

Standard operation procedure: Clothing in the Department of Comparative Medicine, MDU.

SOP nr: 2-01

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CLOTHING IN THE DEPARTMENT OF COMPARATIVE MEDICINE

1.0 PURPOSE

- 1.1 To 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 To ensure that the department's users or employees do not spread any existing microorganisms and parasites to other animal wards or laboratories.
- 1.3 To ensure that all employees at the Institute of Basic Medical Sciences (IMB) are minimally exposed to allergens from experimental animals.
- 1.4 To 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 Everyone who enters the department must ensure that they follow the requirements stated in this SOP.
- 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.

3.0 PROCEDURE

- 3.1 Everyone who enters KPM must change clothes.



- 3.2 Perfume is not allowed in the animal facility.
- 3.3 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.
- 3.4 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.
- 3.5 Private clothing must be removed before crossing the "restrictive threshold". Underwear is mandatory. Place private clothes in the wardrobe by the entrance. Spray shoes with "Scholl Fresh Step" if necessary and place private socks in a separate bag if necessary.
- 3.6 Put clean, autoclaved socks on before you cross the "restrictive threshold".
- 3.7 Wash your hands before you get dressed. Glasses must be rinsed with water/soap and water. Ethanol can damage glasses.
- 3.8 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 and a surgical mask that covers the mouth and nose. The staff at KPM wear blue shirts and users wear red.
- 3.9 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.
- 3.10 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.
- 3.11 You exit the locker rooms to the right and continue into the clean corridor.
- 3.12 Gloves must be put on before handling equipment, cages and animals. Use two layers of gloves. The outer pair is used to handle cages and animals. Dirty gloves must be thrown away before handling clean equipment, door cords, computers, etc.
- 3.13 Gloves are discarded when leaving animal rooms and laboratories empty handed.
- 3.14 New gloves have to be put on when returning to the animal room from the dirty corridor.
- 3.15 Exit through the air shower when leaving the department or returning to the clean corridor. Disinfect your hands as you enter the clean corridor.
- 3.16 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.
- 3.17 Place used socks in the laundry basket in the locker room.
- 3.18 Place used scrubs in the laundry basket outside the locker room.

4.0 HEALTH, SAFETY AND ENVIRONMENT (HSE)

- 4.1 Everyone who enters the facility must use the required protective gear and clothing. 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.

5.0 EQUIPMENT AND MAINTENANCE

- 5.1 Trousers, shirts/coveralls 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 Revised 26.06.2018

6.2 Revised 27.03.2019

6.3 Revised 12.06.2020

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.