Standard Operating Procedure for Working Safely During COVID-19 in Laboratory Facilities
1.0 Background and Purpose

As the number of COVID-19 infections reduces, governments have decided to either relax or lift the lockdowns or movement control orders, allowing for people to return to their jobs, while practicing good hygiene and social distancing.

Within the context of the laboratories at Heriot-Watt University Malaysia (HWUM), this now means that we need to ensure compliance to the standard operation procedures (SOPs) issued by the Ministry of Higher Education (MOHE) on the 1 June 2020, where a limited number of staff and students have access to the laboratories within the campus for the purposes of learning and teaching as well as research. In response to this, a procedure is required, to ensure that staff and students are working in a safe environment during the pandemic.

The purpose of this document is therefore to document the standard operating procedure (SOP) to ensure laboratory users adherence to the MOHE’s SOPs for working safely in a laboratory environment during the pandemic.

2.0 Scope

This SOP covers the working within three (3) laboratories on HWUM’s campus, namely Mechanical Engineering Laboratories 1 & 2 and the Wet Laboratory. Until further notice, the remaining laboratories will remain closed.

3.0 Definitions

Relevant laboratories refer to any one of the three (3) campus laboratories defined above, that is being used by staff or students.

Designated areas are approved areas of work within the laboratories that have been bordered by yellow floor tape.

Laboratory operation hours refer to the standard operation hours for laboratories on campus, i.e. Mondays to Fridays from 1000 to 1600.

Number of laboratory users refer to the total number of users in each laboratory at any point in time. This includes the laboratory staff-in-charge (SIC). The number of users at any point in time for any one of the laboratories is a maximum of 50% its normal occupancy.
4.0 Procedure

Step 1

Upon completion of the procedure for visiting campus (please see Appendix 1), you may proceed to the relevant laboratory to begin carrying out your duties.

Step 2

Prior to entering the laboratory, please ensure you sanitise your hands using the appropriate hand sanitisers provided at the relevant touch points throughout the campus. Please also ensure that your facemask is on and worn appropriately and you are also wearing your lab coat. You may now enter the lab.

Step 3

Once you enter the lab, please stand in the designated area at the entrance of the laboratory and wait for the SIC to greet you. If there are people waiting ahead of you, please ensure to practice social distancing from each other. The SIC will check to ensure that you have sanitised your hands and that you are wearing your mask. You will also be provided gloves for you to use.

The SIC will then instruct you to register your details into a logbook.

The SIC will then guide you to your designated working area. An indication of the designated areas for each laboratory is provided in Appendix 2 for your reference.

Step 4

Once you are in your designated work area, you may begin your work. If you require assistance or need access to equipment or materials, please approach the laboratory SIC, while maintaining social distancing.

Step 5

Once you have completed your work, please clean up your work area. Once done, inform the SIC prior to you leaving the laboratory. The SIC will check your work area before allowing you to leave the laboratory.

Once you have left the laboratory, proceed to sanitise your hands and you may then leave the campus.

We would also advise you to clean your laboratory coat prior to reusing them during your next visit to the laboratories.
5.0 Important Notes for Laboratory Users

- At the entrance and exit of the laboratories, there will be posters advising you on how to practice social distancing and good hygiene. Please do review the poster and practice the same. A sample of the poster is provided in Figure 1 for your reference.

![Figure 1 Poster](image-url)
• You are allowed to sit/stand in the designated areas. Areas with a “Red X” indicates space that you are not allowed to sit/stand. Figure 2 provides an example of designated areas.

![Designated Areas](image)

**Figure 2** Designated Areas

• In the event you require a break, please inform the SIC and you will be allowed to leave the laboratory. Prior to re-entering the laboratory, you are to repeat Steps 2 and 3.

• If you are expecting items from an external supplier, please inform the SIC, who will communicate with the supplier on what is required prior to delivery of any items.

