



Area	Sport and Exercise Science laboratories.		
Completed by:	Iain J Gallagher	Date:	07/01/2021
Reviewed by:	PENRG staff (NR, CG, SG)	Date:	18/05/2022
Associated Risk assessments	RA150, RA151, RA152, RA153	Date of next review:	02/07/2022
Change log	Version 3.1 18/05/2022 University goes onto government & public health guidance Working from home changes to hybrid working where possible from home Removed reporting infections Removed occupancy limits Remove PPE for low risk work Removed set period of quarantine for aerosol generating activities Removed restricted hours Removed reporting presence Lone working		

SOP For Returning To Lab Work (PENRG)

If you can work at home then work at home. Unless there is an absolute requirement for being on campus then do not come to campus.

If you have to come to campus for laboratory work please read this document first and follow these procedures. Check for the latest version of this document at <https://sportsiencesafety.stir.ac.uk>.

Before entering any University building wearing a suitable face covering is recommended.

1. Lone working

Reduced staff presence in the university increases the risks due to lone working. Pay particular attention to the risks associated with working alone. Try to work within normal hours. If working on a hazardous procedure or out of hours make sure you have informed a competent person within reach on campus. For longer periods of lone work arrange to contact your competent person who is able to respond in the event of an incident at regular intervals.

2. Handwashing

To minimise the risk of catching/transmitting COVID19 please follow handwashing guidelines. On arrival wash your hands for 20s with soap and warm water. There should be posters demonstrating handwashing technique in all toilets and kitchen areas. Please follow these.

If soap is not available alcohol-based handrub can and should be used instead.

If you have a sensitivity to any handwashing products then you should bring your own products to use whilst in the University.

3. Office Hygiene

Before you enter your office rub the door handle with an alcohol wipe. These will be available outside the building and in corridors.

You should clean any surface (e.g. desk, keyboard etc) you will be touching before you begin work. You can wash these with soapy warm water or with alcohol wipes. This should be repeated at the end of your working day or shift (e.g. break for lunch).

If possible you should work with an open window to help ventilation and airflow.

4. Booking Laboratory space

Irrespective of which laboratory space you are using all laboratory use to be booked on the relevant Outlook calendar as far in advance as possible to avoid excessive occupancy of a room.

The calendars are:

- Cottrell 2b148 SIS intervention
- Cottrell 3a68 Psychophysiology
- Cottrell 3b140 Resistance
- Cottrell 3b142 Physiology
- Cottrell 3b142d Neuromuscular
- Cottrell 4B142 (Analytical laboratory)
- Cottrell 4V2 (Tissue culture)
- Cottrell 4V4 (Equipment room e.g. Luminex, Affymetrix, qPCR)
- Pathfoot C3 Teaching & Intervention
- Pathfoot New Teaching & Intervention

5. Laboratory Hygiene

5.1 Non-human (i.e. wet lab) work

Before entering the laboratory wipe the outside door handle down with a 70% alcohol wipe. Upon entry wipe down the inside door handle with a 70% alcohol wipe.

If you are working in any of the laboratories you should:

Before beginning any work use a 5% Decon solution in warm water to wash down any bench or other surface you will be using and then wipe the surface down with either an alcohol wipe or spray the surface with a solution of 70% alcohol before wiping. Leave the surface to dry before using.

If you are using newly packaged consumables then wash the outside of the packaging with alcohol wipes before opening. If items have been stored in the fridge then rub these with alcohol wipes before using.

Before beginning any work use alcohol wipes to clean any small non-sterile equipment (e.g. pipettes) before use. Leave these to dry before using them.

Wear gloves as you normally would for the procedures you are undertaking. **Gloves are not a substitute for handwashing and social distancing in the context of COVID-19.**

Dispose of gloves into clinical waste bins irrespective of whether you have been handling human tissue/fluids or not. Dispose of consumables as appropriate (i.e. clinical waste if in contact with biological fluids, standard rubbish bin otherwise).

Maintain social distancing guidelines and follow any in-place one-way system as you go about your work. If social distancing guidelines cannot be followed then use of a face visor in addition to usual face covering (see current Scottish Govt definition in laboratory RA) to minimise the risk of virus transmission is mandatory.

