

APPENDIX B: SOP ON THE USE OF RESEARCH FACILITIES**STANDARD OPERATING PROCEDURE IN THE USE OF RESEARCH FACILITIES I.E. LABORATORIES DURING POST- MCO****Introduction**

The COVID 19 pandemic has gravely affected major activities at higher learning institutions which among others include teaching and learning as well as research activities.

This SOP is prepared as a general guideline in assisting the Kulliyahs in resuming some aspects of the research activities after the Movement Control Order is lifted. It aims to delineate the steps that need to be taken in the use of research facilities such as laboratories during Post-Covid 19 periods. Actions to be taken during emergencies are also included.

This SOP must be read together with the Guidelines for All IIUM Staff During Conditional Movement Control Order (CMCO) due to COVID-19 issued by the Management Services Division and any other related documents issued by the University from time to time.

Application

This SOP applies to all Kulliyah staff, researchers, students and any other person who wishes to utilise research facilities such as laboratories during Post-Covid 19 periods.

Responsibility of the Kulliyahs

- 1) To provide a detailed SOP on the use of research facilities at the respective Kulliyahs.
- 2) To ensure a safe environment for staff and students involved in research activities i.e. provide temperature screening tests and hand sanitisers .
- 3) To ensure that people who enter and leave the research facilities are safe from the risk of Covid-19 infection i.e. proper logging system for contact tracing.
- 4) To ensure the availability of risk management procedure related to Covid-19.
- 5) To ensure that sufficient information, proper training, and control mechanism are disseminated and provided.
- 6) To ensure the details of people who enter and leave the research facilities are properly recorded and kept for at least 3 months.
- 7) To appoint a coordinator on research activities who will oversee and monitor the overall implementation of the SOP.

Responsibility of the Covid-19 Research Activities Coordinator

- 1) To assist the Kulliyahs in the implementation and monitoring of Covid-19 Risk Control SOP i.e. identify the designated laboratories used and the rotation of usage.
- 2) To advise the Kulliyahs on actions to be taken in preventing the risk of Covid-19 infection.
- 3) To implement the actions for preventing the risk of Covid-19 infection.
- 4) To investigate and report to the Kulliyahs and respective authorities if there is any person with symptoms of Covid-19 infection in the research facilities.
- 5) To ensure that the thermometers are regularly calibrated for proper functioning and the hand sanitizers are sufficient. Both items must be strategically placed.

- 6) To provide a database for recording of details of people who enter and leave the research facilities. These records must be kept for at least 3 months.

Responsibility of Kulliyah staff, researchers, or students

- 1) Responsible for the safety and health of himself, co-workers, and other people who may be affected during the interactions including self-declaration if he has the symptoms.
- 2) To comply with the SOP and wear a mask when he is in the research facilities.
- 3) To inform the immediate supervisor or coordinator if he has any symptoms of Covid-19 infection.

Besides that, precautions must be taken against fire and safety hazards:

- 1) To ensure that all users know the contact numbers of Lab Technicians or Lab Coordinators in cases of emergency.
- 2) To make sure that experiments are NOT left unattended, especially those involving heating elements such as hotplates and ovens as well as hazardous chemicals.
- 3) All electrical switches must be switched off before leaving the premises.
- 4) For safety reasons, please do not work alone. Follow the MCO Guidelines in terms of the acceptable number.

Detailed Procedures

1) When entering the research facilities such as laboratories

Any individual, whether he is a Kulliyah staff, researcher, or student who wishes to enter the research facilities such as laboratories MUST:

- a) wear a mask at all times when he is in the said premises.
- b) sanitise or wash his hands at the designated area.
- c) avoid shaking hands with anybody in the premise.
- d) observe social distancing of 1 meter from each other.
- e) report and record attendance by filling in the provided document. Detailed information which includes name, identification number, home address, handphone number, and contact number must be captured. This information must be kept for at least 3 months.
- f) undergo a temperature screening test at the designated area. Anybody who fails the screening test ($> 37.3^{\circ}\text{C}$ body temperature) or has Covid-19 symptoms (fever, cough, shortness of breath, sore throat, headache) will be denied from entering the premise.
- g) avoid mass activities of more than 10 people.
- h) comply with all the instructions given from time to time.

2) When in the research facilities such as laboratories

Any individual who enters the research facilities i.e. laboratories MUST:

- a) ensure that there shall not be more than 10 people in the office at one time.
- b) comply with the SOP.
- c) wear a mask at all times when in the premises.

- d) sanitise or wash hands regularly.
- e) avoid shaking hands with anybody in the office.
- f) observe social distancing of 1 meter from each other.
- g) avoid mass activities of more than 10 people.
- h) comply with all the instructions given from time to time.
- i) comply with the rotation duties provided by the Kulliyahs to minimise the number of people in each laboratory. There shall not be more than 5 people present at one time.

3) **When leaving the research facilities such as laboratories**

Any individual, whether he is a Kulliyah staff, researcher, or student who leaves the research facilities i.e. laboratories MUST:

- a) sanitise or wash his hands at the designated area.
- b) avoid shaking hands.
- c) observe social distancing of 1 meter from each other.
- d) record time out in the provided document.
- e) comply with all the instructions given from time to time.

The personnel are encouraged to change their clothes before leaving for home.

4) **Research Meetings Procedures**

- a) Conference and video call meetings are encouraged. Face-to-face meetings are to be limited.
- b) However, if there is a need to have a face to face meeting, all members MUST:
 - i) ensure that the number of attendees are not more than 10.
 - ii) wear a mask at all times.
 - iii) sanitise or wash hands regularly.
 - iv) avoid shaking hands.
 - v) observe social distancing of 1 meter from each other.
 - vi) record their detailed information in the provided form (including external members). This record must be kept for at least 3 months.
 - vii) be alert and take the necessary actions if there is anyone with Covid-19 symptoms.

5) **Procedures in Emergency Situation**

- a) To take immediate action if there is a person with Covid-19 symptoms.
- b) To report the matter to the coordinator or respective authorities.
- c) To isolate the suspect at the designated area and call the IIUM Clinic for further medical procedure.
- d) To identify the individuals who may have interacted with the suspect and report to the IIUM Clinic for further monitoring.
- e) To disinfect the area in accordance with the procedures set by the Ministry of Health.

6) **Disinfection Procedure**

- a) Cleansing and disinfection of the research facilities such as the laboratories and other related workstations must be done on a scheduled basis in accordance with the procedures set by the Ministry of Health. The activities must be recorded in a logbook.
- b) Cleansing and disinfection must be done before the start of operation after the lockdown.
- c) All surfaces and objects such as tables, chairs and other laboratory apparatus must also be disinfected regularly (at least twice a day).
- d) The doorknobs, handrails, and light switches need to be cleaned and disinfected regularly or twice a day, as these surfaces are being touched more often than other areas.
- e) Disposal bins to dispose masks, gloves, and tissues must be covered and separated from other trashes. The trash must be disposed on a scheduled basis.

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