



Welcome Back to the Frederick Animal
Facilities - Group A

New Entry Procedures:

- ▶ We have implemented new procedures to keep you safe and comfortable while working in the vivarium. These guidelines apply to all staff working in or visiting the facility.
- ▶ **Please plan your workday and workweek strategically to limit the number of visits to the vivarium to reduce traffic flow and save PPE.**
- ▶ Hand sanitizer is provided at the facility entrance or “sign in area”. Please sanitize your hands as you enter the facility.
- ▶ Please wear your personal mask into the facility and locker room area.
- ▶ After changing, please remove your personal mask and place it in the disposable bag provided by the facility. You may wish to write your name on the outside of the bag and store it on the shelf or within your locker. Please wear a facility mask when entering or working within the vivarium.
- ▶ Please continue to wear the facility mask and gloves when in the vivarium.

Change Rooms:

- ▶ Our staff change rooms have the most traffic between the hours of 6-7 AM, 8-9AM and when most staff are exiting around 1:30 PM. Please consider this when planning your own need to enter or exit the facility, as OHS has placed limits on the number of staff that may be present in a change room at any one time. For everyone's safety, these limits should be followed closely **by all facility users** and will be clearly posted on the door of each change rooms.

Break Rooms:

- ▶ Following OHS guidance, we are limiting the number of people who can be in a lunchroom or breakroom to allow for proper social distancing. This number will be clearly posted on in the room. At present the room traffic is extremely low as very few LASP staff are taking lunch breaks.
- ▶ Please wipe down the table and chair before and after use with the disinfecting wipes provided on each table.

Other Common Areas Inside the Vivarium:

- ▶ PPE is required in all common areas of the facility.
- ▶ All common areas are wiped down regularly by janitorial staff and by LASP. If you use a house phone, please wear gloves and wipe down the phone (especially the mouthpiece) after use. If you need to use the rest room while in the facility, please spray Lysol around and on the toilet seat after use.
- ▶ Please contact facility management immediately if you find any areas in the vivarium that need attention.

Animal Holding Rooms:

- ▶ Animal care staff are operating on split teams and most cage changes are being performed in the morning, with the busiest times between 6AM-10AM. Most animal care staff complete their workday by 2PM. Each room has a posting of the day it will be changed. If someone is working in a room you need access to, please just ask for entry. **Our staff are happy to work with you.**
- ▶ Signs are posted on each door with an occupancy limit adhering to the 6 feet social distancing rule. This number was determined based upon the size and configuration of the room and the type of work normally conducted in the room (animal care or technical duties).
- ▶ We are implementing electronic scheduling for B571 animal holding and procedure rooms.
 - ▶ At the outset, this will occur using an Excel File shared in Microsoft Teams.
 - ▶ The schedule will be posted on each room in advance and we are asking people to “check-in” by placing a checkmark next to their name on the calendar posted on the room.
- ▶ After you complete your work, please wipe any tables or cart surfaces that you used with provided wipes.

Laboratory Space:

- ▶ Many laboratory spaces within the vivarium also serve as office areas for animal technicians and tend to be occupied between 6AM and noon. Please continue to use the posted sign-up schedules for lab space, hoods, and anesthesia machines, and contact facility management if you wish to add a reservation.
- ▶ Please read occupancy signs before entering an area and visually check the area before you proceed in.
- ▶ As with animal holding rooms and common areas, there will be signs posted on each door with an occupancy limit based upon OHS guidance. As always, PPE must be worn in all lab spaces. Although some procedures may occasionally require staff to work within 6 feet of each other, this falls within OHS guidelines due to the short duration of contact time and PPE use.
- ▶ Please wipe down any areas within the laboratory that you utilized with the provided sanitizing wipes when you are finished.
- ▶ Please refrain from performing administrative tasks in laboratory space.

Exiting the Facility:

- ▶ Please discard of all disposable PPE in the trash can located on the dressing side prior to exiting the facility. Do not wear facility PPE (including masks) back to your laboratory as this will spread animal allergens throughout the building. Instead, redon the personal mask that you were wearing when entering the facility.
- ▶ Please take a moment to wash your hands prior to leaving; sinks are located on both sides of the locker rooms.

Additional Notes:

- ▶ Hand sanitizer are placed throughout each floor for your use.
- ▶ Please don a new pair of gloves if the gloves you are wearing become compromised at any time.
- ▶ We will adjust these procedures to improve workflows, as needed. We welcome suggestions to better safeguard both human and animal health. Safety is our number one priority.
- ▶ Please contact the facility management if you have any concerns, questions or suggestions. This contact information will be posted throughout the facilities.

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