Ghani for the required password to access this database.
- Updating lab user attendance in google sheet that has been shared through Laboratory Management Google Drive before or on Friday in each working week
- 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. However, the approval is subject to the current university and government policy during the PPN Phase 3. Beginning 2nd November 2020, no after-hours access is permitted.
- Sanitizing doorknobs to respective laboratories and laboratory benches every morning before students enter the lab. Use 70% ethanol sparingly or soap water.
- Make sure cleaners clean laboratory floors using appropriate cleaning detergent every day.

Responsibility of INBIOSIS director:

Approval for daily INBIOSIS entry based on uploaded Health Declaration Form (HDF) in the online INBIOSIS Entry Form.

SOP for Staffs and Research Fellows

Entering INBIOSIS premises

1. Only personnel with **Low Risk** status in their MySejahtera apps are allowed to enter the premises.
2. Only personnel who have completed their vaccination dose and duration (14 days after 2nd dose for Comirnaty (PfizerBioNTech), Covid-19 AstraZeneca (Oxford-AstraZeneca), CoronaVac (Sinovac), Spikevax (Moderna) and Covilo (Sinopharm) receiver and 28 days after injection for single-dosage vaccine such as Covid-19 Janssen (Johnson & Johnson) and Convidecia (CanSino)) are allowed to enter the premise.
3. Personnel must enter through the main entrance of INBIOSIS and wear a face mask.
4. All personnel must ensure that their health status in MySejahtera apps is updated daily and please scan the MySejahtera QR code available at the counter upon entering the premises.
5. All personnel must first go to the 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.
6. Use hand sanitizer or ethanol 70% spray upon entering the building.

During working time

7. Ensure physical distancing of at least 1 meter apart from another person and no physical contact is allowed.
8. All staff /research fellows MUST wear a facemask at all times especially in public places within this institute, in accordance with the mandatory facemask regulation starting 1st of August 2020.
9. 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.
10. Wash your hands often with soap and running water for at least 20 seconds and dry with a paper towel.
11. Self-health assessment. If there are any symptoms such as fever, coughing, sore throat and shortness of breath, staff or research fellow is required to go directly to Pusat Kesihatan for a health check and inform the INBIOSIS Director.

Leaving INBIOSIS

12. All staff/research fellows are required to wash hands with soap or hand sanitizer before leaving the building.
13. Please ensure that all doors and laboratories are locked.

SOP for

Visitors/Contractors/Suppliers

Entering INBIOSIS premises

1. Visitors/contractors/suppliers must first discuss with the staff in charge for any related services or delivery or other matters **prior** coming to INBIOSIS via email or phone or other means possible.
2. Once both parties agreed with a proposed plan and time, the visitor/contractor must fill in the manual Health Declaration Form, HDF (http://103.219.237.25/kehadiran-inbiosis/uploads/Borang-Pengisytiharan-Kesihatan-2020.pdf) **one day before** going to the institute (7 days a week).
3. The completed HDF form earlier must then be uploaded into the online INBIOSIS Entry Form (http://103.219.237.25/kehadiran-inbiosis/) together with other details required in the form including the planned visit time. Please select the **name of the staff in charge** within the INBIOSIS Entry Form too.
4. This completed form will be approved by the staff in charge followed by INBIOSIS Director. Only personnel with both permissions will be granted access to INBIOSIS. The workflow given on page 7 summarized this whole approval procedure.
5. Personnel must enter through the main entrance of INBIOSIS and wear a face mask.
6. 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.
7. All personnel must ensure that their health status in MySejahtera apps is updated daily and please scan the MySejahtera QR code available at the counter upon entering the premise.
8. Only personnel with **Low Risk** status in their MySejahtera apps is allowed to enter the premise.
9. Only personnel who have completed their vaccination dose and duration (14 days after 2nd dose for Comirnaty (PfizerBioNTech), Covid-19 AstraZeneca (Oxford-AstraZeneca), CoronaVac (Sinovac), Spikevax (Moderna) and Covilo (Sinopharm) receiver and 28 days after injection for single-dosage vaccine such as Covid-19 Janssen (Johnson & Johnson) and Convidecia (CanSino)) are allowed to enter the laboratory.
10. Use hand sanitizer or ethanol 70% spray upon entering the building.

