

POLICY: Biomedical Research Facility (BRF) Access Procedures			NUMBER: WP-76
PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Andrew Konowalchuk	CLASSIFICATION: Work Procedure	EFFECTIVE: May 13, 2025
			SUPERSEDES: NEW

PURPOSE:

This work procedure (WP) is geared to educate and direct individuals entering and exiting the Biomedical Research Facility, hereafter known as BRF, on the proper procedures to follow to maintain the facility at a “High Health Status” designation.

SCOPE:

This work procedure outlines the following key components in detail:

- Training and competency requirements
- Mandatory BRF entry procedures
- Mandatory BRF exit procedures

RESPONSIBILITY:

This WP applies to the following individuals, all of whom share responsibility for adhering to the procedures outlined in this document:

- Facilities Operations Staff
- Building Services Staff
- Authorized Visitors and Contractors engaged in related activities

EQUIPMENT/MATERIALS:

Appropriate BRF Personal Protective Equipment (PPE):

- Safety footwear
- Western ONECard/Access Card
- Disposable hair bonnet
- Long-sleeved Tyvek suit
- Tyvek footwear covers

Approved equipment for entry into BRF:

- Work-related maintenance and caretaking tools and supplies

POLICY:

1. TRAINING AND COMPETENCY:

All individuals entering BRF must receive comprehensive in-person training on the entry and exit processes and follow this WP. It remains the responsibility of the supervisor to ensure their personnel are adequately trained.

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2. GENERAL PROCEDURES:

- All mandatory procedures must be followed to protect animal health status.
- Direct entry and exit from BRF to the exterior (e.g. loading dock) is strictly prohibited.
- Do not wear gloves in hallways.
- Use only BRF supplied masks.

3. DETAILED PROCEDURES: ENTRY PROTOCOL

General Entry Requirements:

- BRF should be your first destination of the day—do not enter if you’ve already visited conventional animal holding rooms.
- Wear freshly laundered clothes before coming to BRF.
- Entry is only permitted via the West Valley Building (WVB) controlled walkway.
- The following items are prohibited inside BRF:
 - Food and beverages (including water bottles and coffee)
 - Pens, sharpies, and paper (available in BRF)

Pre-Entry Process:

- Before entering BRF, perform hand hygiene.

Reception Area Procedure:

- Park any approved equipment cart on the dirty side (left of the half wall). Do not move it beyond the reception area.
- Remove items from the cart and place them on the half wall.
- Place cellphone, Western ONECard/Access Card and keys on the half wall.
- Sit on the bench and follow these steps:
 - Put one Tyvek footwear cover on your left footwear.
 - Swing legs over the bench.
 - Put the second Tyvek footwear cover on your right footwear.
- Retrieve PPE from cubbies near Reception Desk:
 - Hair bonnet
 - Surgical mask
 - Long-sleeved Tyvek suit (BRF-issued)
- Don PPE in the following order:
 - Long-sleeved Tyvek suit
 - Surgical mask
 - Hair bonnet

Disinfection Protocol:

- Place cellphone in a protective cover.
- Wipe cover with disinfectant wipe until visibly wet. Allow to air dry.
- Dispose of used wipe in waste bin.
- Use a new disinfectant wipe to disinfect:
 - Approved equipment
 - Western ONECard/Access Card
- Place all cleaned items on a clean ACVS/BRF cart.

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- Dispose of used wipe and gloves in the waste bin.
- Use hand sanitizer to complete hand hygiene.

Final Entry:

- Push the clean cart past the line on the floor into BRF.
- DO NOT cross the line unless:
 - You are fully dressed in required PPE.
 - All items have been disinfected and transferred to a clean cart.

Note: Unauthorized entry beyond the line without proper PPE or equipment disinfection is strictly prohibited.

4. DETAILED PROCEDURES: EXIT PROTOCOL

Exit Procedure:

- Proceed to BRF reception area and cross the line.
- Park the cart on the right (clean) side of the half wall.
- Transfer items from the cart to the half wall.
- Put on gloves.
- Use a fresh disinfectant wipe to clean:
 - All items from the cart
 - The cart itself (after unloading)
- Move the cleaned cart to the back wall.
- Wipe down the half wall with a new disinfectant wipe.
- Discard used wipes and gloves in the designated waste receptacle.

