



**Division of Research
Comparative Medicine**

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SOP #: 101**Title: Protective Clothing and Personal Hygiene**

SCOPE: This SOP is applicable to all Comparative Medicine (CM) personnel required to wear personal protective equipment (PPE). Personnel involved in moving heavy items creating increased risk of foot injury may be required to wear safety shoes.

SOP OWNER: Facility Manager (FM)

PURPOSE: To outline the procedures for use, care and disposal or replacement of protective clothing in the vivaria at FAU.

LOCATION: All Vivaria

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1. Responsibilities

- a. All personnel
 - i. Wear personnel protective clothing when working with laboratory animals, laboratory chemicals or other biological agents.
 - ii. Perform procedures as outlined in this SOP
 - iii. Complete procedures in a timely and accurate manner, as well as complete documentation such as chemical labeling, as applicable.
 - iv. Perform procedure tasks according to training.
 - v. Report non-compliance to FM, Veterinarian or IACUC member.
- b. Lab Animal Technician (LAT)
 - i. Wear clean and dispose of soiled or used protective clothing, launder scrubs, stock disposable PPE, laboratory coats and scrubs.
- c. FM
 - i. Ensure compliance to procedures as outlined in this SOP.
 - ii. Ensure appropriate training is provided to personnel.
- d. Training Coordinator
 - i. Schedule training at frequency to maintain competency to SOP.

- ii. Ensure appropriate training is provided to personnel.
- e. Director/Attending Veterinarian (AV)
 - i. Ensure PPE is relevant for current and new Biosecurity or other safety risks.
- 2. Materials
 - a. Laboratory coat or gown (Cloth or disposable)
 - b. Disposable shoe covers, surgical gloves and masks and safety glasses or goggles
 - c. Cloth scrub top and long scrub pant
 - d. Tyvek jumpsuit
 - e. Steel or composite toed safety work shoes
- 3. Safety
 - a. For the Biosecurity of laboratory animals and the safety of laboratory personnel, laboratory clothing (disposable or cloth) is to be used in the work place as a layer of protection between workers and animals or harmful chemicals or agents. Laboratory animal allergens can be transferred by way of bedding dust and animal dander to protective clothing. When working with some biohazards, a Tyvek™ jumpsuit may be selected to provide suitable worker protection.
 - b. Personnel working with chemicals are required to wear eye protection.
 - c. Personnel involved in lifting heavy items may be required to wear foot protection to reduce risk of foot injury.
- 4. Protective Clothing Procedure
 - a. CM provides scrubs and laboratory coats. The scrub top (short sleeve) and pant (long pant) is to be non-disposable; washable; able to be sterilized; clean and in good repair
 - b. CM provides all disposable clothing (i.e. bonnets, masks, gloves, gowns, shoe covers) within all CM managed vivaria.
 - c. CM provides shoes or safety shoes for a LAT(s) use within the vivarium. All work shoes must remain inside the vivaria after hours
 - d. All uniforms, disposable clothing, and safety equipment must only be worn while working within the vivarium, unless directly traveling from one vivarium to another on the same campus with no interruption in travel.
 - e. Under no circumstances is laundry to be worn at or cleaned at home. Site designated work shoes may not be worn outside the work premises.
 - f. LATs must change out of personal clothing in one of the vivaria locker rooms or bathrooms at the beginning of the work day. Personal clothing will be removed and placed in lockers. Scrubs and work shoes will be donned.
 - g. When leaving the vivaria to go directly to an adjacent shipping or receiving dock or perform internal laboratory building errands, the uniform scrubs may be worn. However when leaving the vivaria for travel in general public areas, personal clothing must be worn.
 - h. In the event of collaborative work with other organizations, personnel from other organizations must wear FAU protective clothing.
 - i. Clean lab coats will be donned when preparing clean caging (such as in the clean cage wash and clean hallway) to avoid contaminants falling onto the cage components. These lab coats can be reused if they're not removed from the clean areas. Lab coats that have been worn in other areas of the vivarium may not be

worn while handling clean caging. All disposable lab coats will be discarded on Fridays or more often if soiled.