• If there are laboratory users who are not complying with this SOP, this may result in disciplinary action being taken.
At any point in time, while you are in the laboratory and the following occurs, please inform the SIC immediately:

- If you feel ill
- An accident has occurred
- Your mask has been soiled or is dirty.
- You have doubts about operating/using any equipment or using any materials.
- If you need the SIC to assist you in your work, please maintain social distancing practices and keep the activity time involved as short as possible. In the event social distancing is unable to be practiced, the SIC will provide you with a face shield.
- If you have observed other laboratory users who are not complying with this SOP.

### 6.0 Procedure Summary

**Step 1 - On Campus Registration**
Upon completion of the procedure for visiting campus, move on to the relevant laboratory to carry out duties.

**Step 2 - Preparing to Enter Laboratory**
Prior to entering the lab, please sanitise hands and wear a mask & lab coat.

**Step 3 - Enter and Wait to be Greeted**
Enter the lab and wait to be greeted by the laboratory SIC.

**Step 4 - Begin Work**
Once greeted, the SIC will guide you to your designated work area, where you may begin work.

**Step 5 - Clean Up**
When you are done, clean up your workstation and inform SIC prior to leaving the laboratory.
Appendix 1 – Procedure for Visiting Campus

**CMCO – STAFF FLOW**

1. **STAFF**
   - CMCO period
   - Travels to Campus
   - Enter from East Wing LG Lift Lobby or Reception entrance
   - Complete self health declaration form QR
   - Carry out duties
   - Exit Campus East Wing Reception Entrance

2. **SAFEZONE / Health & Safety**
   - Temperature Screening: More than 37.5°C?
     - No
     - Yes
     - Generate self health declaration report and keep 3 months record
     - Completes daily survey on HWUM Compliance
     - Complete self health declaration form QR

3. **NOTES:**
   1. Entrance at Lower Ground East Wing Lift Lobby is open from 8.30am to 9.15am on weekdays only.
   2. You are reminded to:
      - Wear face mask at the entrance;
      - Practice personal hygiene and wash your hands often;
      - Observe social distancing;
      - Stay at home if you are not well.
   3. All staff are encouraged to check-in to Safezone while on campus.
   4. The Self Health Declaration Form is a requirement from DOSH and needs to be completed on daily basis.
Appendix 2 – Designated Areas within the Three (3) Laboratories

Figure A Designated Areas for Mechanical Laboratories 1

Legend

- Yellow-Orange boxes indicate approved, designated areas to carry out work
- Red X’s indicate areas that cannot be occupied
Figure B Designated Areas for Mechanical Laboratories 2

Legend

- Yellow-Orange boxes indicate approved, designated areas to carry out work
- Red X’s indicate areas that cannot be occupied
**Figure C** Designated Areas for Wet Laboratory

Legend

- Yellow-Orange boxes indicate approved, designated areas to carry out work
- Red X's indicate areas that cannot be occupied
Standard Operating Procedure
For Working Safely in PC Labs

27th July 2020
1.0 Background and Purpose

The purpose of this document is to document the standard operating procedure (SOP) to ensure PC Lab users’ adherence to the MOHE’s SOPs for working safely in a PC Lab environment during the COVID-19 pandemic.

2.0 Scope

This SOP covers the working for all PC Labs on HWUM’s campus, namely PC Lab 1, PC Lab 2, PC Lab 3 and PC Lab 4.

3.0 Definitions

Relevant PC Labs refer to any PC Labs defined above, that is being used by staff or students.

PC Lab operation hours refer to the standard operation hours for PC Labs on campus, which is Mondays to Fridays from 0900 to 1700. PC Lab access is timetabled by the Scheduler team.

The usage of printer inside the PC Lab is only allowed for users within the PC Lab.

Designated allowed seating are approved seating within the PC Lab that are not marked by laminated ‘X’ red mark.

Table below refer to total occupancy of each PC Labs and current total occupancy of allowed seating in compliance with the physical distancing rule of 1 meter. An indication of the designated allowed seatings for each PC Lab is provided in Appendix 1 for reference.

