

Standard operation procedure: Attire in MDU and conventional.

SOP nr: 2-01

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ATTIRE IN MDU AND CONVENTIONAL

1.0 PURPOSE

- 1.1 Minimize the risk of contaminating the animals in the department with microorganisms or parasites that could affect research results and/or animal welfare.
- 1.2 Ensure that the department's users or employees do not spread any existing microorganisms and parasites to other animal wards or laboratories.
- 1.3 Ensure minimal exposure to and spread of allergens.
- 1.4 Ensure good hygiene.

2.0 DIVISION OF RESPONSIBILITY

- 2.1 KPM must ensure that mandatory clothing, shoes, gloves, hair net and surgical masks are available to employees and users.
- 2.2 The head of KPM is responsible for ensuring that the employees and users at KPM are aware about the requirements for clothing and that sufficient clothing is available at all times.
- 2.3 The head of KPM is responsible for all extra personal protective equipment (PPE) required for KPM employees.
- 2.4 The research leader is responsible for any extra personal protective equipment (PPE) required for their employees.
- 2.5 KPM is responsible for accessing the correct PPE of its employees. The correct PPE is determined in cooperation between the section manager, PMSK and the HSE coordinator.
- 2.6 The employees at KPM have a duty to ensure that everyone is properly dressed and to correct those who are not.
- 2.7 The user have to contact KPM if one want to use other shoes or other clothing and equipment, for example a hijab and headphones. This clothing/equipment has to be disinfected or sterilized before taken in to the facility.
- 2.8 KPM provides surgical masks for the users. P2/P3 masks for allergen and dust protection and other personal protective equipment (PPE) must be provided by the users themselves.
- 2.9 Everyone who enters the department must ensure that they follow the requirements stated in this SOP.

3.0 PROCEDURE



- 3.1 Regular quarantine regulations as described in "SOP 1-01 Quarantine rules for staff and users" must be followed (see [homepage](#) for alle SOPs)
- 3.2 Everyone who enters KPM must change clothes.
- 3.3 Perfume is not allowed in the animal facility.
- 3.4 Private valuables, such as wallets and jewelry, can be placed in small cabinets outside the locker room. The user/visitor must bring his/her own padlock.
- 3.5 In the dressing room there is a "clean side" and a "dirty side". On clean side you will find; a faucet, clean autoclaved clothes, hair nets, face masks and crocs. On the dirty side, you can leave your clothes and shoes.
- 3.6 Private mobile phones, key cards and tablets can be placed in a ziplock bag located in the locker room and brought in to the facility. **The bag cannot be opened inside the facility.** If you need to open the ziplock bag you must go back to the dressing room before opening it. The re-enter the facility you need to spray the bag again, and wash hands.
- 3.7 When in need of bringing paper sheets to the department you should make sure to keep the sheets in a closed plastic environment e.g.; laminated, closed plastic container or bag. This plastic should never be opened inside the facility and make sure to disinfect the plastic-sheet before entering the facility. There is also a printer inside the department for everyone to use.
- 3.8 Private clothing must be removed before crossing the "restrictive threshold". Underwear is mandatory. Place private clothes in the wardrobe by the entrance (Dirty side). Place private socks in a separate bag if necessary.
- 3.9 Put clean, autoclaved socks on before you cross the "restrictive threshold ". Only the clean socks are allowed to touch the floor on clean side of the wardrobe. The clean socks should not touch the dirty side. It is therefore recommended to sit down to move safely over the step-over.
- 3.10 Wash your hands before you get dressed. Glasses must be cleaned with soap and rinsed with water. Ethanol can damage glasses.
- 3.11 Clean clothes and disposable equipment can be found in the cabinet on the clean side of the locker room. Put on clean trousers, shirt, socks, shoes, hair net, purple gloves and a surgical mask that covers the mouth and nose. The staff at KPM wear blue shirts and users wear red. In cases where your size has run out, the colors can be mixed.
- 3.12 Disposable coveralls worn over private clothes are only allowed for those who do not handle animals or equipment that have been, or will be, in contact with animals. Coveralls are only allowed under special circumstances and permission for their use must be granted by KPM in advance.
- 3.13 Put on crocs or other approved footwear. If employees / users want to use other shoes, contact KPM before use. This also concerns extra clothing and equipment like hijab and headphones.
- 3.14 You exit the locker rooms to the right and continue into the clean corridor.
- 3.15 The inner gloves (usually long purple) should be worn at all times, blue gloves should be put on before handling cages, animals and equipment in the animal room. This also applies to the cages in the clean hallway.
- 3.16 The innermost gloves must be disinfected when entering the animal room or the gloves must be discarded and new gloves put on. The innermost pair is used to handle door handles, computers etc.
- 3.17 Outer gloves (usually shorter blue) must be put on before handling any cages and animals. Dirty gloves must be discarded and new put on before handling clean equipment.

- 3.18 Exit through the air shower when you leave the department or return to the clean corridor. In cases where the airshower is "red/locked", you can press the big red button to open the doors then reset the shower by turning the red button back into position and press "reset" inside the air shower.
- 3.19 Gloves, hair nets, ziplock bags and masks must be discarded after use. A P2/P3 mask can be labeled with your name and used for up to eight hours.
- 3.20 If you return to the department the same day, you can re-use the clothes by placing them on the clean side in a vacant unmarked box or on the metal rack.
- 3.21 Place used socks in the laundry basket in the locker room.
- 3.22 Place used scrubs in the laundry basket outside the locker room.
- 3.23 KPM employees can wear clothing reminiscent of the clothes from the department to move in the hallways outside the department. These should be in a different color than those used inside the department.

4.0 HEALTH, SAFETY AND ENVIRONMENT (HSE)

- 4.1 Everyone who enters the facility must use the required protective gear and attire. For extra protection, if needed, close-fitting goggles or a fresh air mask is recommended.
- 4.2 All work that involves a risk must be risk assessed before the work is started.
- 4.3 All cages are to be opened under exhaust to prevent exposure to and spreading of allergens and microorganisms.
- 4.4 Clothing from the department cannot be used outside the department due to the risk of allergens being spread.

5.0 EQUIPMENT AND MAINTENANCE

- 5.1 Trousers, shirts and socks
- 5.2 Crocs or other footwear
 - 5.2.1 Must be disinfected on a regular basis
- 5.3 Gloves, hair net and mask
- 5.4 Ziplock bags

6.0 HISTORY OF EDITING

- 6.1 Created 03.03.2014 (Mikael Vestberg, Raul Ramirez)
- 6.2 Revidert 17.09.2015
- 6.3 Revidert 26.06.2018 (Frøydis Kilmer)
- 6.4 Revidert 12.06.2020 (Frøydis Kilmer)
- 6.5 Purple gloves added to 3.8 and changes has been made to 3.12 regarding purple gloves in corridor. 18.03.22 (Helene Tandberg)
- 6.6 Revised 3/24/2023. Small details added/changed. (Helene Tandberg)

7.0 REFERENCES

- 7.1 The Act relating to working environment, working hours and employment protection:
<https://lovdata.no/dokument/NLE/lov/2005-06-17-62>
- 7.2 Gordon, S. and Preece, R. (2003) 'Prevention of laboratory animal allergy.' *Occupational Medicine* **53**(6), 371-377.
- 7.3 Harrison, D. J. (2001) 'Controlling exposure to laboratory animal allergens.' *Institute for Laboratory Animal Research Journal* **42**(1), 17-36.