- j. Lab coats will be worn at all times in the dirty cage wash and discarded prior to exiting the room. These lab coats may be reused within the dirty cage wash, but they cannot leave the room. All disposable lab coats will be discarded on Fridays or more often if soiled.
 - k. Gloves must be worn when handling occupied cages. Gloves must be disinfected according to *SOP400: Cage Changing Rodents*. If gloves must be used to carry something out of the housing room, a clean pair must be donned prior to exiting the housing room.
 - l. Forearms must be continuously covered by protective sleeves (lab coats or a pair of sleeves) when handling occupied cages, making sure the ends of the gloves cover the cuffs of the sleeves or the cuffs cover the ends of the gloves and that the skin of your arms is not exposed. Tyvek sleeves may be sprayed with an approved disinfectant and reused for up to one week. All sleeves will be discarded on Fridays or more often if soiled.
 - m. When working with ABSL2 agents or in quarantine areas, all PPE including scrubs must be changed before leaving the vivarium work areas. Protective clothing potentially exposed to hazardous agents must never be worn in an office, lunch or break room area within the vivaria. Disposable PPE must be disposed when leaving the ABSL2 or quarantine area. Depending on recommendations of the EH&S Biosafety Committee, it may be required to don additional PPE when entering the area and removed when leaving the area.
 - n. Disposable PPE and cloth lab coats worn in areas outside of the vivarium should not be worn inside the vivarium.
 - o. Scrubs are placed in the appropriate bin for laundering within the Comparative Medicine vivarium at the end of each work shift or immediately after being worn in the T5 storage room, designated ABSL2 area(s), or quarantine area(s). Baseball caps, other type hats or head wraps should not be worn in the vivarium.
5. Personal Hygiene Procedures
- a. All personnel are to be in good hygienic condition prior to starting the work day.
 - b. Always wash hands or use hand sanitizer after handling animals.
 - c. The use of colognes, perfumes, or scented lotions should be used discretionally and may be restricted for particular studies.
 - d. Showering and use of scrubs may be required by any personnel having contact with laboratory animals in Quarantine or designated ABSL2 areas. The aforementioned will also be necessary if movements from lower to a higher health level is necessary. Towels and shower facilities are available for use by CM staff and research personnel.
 - e. Personnel should avoid touching their faces, cell phone or other communication devices, or rubbing their eyes while in the vivarium and especially while wearing potentially contaminated gloves. Personnel must take general precautions to avoid cross-contamination when using communication devices in the vivaria. See *SOP 116: IT Device Sanitation* for more details.
6. Use of PPE for workplace entry:
- a. All personnel must wear closed toe shoes in the animal facility.

- b. Vivaria staff should change into scrubs before entering the animal facility on regular workdays when performing regular work. A lab coat may be worn instead of scrubs if the staff member expects clothing to remain unsoiled on weekend checks, holiday checks, or if it is a short visit to the animal facility
 - c. Scrubs are available for research staff and any other persons entering the animal facility.
 - d. Face shields and hearing protection must be worn in appropriate areas.
 - e. Additional PPE may be required at the room level within the facility and will be indicated via a sign on the door.
 - f. All disposable PPE and cloth lab coats must be removed when exiting the vivarium and disposed of in the appropriate container.
7. Maintenance
- a. Any non-disposable clothing or shoes that are damaged or showing excessive wear may be thrown away and replaced with supplies in good repair via approval and notification to the FM.
 - b. Laundry will be washed as needed by CM staff.
 - c. In specific circumstances as instructed by the AV, clean laundry will be autoclaved.
8. Record Keeping
- a. LATs will notify the FM if PPE needs to be reordered or replaced.
 - b. FM will order replacement uniforms.

Review Date	Revision Date	Revision Number	Description of Revision