PPE Removal:

- Remove and discard long-sleeved Tyvek suit in the designated disposal bin.
- Remove and discard hair bonnet in the waste bin.
- Sit on the bench to remove Tyvek footwear covers, discarding them in the dirty footwear cover bin on the dirty side of the half wall.
- Remove your cellphone from its protective cover and place the used cover on the dirty side of the half wall.
- Perform hand hygiene using the sanitizer station.

Final Steps:

- Exit through the main BRF reception area to the WVB controlled walkway.
- Continue your exit via the controlled walkway to DSB-MSB.

5. AFTER-HOURS ACCESS

- Contact the ACVS Facility On-Call Number via 519-850-2468 to inform them that you will be entering the facility.
- Report to WSCS to obtain an access card if your Western ONECard is not programmed to allow entry to BRF.

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KEY CONTACTS:

- ACVS Facility On-Call Number 24/7: (519) 850-2468
- West Valley Building Reception: x80273

RESOURCES:

- BRF Facility Orientation, Entry, Egress Procedures **WI#3**
- Laboratory Safety and Hazardous Waste Management <https://www.uwo.ca/hr/learning/required/index.html>
- Personal Protective Equipment <https://www.uwo.ca/hr/learning/required/index.html>

ENTRY/EXIT CHECKLISTS (see next pages):

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Entry Procedure Checklist

General Notes:	
	BRF should be your first destination of the day—do not enter if you've already visited conventional animal holding rooms.
	Wear freshly laundered clothes before coming to BRF.
	Entry is only permitted via the West Valley Building (WVB) controlled walkway.
	Before entering BRF, perform hand hygiene.
Reception Area Procedure:	
	Park any approved equipment cart on the dirty side (left of the half wall). Do not move it beyond the reception area.
	Remove items from the cart and place them on the half wall.
	Place cellphone, Western ONECard/Access Card and keys on the half wall.
Sit on the bench and follow these steps:	
	Put one Tyvek footwear cover on your left footwear.
	Swing legs over the bench.
	Put the second Tyvek footwear cover on your right footwear.
Retrieve PPE from cubbies near Reception Desk:	
	Hair bonnet
	Surgical mask
	Long-sleeved Tyvek suit (BRF-issued)
Don PPE in the following order:	
	Long-sleeved Tyvek suit
	Surgical mask
	Hair bonnet
Disinfection Protocol:	
	Place cellphone in a protective cover.
	Wipe cover with disinfectant wipe until visibly wet. Allow to air dry.
	Dispose of used wipe in waste bin.
	Use a new disinfectant wipe to disinfect:
	Approved equipment
	Western ONECard/Access Card
	Place all cleaned items on a clean ACVS/BRF cart.
	Dispose of used wipe and gloves in the waste bin.
	Use hand sanitizer to complete hand hygiene.
	Push the clean cart past the line on the floor into BRF.
DO NOT cross the line unless:	
	You are fully dressed in required PPE.
	All items have been disinfected and transferred to a clean cart.

Note: Unauthorized entry beyond the line without proper PPE or equipment disinfection is strictly prohibited.

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Exit Procedure Checklist	
	Proceed to BRF reception area and cross the line.
	Park the cart on the right (clean) side of the half wall.
	Transfer items from the cart to the half wall.
	Put on gloves.
Disinfection Protocol:	
	Use a fresh disinfectant wipe to clean:
	All items from the cart
	The cart itself (after unloading)
	Move the cleaned cart to the back wall.
	Wipe down the half wall with a new disinfectant wipe.
	Discard used wipes and gloves in the designated waste receptacle.
PPE Removal:	
	Remove and discard long-sleeved Tyvek suit in the designated disposal bin.
	Remove and discard hair bonnet in the waste bin.
	Sit on the bench to remove Tyvek footwear covers, discarding them in the dirty footwear cover bin on the dirty side of the half wall.
	Remove your cellphone from its protective cover and place the used cover on the dirty side of the half wall.
	Perform hand hygiene using the sanitizer station.
Final Steps:	
	Exit through the main BRF reception area to the WVB controlled walkway.
	Continue your exit via the controlled walkway to DSB-MSB.