

NATIONALLY AGREED STANDARD OPERATING PROCEDURE (NASOP)

Title: Decontamination of groups of people—entry and exit procedures

Version: 1.0

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Approved by: Animal Health Australia

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	1.0	02/05/11	Approved by AHC

NASOPs support national consistency and provide guidance to response personnel undertaking operational tasks.

1. Purpose

- To provide principals for decontamination of groups of people to limit the spread of disease or risk of human infection from a premises.

2. Application/scope

- Disease organisms may be introduced to a premise or removed from it by the movement of people and equipment. Appropriate procedures are required to minimise the potential for these occurrences.
- A risk assessment needs to be undertaken to determine the suitability and extent to which this procedure is applied to a situation.
- This procedure applies to the establishment and correct use of an entry/exit facility. It includes comments on site selection, layout and use of an entry/exit facility so that effective personal protection and decontamination of personnel entering and leaving a premise can occur.
- Establishment of a decontamination facility for groups of people should be considered when:
 - a number of people have to regularly enter and exit a premises
 - single person decontamination procedures are not sufficient or cannot be effectively applied due to the number of people required to enter/exit at any one time.
- This procedure can be scaled up or down to suit the situation.
- Local instructions developed by operations centres should provide specific detail on how to carry out this procedure dependant on the disease present and local environment.
- Separate procedures are available for single person decontamination and for decontamination of machinery and larger equipment. (NASOP 01: *Personal decontamination—entry and exit procedures*; and NASOP 12: *Decontamination of large equipment*)

3. Resources/equipment

- appropriate policy documents for entering and leaving declared premises
- resources to mark out the boundaries of the entry lane and three stage decontamination process
- facilities to provide shelter and privacy
- resources to enable personal decontamination of all members in the group

- personal protective equipment (PPE) suitable for the disease and the environmental conditions
- Material Safety Data Sheets (MSDSs) for disinfectants or chemicals used on site
- a reliable water supply
- if the facility is to run for some time, resources like demountable buildings, shade, a hard surface, storage containers etc. may be required
- sufficient personnel to manage and operate the entry/exit facility in addition to the personnel working on the premise
- an established security system to safeguard personal valuables and operational resources
- a communication system
- a contaminated solid waste removal and disposal system
- a contaminated liquid waste containment, treatment and disposal system

NOTE: detailed lists of resources should be available through supporting state or territory SOPs and/or from the operations centre during a response

4. Warnings

- An entry/exit point may present situations that if not managed correctly could develop into health and safety issues and risk of disease spread.
- Once decontaminated, personnel must not return to the dirty zone (contaminated area, dirty area, hot zone) without passing back through the entry procedure.
- Personnel working in one zone should fully decontaminate out of that zone through the entry-exit process before entering another zone of different status – unless instructed otherwise by the operations centre.
- Personnel must be assessed as medically suitable to use the PPE required for the response.
- Do not enter the dirty zone without approval, without company, without PPE nor without the knowledge and approval of the site workplace health and safety officer (WHSO) or their delegate.
- When dressed in PPE, adhere to time limits for wearing that PPE as set by the WHSO – heat stress can cause fainting or more serious consequences.
- WHSO should identify and make recommendations on the management of potential site-specific risks.
- Instructions must be clear to personnel that when they feel the effects of heat stress, immediately advise a companion and return to the exit point.
- Use decontamination agents as per MSDS instructions.
- Do not apply disinfectants to skin unless registered for that purpose and at the appropriate concentrations.
- Avoid dehydration and ensure risks are managed.
- Depending on the disease risk associated with working on the premises, personnel may be restricted in their access to other premises and livestock according to operations centre instructions.

5. Description of activities

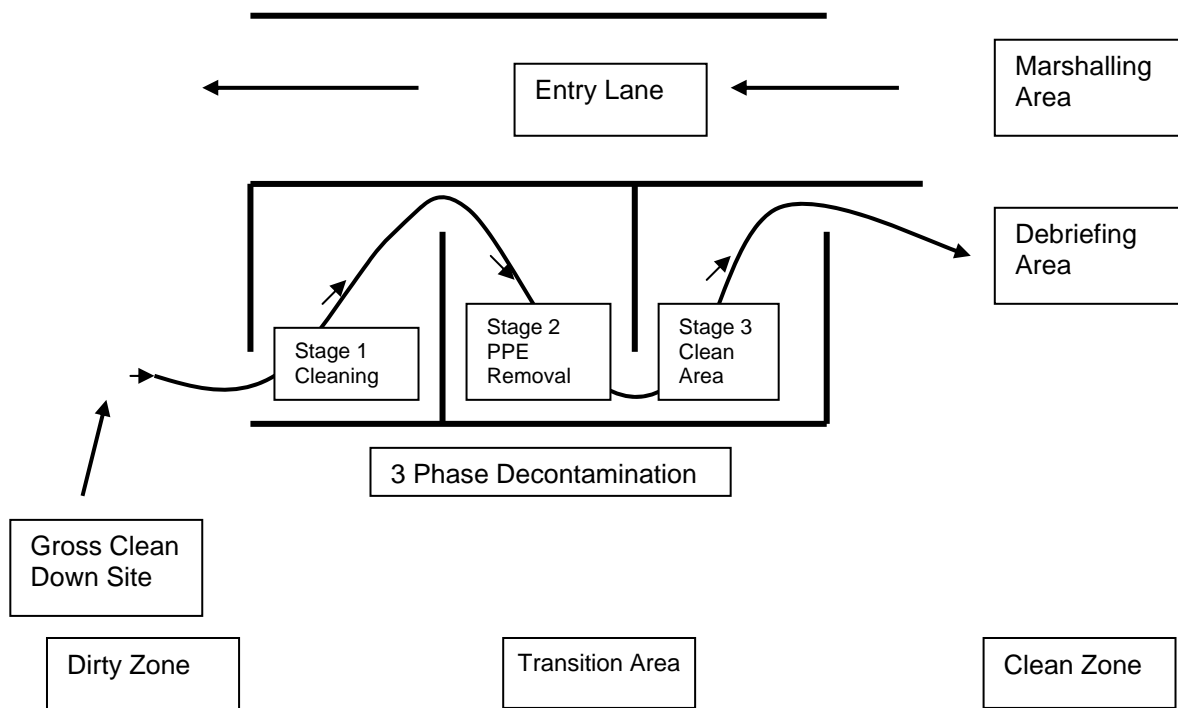
- The necessary steps associated with establishment and use of an entry/exit facility are listed below under relevant headings.

