# BI Visitors Policy

1. Visitors are individuals who wish to access BI areas and laboratories without required safety training. To enter BI laboratories independently, individuals require specific McMaster and BI training. Refer to the BI Training Policy.
2. Visitors, maintenance staff, janitorial staff and others, as deemed appropriate, will be provided with on-site training and/or supervision with regards to their anticipated activities and any laboratory risks. Refer to the BI Training Policy.
3. Visitor entry into the BI laboratory is limited to regular working hours, and access is at the discretion of the BI. Refer to the BI Access Policy.
4. Visitors must fill out the BI Visitor’s Log, located in the BI administration offices (ETB 416), and be escorted, at all times, by authorized BI users or BI staff. The Visitor’s Log will include, at minimum, the date, visitor name and signature, visitor IN/OUT times and escort name. Individuals are encouraged to list the purpose of the visit in the “Comments” column of the Visitor’s Log.
5. Visitor entry into BI laboratories requires the appropriate PPE; visitor lab coats may be available with advance requests from BI staff. Refer to the BI PPE Policy.
6. Visitor access is usually limited to Containment Level 1 (CL-1) laboratories. Entry into CL-2 culture laboratories is not permitted unless accompanied by authorized Biosafety Trained personnel. Visitors to CL-2 labs should indicate culture lab entry on the Visitor’s Log “Comments” column. It is recommended that CL-2 work be minimized during the visit, if possible.
7. Personal items should not be brought into the lab space.
8. Visitors are not permitted to perform work or use BI equipment.
9. When leaving the lab area, visitors are encouraged to wash their hands.
10. Unauthorized persons found within BI facilities will be promptly removed and reported to the BI staff and Director. A BI Biosecurity Incident Form may be required; refer to the BI Biosecurity Policy.

## BI Tours

1. Tours of BI facilities require the prior approval and scheduling of BI staff. Unapproved tours may not be granted access to the BI laboratories.
2. Tours are only conducted during regular working hours and require sign in/out via the BI Visitor’s Log, the appropriate PPE and authorized personnel to act as escorts. The Tour group organizer may sign the Visitor’s Log under his/her own name and indicate “Tour” and the total number of touring people in the comments column of the Visitor’s Log.

## BI Maintenance Workers

1. Maintenance workers include individuals or consultants working and/or training in the BI facility or on BI equipment.
2. Maintenance workers must fill in the BI Visitor’s Log for every visit.
3. Maintenance workers will be under the direct supervision of BI staff.
4. Access of maintenance workers is at the discretion of BI staff. Prior to entry, BI staff should ensure maintenance workers are made aware of the research being performed in applicable areas, in particular with hazardous and biohazardous materials, and any associated risks.
5. Maintenance workers may be exempt from certain PPE when working in BI laboratories when:
6. their work does not involve contact with chemical hazards;
7. their work does not involve contact or potential exposure to infectious materials, organisms or toxins;
8. their work area will be decontaminated and cleaned by BI staff prior to commencement of work so as their area of work is free of infectious materials, organisms or toxins.
9. CL-2 work will be kept to a minimum while maintenance workers are in CL-2 culture labs.
10. Equipment in contact with biohazardous materials will be decontaminated prior to servicing. Refer to the BI Equipment Policy – Biohazardous.
11. Maintenance workers should wash their hands upon leaving BI laboratories.

## Emergency Responders

1. Emergency responders should disclose their entrance into BI laboratories to BI staff. Their entrance will be documented in the BI Visitor Log.

## BI Visitor Form/Log

* 1. BI Visitor Log.