<table>
<thead>
<tr>
<th>PC Lab</th>
<th>Normal total occupancy</th>
<th>Current ‘New Normal’ total occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab 1</td>
<td>45</td>
<td>22</td>
</tr>
<tr>
<td>Lab 2</td>
<td>25</td>
<td>13</td>
</tr>
<tr>
<td>Lab 3</td>
<td>45</td>
<td>22</td>
</tr>
<tr>
<td>Lab 4</td>
<td>45</td>
<td>22</td>
</tr>
</tbody>
</table>

*Table 1 Occupancy of each PC Labs*
4.0 Procedure

**Step 1**
Upon completion of the registration procedure for entering campus, you may proceed to the relevant PC Lab to begin carrying out your work.

**Step 2**
Prior to entering PC Lab, please ensure you sanitise your hands using the appropriate hand sanitisers provided at the relevant touch points throughout the campus and then scan the QR code with MySejahtera app for check-in at the entry door (refer to Appendix 2).

**Step 3**
Enter the PC Lab using the only door marked with Entry signage. If there are people waiting ahead of you, please ensure to practice physical distancing from each other.

**Step 4**
Once you are in your designated allowed seating, you may begin your work and please remain at the same seating place. If you require assistance, please email to **ISHELP@hw.ac.uk** or call our helpdesk line 03-88943640.

**Step 5**
Once you are done, please rearrange the keyboard and mouse neatly for the next user to use. Please take all your belongings and leave the PC Lab using the door marked with Exit signage. Once you have left the PC Lab, proceed to sanitise your hands at the relevant touch points throughout the campus.
5.0 Important Notes for PC Labs Users

• High-touch surfaces in the PC labs are disinfected periodically by the University according to Standard Operating Procedures (SOP) by the government of Malaysia.

• At the entrance and exit of the PC Lab, there are posters advising you on practicing physical distancing and good hygiene. Please do review the poster and practice the same.

• Areas with a “Red X” indicates space that you are not allowed to sit. Figure 2 provides an example of designated areas.
In the event you require a break, please use the door marked with Exit signage to leave the PC Lab. Prior to re-entering the PC Lab, please make sure to sanitise your hands.

At any point in time, while you are in the PC Lab and following occurs, please use the SafeZone App:
   - If you feel ill.
   - An accident has occurred.

As a student of the University you are always required to behave in accordance with the University's Ordinances, Regulations, policies, procedures and rules. For more information, refer to: https://www.hw.ac.uk/uk/students/studies/record/discipline.htm.
6.0 Procedure Summary

**Step 1 - On Campus Registration**
Upon completion of the procedure for entering campus, move on the relevant PC Lab to carry out duties.

**Step 2 - Preparing to Enter PC Lab**
Prior to entering the lab, please sanitise your hands and then scan QR code at lab entrance.

**Step 3 - Enter PC Lab**
Enter the PC Lab via the entry door and always practice physical distancing.

**Step 4 - Begin Work**
Please remain at the same seating throughout your lab work.

**Step 5 - Clean Up**
When you are done, take all your belonging, rearrange the keyboard & mouse and leave via the exit door.
Appendix 1 – Designated Allowed Seating for PC Lab 1, Lab 2, Lab 3 and Lab 4

Legend
- Red X’s indicate areas that cannot be occupied
Figure B Designated Allowed Seating for PC Lab 2

Legend
- Red X’s indicate areas that cannot be occupied
Figure C Designated Allowed Seating for PC Lab 3

Legend
○ Red X's indicate areas that cannot be occupied
Figure D Designated Allowed Seating for PC Lab 4

Legend
- Red X's indicate areas that cannot be occupied
Appendix 2 – Check-in at PC Lab for contact tracing

MySejahtera is an application developed by the Government of Malaysia to assist in monitoring COVID-19 outbreak in the country. Please use MySejahtera Check-in to scan the QR at entrance.

Figure E PC Lab Entry