

<p>Modified from: Standard Operating Procedure SOP-IBS-LAB-0003~ INBIOSIS Laboratory Management during COVID-19 Pandemic (24 November 2021)</p> <p>Prepared by: En. Mohd Faiz Mat Saad Dr. Low Chen Fei Prof Madya Dr Ng Chyan Leong</p>	<p>Verified and authorized by:</p> <p>Prof. Dr. Zeti Azura Mohamed Hussein Pengarah INBIOSIS</p>
<p>Procedure</p> <ul style="list-style-type: none"> 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 “Pekeliling Pusat Pengurusan Risiko, Keselamatan & Kesihatan Pekerjaan (ROSH-UKM) Bil.14/2021 Covid-19: Pelaksanaan Pelan Pemulihan Negara (PPN) Fasa 4 Di Universiti Kebangsaan Malaysia”. 	
<p>Scope</p> <ul style="list-style-type: none"> 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. 	
<p>Responsibilities</p> <p>Responsibility of students/laboratory users:</p> <ul style="list-style-type: none"> 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 day 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 Director of INBIOSIS. <p>Responsibility of Laboratory Person in Charge (PIC):</p> <ul style="list-style-type: none"> 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 25th October 2021, 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: <ul style="list-style-type: none"> Only active students are allowed into the laboratory The application for laboratory access needs to be made at least one day in advanced before the start date Those who defer but require lab access has obtained written approval from the INBIOSIS Director. 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.
- 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 Laboratory Manager:

- Ensure the SOP are followed by the users and 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 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 (<http://sistem.ukm.my/kehadiran-inbiosis>). 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 fill 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. All users must follow strictly 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. Please see ONE-STOP INFORMATION CORNER (Oic) UNTUK SEMUA PENGGUNA MAKMAL INBIOSIS VERSI DALAM TALIAN (kemaskini 21/10/2021) for more details.
3. Ensure physical distancing of at least 1 meter apart from another person and no physical contact is allowed.
4. 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.

5. All surfaces including table, chair, handles, knobs, equipment, computer peripherals (keyboard and mouse) and other related materials must be disinfected before starting your work.
6. Reduce contact with surfaces if possible.
7. 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.
8. All samples coming into the lab must be disinfected if possible.
9. All lab users are not allowed to bring any food and drinks into the lab to ensure no cross-infection.
10. 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.
11. 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.
12. 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.
13. 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.
14. Wash your hands often with soap and running water for at least 20 seconds and dry with a paper towel.
15. 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 2nd December 2021.

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.ukm.my/inbiosis/wp-content/uploads/2020/10/UKM-SPKP-JP-PK11-BO11-Kebenaran-Bekerja-Di-Luar-Waktu-Pejabat.doc>).
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:
 - i) Lab manager INBIOSIS, Dr. Low Chen Fei (p.makmalinbio@ukm.edu.my)
 - ii) Respective lab PIC
 - iii) Officer INBIOSIS, En. Muhammad Faros Jaafar (faros@ukm.edu.my)
5. A print copy of the signed form will need to be placed in the ‘Fail Kerja Lebih Masa’ that located at the lobby of INBIOSIS for ‘Pengawal Keselamatan UKM’ reference.
6. 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.
7. 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.
8. Please follow all the SOP listed earlier during this access. After arrival at INBIOSIS, please sign in into the provided MySejahtera link.
9. 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.
10. Upon leaving the lab and INBIOSIS, users must inform the lab PIC.
11. Users are responsible to ensure the lab is in good condition.
12. All users are reminded to follow strictly 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. Please see ONE-STOP INFORMATION CORNER (OIC) UNTUK SEMUA PENGGUNA MAKMAL INBIOSIS VERSI DALAM TALIAN (kemaskini 21/10/2021) for more details.
13. Failing to comply to these SOP will cause the users not to be allowed to work after office hours.

Location

All laboratories under INBIOSIS management