After finishing work use a 5% Decon solution in warm water to wash down any bench or other surface you used and then wipe the surface down with either an alcohol wipe or spray the surface with a solution of 70% alcohol before wiping.

After finishing work use alcohol wipes to clean any small non-sterile equipment (e.g. pipettes) you have used.

Close windows and wipe the internal & external door handles with a 70% alcohol wipe as you leave the laboratory. Leave the laboratory secure.

Carry out any further work you have to do following hygiene guidelines in the Office hygiene section.

When you are finished working let security know you are leaving the building.

5.2 Work with human participants

Trials should only take place between 0800 and 1800 Mon to Fri unless previously agreed with line manager and /or principle investigator.

As far as possible trial laboratories should only be used by one person at a time i.e. one investigator and one trial participant. If a trial needs more than one researcher then all those present should maintain social distancing.

Specifically you should meet your participant outside the building (taking hand sanitizer with you) and ask them if they have experienced any of the main symptoms:

- cough
- fever
- loss of taste/smell
- increased temperature

and if any there has been contact with anyone who may have had symptoms in past 14 days. This should be done at each visit.

If you have any suspicion that your participant has or has been in recent contact with COVID19 then you should postpone their visit for at least 7 days as per Faculty of Sport & Exercise Medicine UK Guidelines.

If you are sure that the trial can go ahead remind the participant advise them to wear face coverings, maintain hand hygiene and social distancing whilst on University property and if required (e.g. allergy or sensitivity) they should bring their own handwash.

Before allowing the participant to enter the building have them use either their own or the hand sanitizer you have supplied as per hand hygiene guidelines.

Before entering the laboratory wipe the outside door handle down with a 70% alcohol wipe. Upon entry wipe down the inside door handle with a 70% alcohol wipe. You will need to do this for each room you are using if moving between rooms for trials (e.g. exercise in one room, blood collection in another). Once per session is adequate.

Before allowing any potential trial participant into the laboratory you must clean any equipment (including PPE as required) you will be using following the guidelines in the Non-human work section (see above). In addition make sure you have washed down the inner and outer door handles with 70% alcohol wipes before your participant arrives.

If practicable you should open windows in the laboratory to allow for more than usually adequate ventilation.

Before your trial make up cleaning/soaking solutions as required (e.g. 5% Decon, 5% Milton for soaking).

If social distancing guidelines cannot be followed for any reason the investigator should issue the participant with a mask to be worn as much as practical in the trial.

Carry out your trial as you normally would adhering to social distancing guidelines as far as practicable. Gloves should be worn as you normally would (i.e. for procedures involving handling of body fluids).

As far as possible collection of biological fluids should take place in designated areas/rooms.

If the trial is likely to generate aerosol (e.g. there is a reasonable risk of coughing, maximal effort exercise, excessive saliva production or vomiting) then you should wear a surgical mask and a face shield. These will be available in the laboratory.

In the event of spillage of body fluids or e.g. vomiting during a trial body fluids should be cleaned up as normal whilst wearing a full protective face mask. Cleaning of the affected area should take place as above (i.e. 5% Decon, 70% alcohol). The principle investigator and the Faculty H&S Officer (currently Iain Gallagher – i.j.gallagher@stir.ac.uk) should be informed.

Any disposable items used by or in contact with participants should be disposed of in clinical waste.

At the end of the trial ask your participant to wash their hands with warm soapy water for at least 20s. Alternatively provide alcohol based handrub for them to use.

Accompany your participant to the external door of the building.

Equipment used by your participant should be washed with 5% Decon solution, if possible soaked in 5% Milton solution for 30 minutes, rinsed and wiped down with a 70% alcohol solution.

Wash down any surfaces and small equipment you have used as per the guidelines above (see non-human work section). Close windows and wipe the internal door handle with a 70% alcohol wipe as you leave the laboratory. Leave the laboratory secure.

Wipe the external door handle with a 70% alcohol wipe.

Carry out any further work you have to do following hygiene guidelines in the Non-human work or Office hygiene sections.