During activities/appointments/meetings

11. Please contact the staff in charge immediately upon entering INBIOSIS.
12. Ensure physical distancing of at least 1 meter apart from another person and no physical contact is allowed.
13. All visitors MUST wear a facemask at all times especially in public places within this institute, in accordance with the mandatory facemask regulation starting 1st of August 2020.
14. 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.
15. Wash your hands often with soap and running water for at least 20 seconds and dry with a paper towel.
16. Self-health assessment. If there are any symptoms such as fever, coughing, sore throat and shortness of, the visitor is required to go directly to Pusat Kesihatan for health

check and inform the INBIOSIS staff.

Leaving INBIOSIS

17. All visitors are required to wash hands with soap or hand sanitizer before leaving the building.

SOP for Students and Laboratory Users

Entering laboratories

1. Please first fill in the manual Health Declaration Form (http://103.219.237.25/kehadiran-inbiosis/uploads/Borang-Pengisytiharan-Kesihatan-2020.pdf) **one day before** going to the institute.
2. The completed HDF form earlier must then be uploaded into the online INBIOSIS Entry Form (http://103.219.237.25/kehadiran-inbiosis/) together with other details required in the form including the planned visit time.
3. Both forms must be filled in for **each and every day** that the lab users are planning to go to the institute. This will be enforced from 30th November 2020 until further notice.
4. This completed form will be approved by the lab PIC followed by INBIOSIS Director. Only personnel with both permissions will be granted access to INBIOSIS. The workflow given on page 7 summarized this whole approval procedure.
5. Personnel must enter through the main entrance of INBIOSIS and wear a face mask.
6. 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.
7. All personnel must ensure that their health status in MySejahtera apps is updated daily and please scan the MySejahtera QR code available at the counter upon entering the premise.
8. Only personnel with **Low Risk** status in their MySejahtera apps is allowed to enter the premise.
9. Only personnel who have completed their vaccination dose and duration (14 days after 2nd dose for Comirnaty (PfizerBioNTech), Covid-19 AstraZeneca (Oxford-AstraZeneca), CoronaVac (Sinovac), Spikevax (Moderna) and Covilo (Sinopharm) receiver and 28 days after injection for single-dosage vaccine such as Covid-19 Janssen (Johnson & Johnson) and Convidecia (CanSino)) are allowed to enter the laboratory.
10. Use hand sanitizer or ethanol 70% spray upon entering the lab.
11. 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

