Standard operating procedures for visitors accessing the ILRI animal facilities

1. **Purpose**
This standard operating procedure describes how to obtain access as a visitor to the animal facilities referred to as the Farm.

2. **Scope**
This procedure covers the Animal Biosafety Level 2 Facility, Isolation Unit 2, Isolation Unit 4, Isolation Unit 5, Isolation Unit 6, Mazingira House, Animal Biosafety Level 1 (open facility), Animal Biosafety Level 1 (T.vivax), Tick Unit, Farm House and all animal paddocks.

3. **Responsibility**
   - Farm manager: Authorizes access to the Farm.
   - Principal Investigator: Authorizes access to the specific facility where his or her project is ongoing

4. **Procedure**
   - The Farm may only be accessed through the pedestrian gate provided.
   - Any person or vehicle that has been in other animal facilities or in contact with other livestock outside ILRI must wait a mandatory three days before entering the Farm (if unsure kindly s/he should confirm with the Farm Manager prior to accessing the Farm Unit).
   - Each person should complete a declaration form before being authorized to enter the Farm.
   - Permission to access the Farm will be granted by the Farm Manager. In case of larger groups of visitors planning to enter the Farm, the Farm Manager should be informed at least three days in advance via email in order to procure the necessary personal protective equipment (PPEs) and gumboots.
   - Once permission to access the Farm has been granted, entry to the Farm shall follow the entry procedure described below:
     - Complete the declaration form provided by the security guard at the entrance;
     - Complete the log book provided by specifying the date, time and purpose of the visit;
     - Put on a clean gumboots provided at the changing facility at the gate;
     - Disinfect your gumboots by stepping into the disinfectant footbath provided and ensure sufficient contact time in the bath before proceeding; and
     - Proceed to the animal facility which you are visiting and change into the appropriate PPE for that particular animal facility at the ante room.
• No one under the age of 16 will be allowed on the farm and visitors between the ages of 16 and 18 will require prior authorization from the Assistant Director General—Biosciences.

• At the end of the visit or work in the Farm, the exit procedure described below shall be followed:
  o Change from PPEs provided at visited facility;
  o Wash and disinfect your hands as per the pictorial guidelines before exiting the facility;
  o Exit the animal facility you had visited by walking through the footbath ensuring sufficient contact time;
  o Proceed to the changing facility at the main entrance to the Farm and remove the gumboots, and
  o Change back into your street shoes and leave.

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