

Standard Operating Procedure

General Access to the School of Health in the PC Building

PC-SOP-GA-007-v03

Revision History

Version	Reason for Revision	Date
04	To reflect the change from the PERFORM Centre to the School of Health.	September/21/2023

I. Overview

1.1. Purpose

This Standard Operating Procedure (SOP) is to ensure that School of Health facilities and property in the PERFORM Centre (PC) building are only accessed for authorized purposes, that compliance is achieved with all Health & Safety and University regulations, while at the same time provide an open and safe environment that contributes towards meeting the research, education and community objectives of the School of Health.

1.2. Responsibility

It is the responsibility of users to familiarize themselves with the requirements for access. It is the responsibility of the School staff and all users to ensure the physical operations and security of participants and to comply with this SOP.

2. Definition of Terms

Manager or Supervisor	Person responsible for all activities in a given area of the School of Health such as the athletic therapy clinic, clinical analysis suite, conditioning floor, etc.
CERT responders	School of Health staff that assist during evacuations and other emergencies that may occur in the PC building.

Participant	Person who is enrolled in community programs/projects and/or research programs/projects.
User	Person using space or equipment belonging to the School of Health that has received adequate technical and safety training.

3. General conditions

The School of Health requires a set of conditions to ensure safe and effective use of its areas by providing controlled access to research teams, staff and users.

- 3.1. Concordia University's security department is responsible for the distribution of keys and access cards. Loss of access card or keys must be reported to security by phone at 3717 or by email as well as to the School of Health facilities coordinator.
- 3.2. The School of Health facilities coordinator will authorize access taking into consideration factors such as nature of activity, personal safety, and control for staff and other users not part of a research team.
- 3.3. Individuals issued a key/card access are provided authorized access only to areas to which they have been approved.
- 3.4. The Principal Investigator (PI) or designate will submit the online request for access form for any user to the School of Health facilities coordinator via the online booking system (BookR).
- 3.5. It is recommended that all users read this SOP prior to accessing the facilities.
- 3.6. It is the responsibility of the manager and/or supervisor as well as the principal investigator (PI) to ensure that all users of an area follow all required SOPs and relevant Platform Operating Documents (POD's) once access is provided.
- 3.7. Once issued, keys/cards are not transferrable, and the user is held responsible for their safekeeping. The manager and/or supervisor, designee or the principal investigator will ensure that if any user of their team no longer requires access, their keys are returned to security.
- 3.8. All laboratory visitors should be accompanied by a current user.

4. Facilities, services and Concordia employees

Concordia University employees that conduct maintenance or provide service will have access in the following manner:

- 4.1. Employees from facilities as well as service engineers conducting routine maintenance or assessments that do not interfere with project activities, have access to the PC building. Distribution has access to the loading dock.
- 4.2. Employees conducting occasional repairs, maintenance or visits must make an appointment prior to arriving so as not to disturb any activities. The School of Health facilities coordinator will advise managers, supervisors and/or researchers if there is any maintenance activity during work hours.
- 4.3. Employees of Distinction (housekeeping) have pre-authorized access to the building after hours in approved areas only. Daytime employees will have scheduled access to restricted areas, however, they will require a School of Health employee in charge of that area to allow them access.
- 4.4. Security has access to all sections of the building to ensure the safety of the building and the users. The only exception is the MRI and hot lab in imaging where access is not given without approval and supervision of the imaging staff.

5. Community engagement and research participants

Participants are pre-cleared for entry by either taking part in a research project or a community program. Participants will always be accompanied by an approved user with access or wait for their appointment in the main reception area. Conditioning floor participants will have independent access to the locker rooms and the conditioning floor.

6. After hours access

For users needing access to the facilities after 11:00pm, a list will be provided to Security as authorized users. Those not on the list will not be allowed to access the premises, and must contact the School of Health facilities coordinator to arrange clearance.

7. Emergency Access

In response to an emergency, access will be granted to all firefighters, first responders or police officers. Accredited individuals who arrive for an unannounced inspection will be allowed access and accompanied by a staff member. Emergency access for workers to undertake emergency repairs will be allowed following normal operating procedures with the exception of the MRI room, which is off limits to everyone except when they are cleared by the MRI technologist.

8. Asset Management

- 8.1. The Administrator, Budget and Personnel, maintains an updated list of inventory and ensures all equipment is tagged.
- 8.2. It is the user's responsibility to ensure that they follow all SOPs and PODs when operating equipment.
- 8.3. Researchers will book equipment or facilities online through the School of Health's online scheduler.
- 8.4. Moving School of Health equipment will require written approval by the manager and/or supervisor and be signed out by the Administrator, Budget and Personnel and area manager and/or supervisor.
- 8.5. Researchers wishing to bring external equipment need to submit a written request to the appropriate manager and/or supervisor.

9. Incidental Findings

- 9.1. Staff members or Users will document any incidental finding and report to the PI within their scope of practice.
- 9.2. PIs will follow the guidelines from the Ethics board responsible for the research project.
- 9.3. It is the PI's responsibility to follow up and communicate with the participant as needed.

10. Emergency Response

- 10.1. In case of an emergency all users will contact Concordia Security at ext. 3717 or by dialing 514-848-3717.
- 10.2. During working hours, the emergency alarm is a two stage alarm where the first alarm is to prepare for evacuation and the second alarm is to evacuate the building. On weekends and evenings after 11 pm, the alarm is a one stage alarm, whereby the first alarm sounds for evacuation.
- 10.3. The School of Health has CERT responders, identified with an orange band, who will be points of contact with security and help ensure safe exit and re-entry to the building.
- 10.4. All users need to be aware of emergency exits closest to their offices or lab spaces.

II. State of Emergency

In a state of emergency, defer to public health, governmental declarations, professional licensing body regulations (OPDQ) and university communications and official recommendations. Several evolving phases and considerations are as follows:

II.1. *First phase: In-person activities and access with attention to a pending state of emergency.*

- Managers and/or supervisors will ensure effective communication with users in their areas.
- In the event of a pandemic, the following may apply:
 - Practice physical distancing by keeping a 2-meter distance from others.
 - Maximum number of users in a given space may be reduced.
 - Wash hands frequently for 20 seconds each time.
 - Clean and sanitize high touch surfaces after use.

II.2. *Second phase: Suspension of in-person activities and access.*

- Managers and/or supervisors will ensure effective communication with users in their areas.
- Any equipment that can be accessed remotely will be left on if safe to do so and non-essential equipment will be turned off and/or unplugged and stored away.
- Any perishable items should be removed.