

SOP nr: 1-01

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QUARANTINE RULES FOR STAFF AND USERS

1.0 PURPOSE

- 1.1 To prevent contamination of KPM's premises and infection of animals at KPM by unwanted microorganisms or parasites.
- 1.2 To regulate the movement of people from the various units at Domus Medica so that unwanted microorganisms and parasites are not transmitted to KPM.
- 1.3 To provide visitors to KPM with a clear understanding of the current quarantine rules in force.

2.0 DIVISION OF RESPONSIBILITY

- 2.1 Everyone entering the animal facility must familiarize themselves with the at all times relevant SOPs and should follow these (a complete list of SOP is available [here](#)).
- 2.2 New users, visitors and others who are not familiar with current routines must contact KPM before they are granted access to the department.
- 2.3 KPM must train new users and provide information on current SOPs and quarantine regulations (see homepage and read "SOP 1-02 Tour of the MDU" and "SOP 1-03 Tour of KPME and Conventional unit").
- 2.4 If users of KPM have any questions about quarantine regulations, they must contact the department ahead of time before arriving at the department so that their questions can be answered.
- 2.5 Users of KPME must make sure they are thoroughly familiar with the use of DU-007 and access to MDU after visiting KPME.

3.0 PROCEDURE

- 3.1 No new users are allowed access to Comparative Medicine (KPM), whether in possession of an access card or not, unless KPM has been informed in advance. All those wishing to visit KPM must use their own personal access card or an approved loaned access card.
- 3.2 Access to KPM is denied to those who keep rodents or rabbits as pets at home.
- 3.3 All those who work at veterinary clinics where they are in contact with rabbits and rodents, and all other persons who are in contact with rabbits and rodents, must take a full body shower and change into clean clothes before access to KPM can be granted, at the earliest on the following day.
- 3.4 Persons handling farm animals in the morning must take a full body shower and change into clean clothes before access to KPM can be granted.



- 3.5 Access to KPM is not permitted if you recently have been admitted to hospital in a country outside Norway. Contact KPM to find out when access can again be granted.
- 3.6 The department has several sluices where the room is divided into two (example; wardrobes, DU-007, laundry and barrier). Pay extra attention to how you move in these areas as one side is "dirty" and one side is "clean". See Picture 2 and Picture 3. (See [homepage](#) to read "SOP 1-02 tour of MDU" and "SOP 2-01 attire in MDU" to read on how to move in these areas).
- 3.7 The department is divided into three units of differing health levels. The Barrier has the highest health level. The MDU, including the clean and dirty side of DU-007, has the next highest health level. The conventional unit, KPMe, external laboratories and other animal departments are considered to have the lowest health level.
- 3.8 You are allowed to visit a unit with the same status or lesser status the same day (see picture 1). But you are not allowed to return to the unit with higher status from a lesser one. In order to have access to a unit of a higher health level, you must have taken a full body shower and changed into clean clothes on the following day.
- 3.9 The floors of the conventional unit are coloured red to indicate that you have stayed in the "red zone". MDU has had the floor dyed green to mark the "green zone". You should never go from a red zone to a green zone, but can move from green zone to red zone.
- 3.10 When handling dirty equipment from KPMe, Conventional or external laboratories, such as cages or other equipment used for or from animals, you are regarded as having been in a unit of the lowest health level.
- 3.11 If you have visited another animal department, this will always be regarded as a unit of the lowest health level. In order to gain access to KPM/IMB after visiting the department, a minimum of 24 hours must have passed.
- 3.12 It is not allowed to use external laboratories for animal experiments then return to MDU on the same day. In some cases, exceptions can be granted by applying for permission from PMSK.
- 3.13 You are not permitted to enter DU-007, DU-006 or the wardrobe belonging to MDU on the same day as you have been inside KPMe, conventional unit or any other unit of a lower health level.
- 3.14 If you need to return equipment such as cages, bottles and trolleys to MDU from KPMe or external laboratories, this must be placed by the autoclave at Conventional unit. For other equipment please contact KPM (see [homepage](#) for SOP 7-06 "Importation of goods and KPM equipment to the MDU").
- 3.15 The use of the red trolley belonging to DU-007 and used for transporting equipment and animals to KPMe, is not permitted since this trolley is only for transporting goods to MDU. Ordinary trolleys can be used and after use, these must be placed by the conventional autoclave. **The trolley can not go back to DU-007.**
- 3.16 Black bags can be used for transporting cages from DU-007 to KPMe or other external laboratories. The bags must be cleaned before being returned to DU-007.
- 3.17 Animals to the conventional unit can either go via MDU if the animals are housed there, or via the quarantine room inside conventional unit. Contact the Animal Facility staff for training on the transport of animals.
- 3.18 Make a plan for fetching animals from DU-007 before you go to a laboratory or unit of a lower health level. Animals are sent through DU-007 every morning at no extra cost. The standard delivery time is

09.00. The cages must be fetched by 09.30 and a request specifying the “to-do date” must be registered in SL at the latest by 13.30 on the preceding day.

