

Standard Operating Procedure

General Procedures for Sleep Laboratory Access

PC-SOP- SL-001-v03

Revision History

Version	Reason for Revision	Date
03	To reflect the change from the PERFORM Centre to the School of Health.	August/22/2024

I. Overview

The content of this standard operating procedure (SOP) provides guidelines for all persons working and volunteering in the Sleep Laboratory. This SOP provides minimum standards and requirements for using the sleep laboratory including access to the area, responsibilities, mandatory safety training, and emergency procedures.

I.1. User Responsibility

All Users are responsible for following:

- I.1.1. All applicable regulations, safety rules and practices as outlined in this SOP as well as applicable Concordia policies.
- I.1.2. Reporting any incidents, injuries, hazards, or damage to equipment or property to the Supervisor of the Sleep Laboratory or designee.
- I.1.3. Attending all training workshops as directed by the Supervisor of the Sleep Laboratory or designee.
- I.1.4. Identify all emergency response procedures, medical emergencies and disasters, including location of emergency equipment as well as the evacuation routes.
- I.1.5. Booking the platform for the time required (setting up, running the experiment, cleaning the space) using the online booking system.
- I.1.6. Accessing the bedrooms, consultation room and control area only during booked times to avoid interfering with other users' protocols.

1.2. Relevant Documents

This SOP is governed by the following Concordia University policies and SOPs:

- VPS-42 “Policy on injury/incident reporting and investigation”
- PC-SOP-GA-011 “Guidelines for Management of Incidental Findings”

1.2.1. Relevant PODs to be read and/or applied during training workshops

- PC-POD-FA-003 Placement of Standard Scalp Electrodes
- PC-POD-FA-004 Applying Standard Scalp Electrodes
- PC-POD-FA-006 Removal of Standard EEG Cup Electrodes
- PC-POD-FA-007 Routine Cleaning Disinfecting and Maintenance of Electrodes

2. General laboratory safety rules

2.1. Upon completion of laboratory procedures, take with you all personal belongings and remove all protective (gloves, lab coats) items.

2.2. The shared multifunctional area shall be kept unobstructed e.g. knapsacks under the desks, coats hung on the coat rack and file cabinet drawers closed.

2.3 The laboratory area shall be cleaned before leaving the lab.

2.3.1 In the kitchenette area, no items can be left on the countertop or in the sink.

2.3.2 Food must be checked and removed from the refrigerator once expired.

2.3.3. All non-hazardous waste material shall be disposed of in a garbage container or recycled bins.

2.4. The disposal of **hazardous materials** shall be done according to Concordia University Policy VPS-47 “Policy for the management of hazardous materials”

2.5. The last authorized laboratory worker to leave the laboratory must make sure that the equipment and lights are switched off, doors are locked and door signs “Do Not Disturb” are removed.

2.6. Appropriate dress and shoes must be worn at all times. Laboratory coats are provided.

3. Emergency response

Refer to emergency information posted in the sleep laboratory. In addition, emergency procedures shall be done according to PC-SOP-GA-009 “Emergency Response Procedures for the School of Health”.

4. Declared State of Emergency

If a state of emergency is declared, please comply with public health, governmental announcements, university communications and official recommendations. Below are the evolving phases for the Sleep Laboratory:

4.1 Phase I: **In-person activities** within the School of Health and Sleep Lab access

- Practice physical distancing by the recommended 2 meters or more from others.
- Frequently wash hands with soap & water (or hand sanitizer) for at least 20 seconds.
- Frequently clean and sanitize commonly-touch surfaces (e.g., doorknobs, light switches, handles, phones, equipment, keyboards etc.).
- The Sleep Lab supervisor will communicate to students, volunteers and staff during lab meetings (or emails) the necessity for the above steps to be carried out in the lab.
- Recruiters/Coordinators should ensure public health and government recommendations regarding travel & symptoms to the participants during screening and again prior to research activities.

4.2 Phase II: **Suspension of in-person** activities and access (pandemics/ shutdowns)

- Desktop computers should remain on for updates & remote accessing.
- Supervisor/Project Leaders: Check refrigerator and discard food that was purchased for the project(s) that will expire before activities resume. Unplug all kitchen appliances.
- Project Recruiters/Coordinators: Ensure participants are contacted by phone (or email) to communicate the postponement of in-person research activities, and to reassure that activities will resume when it is safe to do so.
- Use of VPN for working remotely; 1) that respects confidentiality and security of information by using governmental guidelines; (Ministère de la Santé et des Services sociaux and university websites) and, 2) to access and store digital files on password protected, secure network server.
- Use of technology for keeping active and obtaining updated information with “virtual” group meetings, colloquiums, and university events.

4.3 Phase III: The School of Health & Sleep Laboratory **in-person access resumes**

- In-person activities restarts by complying with public health, governmental recommendations and university polices with respect to physical distancing, symptom screening, testing and reporting guidelines.
- Follow practices for physical distancing, personal protective equipment, cleaning and sanitation by referring to the latest recommendations from public health officials, governmental bodies, and university policies.
- VPN access, virtual appointments, and meetings may continue using the guidelines above (section 4.2 point 4 & 5).