

 كلية الصيدلة College of Pharmacy QATAR UNIVERSITY جامعة قطر عضو في HEALTHY قطر	Doc. No.:	SOP/CPH/STD_LAB/00
Standard Operating Procedure (SOP) Title: Safety and precautions of Teaching laboratory practical during the COVID19 pandemic for pharmacy students.	Prepared by:	Pharmaceutics Team.

1.0 Purpose:

- 1.1 To guide on safety and precautions for all pharmacy students who are handling lab practical in the pharmaceutics teaching laboratories by implementing all the standard safety precautions.

2.0 Scope:

- 2.1 This SOP covers the procedures for safety and precautions in the Pharmaceutics Teaching Laboratory during the COVID19 pandemic for all pharmacy students.

3.0 Responsibilities:

- 3.1 All pharmacy students must ensure that this SOP is implemented and adhered to as stated below.

4.0 Requirements

- 4.1 It is desired to wear **KN95 or equivalent face masks**, It is preferred to wear **face shields**.
- 4.2 **Qatar university's lab coats**.
- 4.3 **Latex disposable gloves** need to be worn after the use of hand disinfectant at the lab entrance by using hand sanitizer provided.
- 4.4 Students need to ensure their seat number in the lab by referring to a list that is provided at the entrance for both labs. This seat number will remain until the end of all lab classes. **No changing of seat number is allowed.**

5.0 Safety and Precautions Procedure

- 5.1 Maintain a safe distance of at least 2.0 meters when waiting to enter the lab.
- 5.2 Students need to enter the lab individually and avoid any mass gathering at the front of the laboratory by following arrow marks provided on the lab floor. Social distancing signage will be placed in the area that students will be seated, students are not allowed to sit at any area with the 'X marks' on the lab benches.
- 5.3 Washing hands with soap for a minimum of 20 seconds and use a sanitizer that contains not less than 60% alcohol before wearing any disposable gloves.
- 5.4 Students will be seated accordingly based on their number given from the list provided. Please refer to the pictures below. Students will not be allowed to enter the Lab without the permission of the technical staff. The technician will check the safety measures (white coat, hand disinfection, gloves, and the mask) and direct the student to their bench. Movement in the Lab will be minimized by providing each student with all items needed for the experiment.
- 5.5 Students will be briefed on the safety arrangement before the practical class and directions for safety will be distributed in soft copy.

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5.6 All basic lab items will be provided individually (segregate and will be used by the same person, no sharing lab items are allowed). Individual apparatus will be placed inside the individual drawer at the lab bench area that students will be seated.

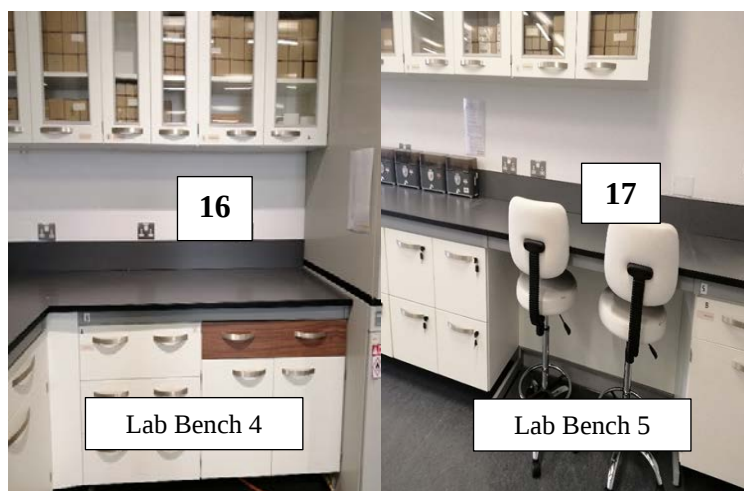
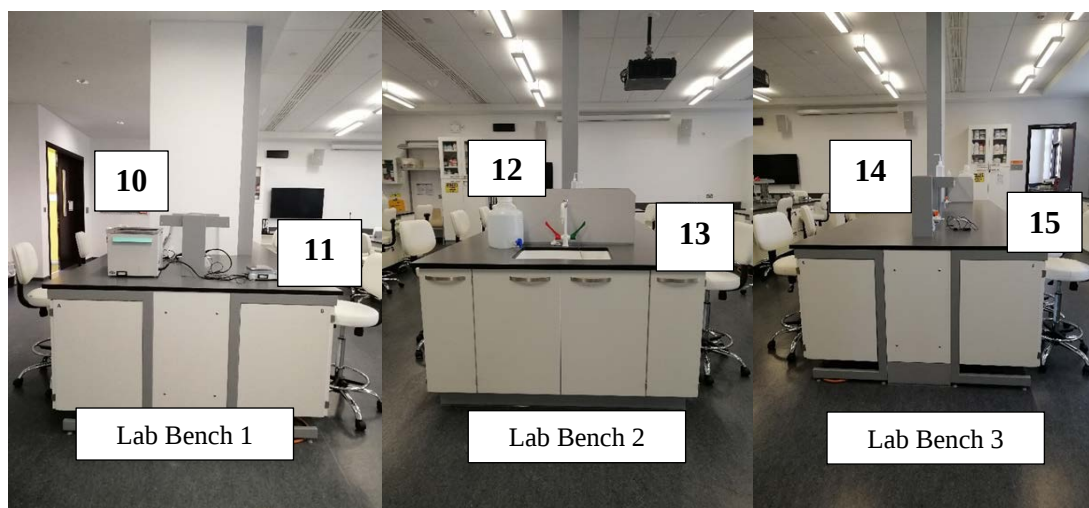
5.7 Additional personal protective equipment (PPE) such as gloves will be provided for each student at every lab bench.

