Annex 7 Rules on access to the Level 2 working area

**This template must be adapted to the situation in the particular plant.**

1. Purpose

Under the Containment Ordinance (Einschliessungsverordnung / ESV), access to the Level 2 working area is restricted to an authorized group of persons and is organized as follows.

1. Rules on rights of access

1. Only persons who have received permission from the Biosafety Officers or from the Laboratory Managers and have been instructed on the safety precautions shall have access to the Level 2 laboratories.

2. Cleaning personnel shall not be allowed access to the Level 2 laboratories until they have received job-related safety instruction from the people responsible for the laboratories.

3. Visitors may only enter the Level 2 laboratory and work in it after having received prior permission from the Laboratory Manager or the Biosafety Officer, when accompanied by someone with appropriate expertise and after having been informed about the potential risks. All visits must be recorded in a visitors’ book.

4. Personnel must be instructed on precautionary measures, especially when cleaning, service work or repairs are being carried out in the Level 2 laboratories.

1. Technical implementation

1. The laboratories are marked with a clearly visible “Biohazard” sign in the entrance area to show they are Level 2 laboratories.

2. Outside the laboratories there is a clearly visible “Zutritt nur für berechtigte Personen” / “No access for unauthorized persons” sign. Underneath this there is the name of the responsible Laboratory Manager as well as the names of the people authorized to enter.

3. The containment concept allows for the fact that, in the event of an incident (e.g. fire), the emergency service personnel must be able to gain access quickly and safely (fire brigade’s key etc.). The escape routes will be available for use.

4. The laboratory doors must be closed during work, though they do not need to be locked. **The laboratory doors are equipped with a self-closing mechanism.** The laboratories are locked when not in use.

5. The names of authorized visitors and of outside service and repair personnel are recorded together with their status (period of validity) in a visitors’ book (log sheet).

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