- 3.19 Plan the movement of animals between MDU and Conventional. Use the dedicated bench to place cages before going to conventional unit. You can not return to MDU after visit to the conventional unit. You may return to MDU the following day after a full body wash and change of clothes.
- 3.20 You are not permitted to enter the Barrier or DU-044 after having visited KPMe, Conventional unit, dirty corridor (MDU), DU-007 and/or DU-006.
- 3.21 Only employees of KPM are permitted to transport animals and equipment from DU-007 to MDU and the Barrier. See [homepage](#) to read “SOP 5-04 for the transportation of animals to the Barrier” and “SOP 5-06 for the transportation of animals to DU044”.
- 3.22 Access to KPM is not permitted if you have a severe cough/throat infection, diarrhoea known to be contagious or of unknown cause, or if you have symptoms of COVID-19 or any other highly contagious disease. The required quarantine period, depending on symptoms, will be determined by the Head of KPM. If you have any questions regarding this, contact your immediate superior and KPM’s Head of Department.

4.0 HEALTH, SAFETY AND THE ENVIRONMENT

4.1

5.0 HISTORY OF EDITING

5.1 Revised 26.06.2018

5.2 Revised 19.06.20

5.3 30.03.22: Revision and substantial upgrading of this SOP with more in-depth information about KPMe and the use of DU-007 (Helene Tandberg)

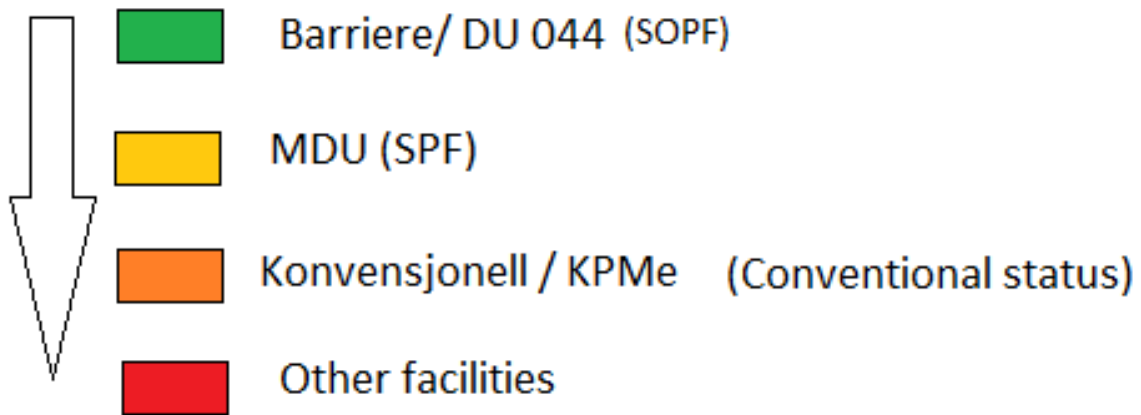
5.4 Added sentence where there are in some cases exceptions for external laboratories (Helene Tandberg June 2022.)

5.5 Revised and added information about conventional unit. (16.05.23 Helene Tandberg)

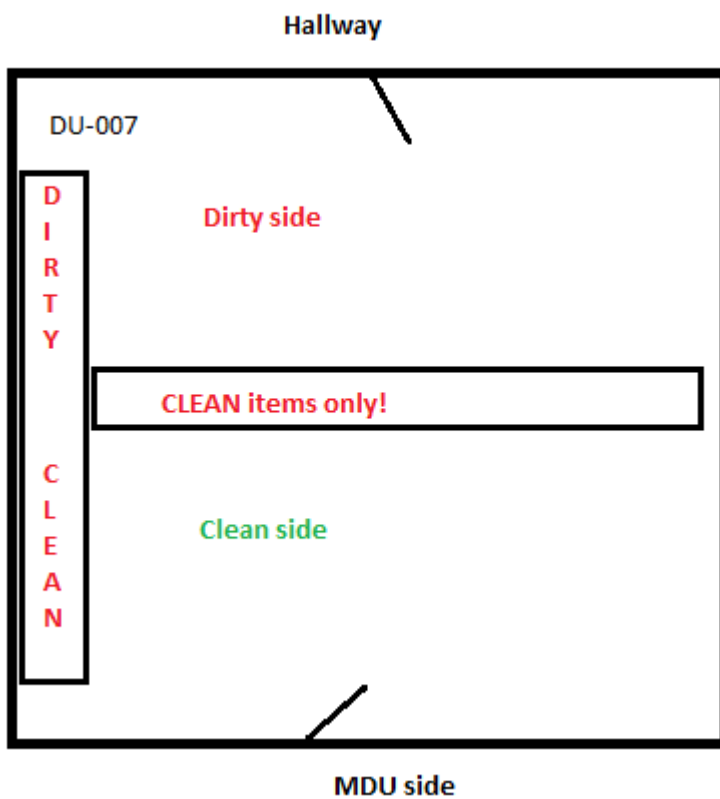
6.0 REFERENCES

6.1

Picture 1: How to move inside the department (green least dirty, red most dirty); One can follow the arrow if you like to go into several parts of our department, one cannot go the other way around:



Picture 2: DU-007; the dirty side is where you may come inside and spray the equipment with Virkon. Once sprayed, the equipment should be placed on the clean bench. Virkon should be left to work for 20 minutes before bringing equipment into the department.



Picture 3: Wardrobes consist of clean and dirty side. Please make sure only clean things touch the clean side (clean hands, clean socks, clean clothes).

