

## IMPLEMENTING RULES AND REGULATIONS FOR THE LABORATORY SAFETY DURING COVID-19

**SECTION 1: Rationale.** This is to help lower the risk of COVID-19 exposure and spread during laboratory sessions and activities conducted in Medical Laboratory Technology, University of Tabuk.

**SECTION 2: Scope.** This shall cover the students, faculty, staff, and instructors involve in the laboratory sessions and activities.

### **SECTION 3: Laboratory procedure upon entry and prior to leaving the room.**

(a) Upon entry

- (1) Wear mask & laboratory coats properly
- (2) Temperature status is assessed
- (3) Declare if COVID symptoms and signs are present to the instructor. if present the symptomatic individual should fill-out the contact tracing form (see the appendix)
  - (i) Cough
  - (ii) Sore throat
  - (iii) Fever
  - (iv) Body malaise, loss of appetite, diarrhea, and headache
- (4) Enter the door individually (2-meter distance)
- (5) Proceed and sit at designated seat.
- (6) Wash hands with soap and water (individually proceed to sink assigned/row).
- (7) Wipe hands dry & discard appropriately.
- (8) Apply hand disinfectant.
- (9) Wear gloves.
- (10) Disinfect the designated working area.
- (11) Stay to designated seats & avoid moving around.

(b) Prior to leaving

- (1) Clean & disinfect the instruments, device, & working tables
- (2) Discard the wastes and gloves properly.
- (3) Wash hands with soap and water (individually proceed to sink assigned/row).
- (4) Wipe hands dry & discard appropriately.
- (5) Used lab gowns must be removed before leaving the Laboratory premises.

### **SECTION 4: Physical distancing.**

- (a) Sit at designated seats (labeled) only
- (b) Refrain from close contact gestures, such as:
  - (1) Hand shaking
  - (2) Casual conversation or socialization
  - (3) Greetings involving close contacts
- (c) Individual and independent work is mandatory (group work is prohibited)
- (d) Equipment and instrument will be assigned exclusively to single student for use throughout the semester. It will be used or shared by different student/s.
- (e) Physical transparent barriers (ex. Plastic) should be installed to divide two adjacent rows for each table top.
- (f) Maintain 2-meter distance at all times and limit unnecessary movement of people within the area.

**SECTION 5: Hand hygiene and respiratory etiquette.**

- (a) Instructors teach and reinforce handwashing technique with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- (b) Coughs and sneezes should be covered with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- (c) Students must provide and wear personal mask.
- (d) Students should carry personal hand disinfectant
- (e) Avoid touching unnecessary surface or object
- (f) Do not touch the eyes, nose, or mouth.
- (g) Avoid sharing of electronic device, school materials, etc.

**SECTION 6: Mandatory disinfection.**

- (a) Spray disinfectants to surfaces regularly (frequency);
  - (1) Before and after the class
  - (2) Whenever there is contamination
- (b) Apply surface (inanimate) disinfectants;
  - (1) Freshly prepared (daily) 10% hypochlorite solution (ex. metals, glass, tile, wood)
  - (2) 70% Ethanol
- (c) Each laboratory table row (shared by 2 students) should have the following;
  - (1) Hand sanitizer
  - (2) Hand soap
  - (3) Surface antiseptic/disinfectant (70% ethanol)
  - (4) Surface disinfectant (10% hypochlorite)-never use in skin
  - (5) Trash/wastes bin
  - (6) Common equipment in between 2 students

- (7) Paper towel
- (d) Individual disinfection and cleaning of equipment and objects handled in between use

**SECTION 7: Cleaning & waste disposal.**

- (a) Practice proper laboratory waste segregation and disposal
- (b) Increase routine (per batch or laboratory session) cleaning and disinfection of frequently touched and used surfaces (door handles, sink handles, drinking fountains, floors).
- (c) Routine daily collection of generated wastes by janitors.
- (d) Schedule templates should be provided for (see appendix page);
  - (1) Cleaning and disinfection
  - (2) Laboratory wastes collection

**SECTION 8: Signs, posters, and engineering controls.**

- (a) Stickers for posters and signage will be posted strategically (see appendix page);
  - (1) Seat assignment (in chairs)
  - (2) Physical distancing (in floors, etc.)
  - (3) Hand washing technique
  - (4) Signs & Symptoms
  - (5) Stop spread
- (b) Audio-visual announcements on reducing spread of COVID-19 constantly/continuously in broadcast
- (c) Disinfectants permanently installed strategically at entrance & exit doors

**SECTION 9: Ventilation.**

- (a) Increase outdoor air ventilation
  - (1) When weather conditions allow, increase fresh outdoor air by opening windows and doors.
  - (2) Do not open windows and doors if doing so poses a safety or health risk (e.g. triggering asthma symptoms).
  - (3) Use fans to increase the effectiveness of open windows. Position fans securely and carefully in or near windows so as not to induce potentially contaminated airflow directly from one person over another.

**SECTION 10: Modified suitable laboratory teaching strategies and evaluation**

- (a) Teaching strategies include lectures, demonstration, laboratory manuals
- (b) Evaluation of learning outcomes will be carried out with extra precaution following physical distance between the evaluator & student;

- (1) Student stays in assigned area and seat.
- (2) Student disinfects the working area, objects, and equipment subjected for evaluation.
- (3) Student moves 2-meter away leaving the output to be checked by the evaluator.
- (4) Evaluator will assess the learning outcomes.
- (5) Student disinfects the working area, objects, and equipment in contact.

**SECTION 11: Effectivity.** These rules shall take effect immediately upon approval.

Reference:

Approved on August 2020

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## APPENDIX 1

### (a) Schedule Template for Cleaning and Disinfection

Laboratory Number	Laboratory Name	Time	Date	Cleaner/Janitor's Name	Checked by

### (b) Schedule Template for Wastes Collection

Laboratory Number	Laboratory Name	Time	Date	Waste collector's Name	Checked by

### (c) Contact tracing form

### (d) COVID-19 Signs and Posters

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>