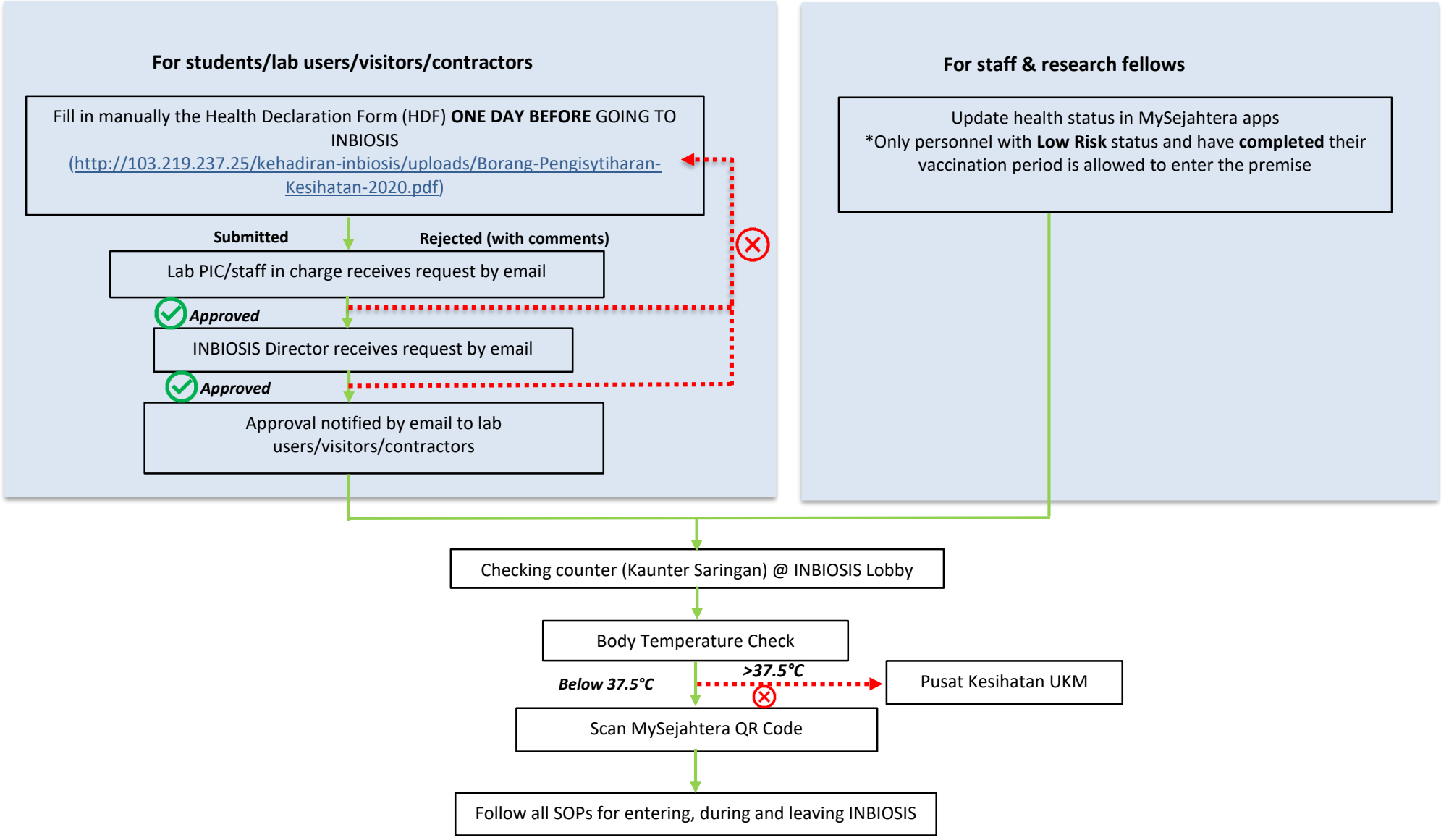
12. Please refer to the lab PIC for your sitting.
13. Ensure physical distancing of at least 1 meter apart from another person and no physical contact is allowed.
14. All users MUST wear a facemask at all times especially in public places within this institute, in accordance with the mandatory facemask regulation starting 1st of August 2020.
15. All surfaces including table, chair, handles, knobs, equipment, computer peripherals (keyboard and mouse) and other related materials must be disinfected before starting your work.
16. Reduce contact with surfaces if possible.

17. 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.
18. All samples coming into the lab must be disinfected if possible.
19. All lab users are not allowed to bring any food and drinks into the lab to ensure no cross-infection.
20. 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.
21. 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.
22. 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.
23. 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.
24. Wash your hands often with soap and running water for at least 20 seconds and dry with a paper towel.
25. 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

26. All surfaces including table, chair, handles, knobs, equipment, computer peripherals (keyboard & mouse) and other related materials must be disinfected after finishing any lab work.
27. 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.
28. 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.
29. Please log-out using the lab attendance book and inform the lab PIC before leaving the premises.

After hours/public holiday access

All users may NO longer be permitted to work after hours/public holiday beginning 2nd November 2020 until further notice.

SOP for INBIOSIS entry during PPN Phase 3 (Starting 11th Oct 2021)