5.8 Hand sanitizer will be provided at the front door for each lab. Tissues dispenser, gloves, and face masks disposal bins will be placed at the front door for each lab.

5.9 After the lab session, all used material will be appropriately disposed of in a labelled yellow hazardous waste bin. Students will leave the labs, one at a time.

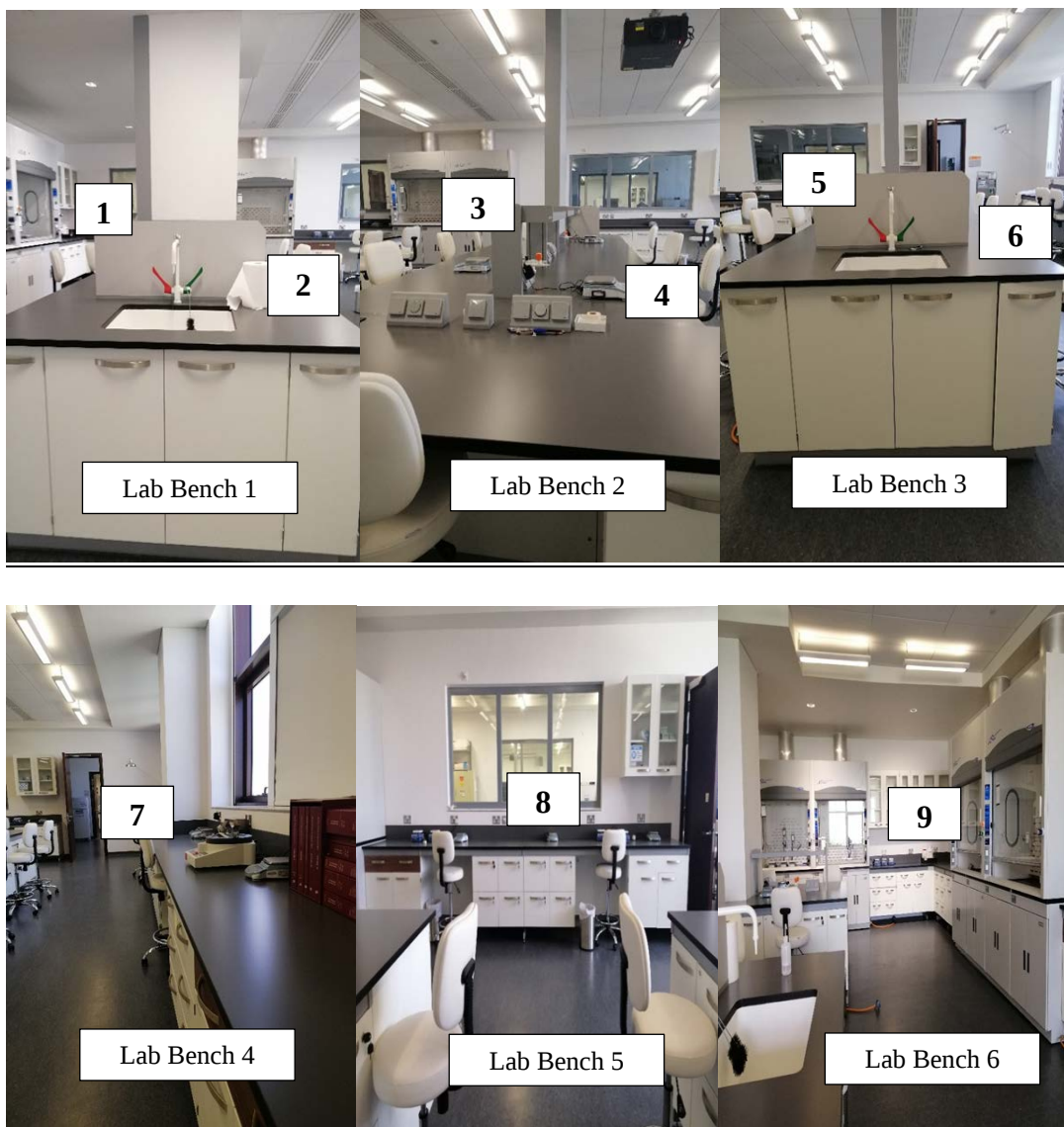
6.0 Laboratories for students seat plan.

6.1 Teaching Lab 10, Location: F L1.05, Max: 8 students



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Teaching Lab 9, Location: F L1.03, Max: 9 students



7.0 References:

7.1 CDC Center for Disease Control and Prevention, Guidance for General Laboratory Safety Practices during the COVID-19 pandemic.

<https://www.cdc.gov/coronavirus/2019-ncov/lab/lab-safety-practices.html>

7.2 OSHA, Guidance on preparing workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

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8.0 Records:

8.1 Students Attendance Form

Date; 3 Sep 2020

Amendment History

Please indicate the details of change in the relevant column

Revision No.	Reason for revision
00	New SOP (COVID19)