5.1. Site Selection

- The establishment of this entry/exit facility requires clear definition of the dirty zone (contaminated area, dirty area, hot zone), the transition area (warm zone) and the clean zone (clean area, uncontaminated area, cold zone).
- A site should be selected where:
 - the clean zone is relatively close to the dirty zone as this facility needs to have portions in all three zones—dirty, transition, clean
 - all entry and exit from the site and also between zones can be directed through this facility
 - good access to the site through the clean zone is possible for personnel and for provision of resources e.g. PPE, disinfectants, equipment etc.
 - access for vehicles for transportation of personnel to and from the site and provision of secure parking.
- During selection, also consider:
 - weather (is shelter required?)
 - wind direction—dust/contamination transfer
 - site surface—hard standing to prevent bogging (consider pallets/pavers)
 - location of drains and watercourses—avoid contamination
 - ensure the size is suitable for the number of personnel to be decontaminated—a minimum of 4 x 12 metres for stages 1–3 inclusive and make allowances to expand for more staff
 - drainage—a slight slope away from the decontamination area is preferable to allow water to drain and be contained away from the decontamination area
 - shade—if natural shade is available, this will make working conditions more comfortable. If no shade is available, consider portable shade structures
 - position of water supply
 - comfort of personnel (privacy)
 - location of toilets.

5.2. Entry/Exit Facility - Layout

- The entry/exit facility should contain a Marshalling Area, an Entry Lane, a Gross Clean Down Site, a Three Phase Decontamination area and a Debriefing area. A supporting diagram is included:



5.3. Marshalling Area

- The Marshalling Area is an area where preparatory activities take place:
 - Site and task induction, briefing, task assignment, training checks, health checks and equipment assembly
 - Provision needs to be provided for secure storage of personal valuables.
 - PPE is donned (in an area provided with appropriate privacy)
 - PPE is checked prior to entry.

5.4. Entry Lane

- The Entry Lane provides a defined entry route that can be used to manage all access to the premises.
- The Entry Lane should be sited so that it is not cross contaminated from other activities.
- At the entrance, final checks are made and such information is recorded as name, task, entry time, exit time and any other information stipulated by the operations centre to suit the response.
- If decontamination onto the property is a requirement, it should be carried out under supervision at this point.

5.5. Gross Clean Down Site

- On completion of duties inside the premises, personnel move to the Gross Clean Down Site to begin the exit procedure.
- The Gross Clean Down Site is a site with good water supply and drainage where personnel can remove gross contamination prior to entering the three phase decontamination process.
- It should be sited so personnel can move directly to the three phase decontamination area without getting re-contaminated.
- The operations centre should instruct whether dirty and transition zone personnel use the same gross clean down site or whether separate clean down sites are established.
- Detergent may also be used if stipulated by the operations centre.
- Drainage should be controlled to ensure that contaminated liquid waste remain on the premises or be collected for treatment and/or removal off site.

5.6. Three Phase Decontamination

- A trained supervisor must be appointed to oversee each phase of the decontamination procedure. The manager (operations) should take into consideration whether this could be a member of the group being decontaminated.
- The Three Phase Decontamination area should be arranged as a flow through system as per diagram so that each stage of the decontamination is clearly marked to a defined area.
- The alternating exit from each stage helps prevent personnel walking straight through and trying to conduct all activities just before the exit to the clean zone – it allows the risks during the process to be better managed.
- Entry is from the gross decontamination site.
- In Stage 1:
 - external disinfection takes place of personnel and items leaving the premises
 - other items are placed in a bin for treatment &/or disposal
 - details provided by the control centre.
- Stage 2 is predominantly the PPE doffing area:
 - PPE is removed in sequence as per the detailed process provided by the operations centre
 - PPE for re-use e.g. boots, respiratory PPE are removed to an adjoining area for final decontamination and movement to the donning area in the Marshalling Area. This is done by the personnel managing the decontamination process and not by the personnel exiting through the process.
- Stage 3 is predominantly the final skin clean with soap and water and re-dressing area:
 - Adequate privacy must be provided.
 - A secure system for movement of garments which were removed in the PPE donning process in the Marshalling Area to the re-dress area is required.

5.7. Debriefing Area

- The Debriefing Area should be in the clean zone.
- Personnel exiting through the decontamination process should be directed to the debriefing area.
- Debrief as per instructions from the operations centre.

6. References

- NASOP 01: *Personal decontamination—entry and exit procedures*
- NASOP 12: *Decontamination of large equipment*
- AUSVETPLAN Operational Procedures Manual Decontamination
- AUSVETPLAN disease manual or response policy brief (including quarantine and movement controls) for disease under control
 - AUSVETPLAN manuals are available at: <http://www.animalhealthaustralia.com.au>
- Jurisdictional SOPs and Work Instructions – particularly those that refer to this process

7. Appendices

- Nil.