

**Standard Operating Procedure for Sine Biolab Users**  
**as a measure to mitigate risks of Covid-19**

- Entry to BioLab facility is restricted only to authorized personnel or registered users. The registered users/authorized personnel/start-ups will be allowed to enter in the BioLab during the allotted time slots.
- BioLab biometric access will be issued only to the users/employees specified by start-up through email/ letter.
- Once the Biolab biometric access is provided, the user will be responsible for the BioLab facility. Users are requested to take the utmost care while using the BioLab facility as well as the BioLab instruments.
- Only 1 user is allowed to work inside the tissue culture facility.
- Two days prior intimation for BioLab access is mandatory in order to acquire necessary permissions from concerned IITB authorities. A well detailed scheduled for BioLab usages activities for a week must be submitted. Users must plan the laboratory work cautiously to minimize the time spent in the BioLab.
- BioLab users must provide the essential information about the private vehicle number, mobile number two days prior to facilitate the necessary Entry and exit permissions from the competent authority of IIT Bombay.
- Thermal scanning will be done for every individual as a compulsory measure at the IITB Main gate.
- The concerned person should carry Company ID and need to display it whenever asked by IITB authorities.

- Users with any symptoms related to Covid-19 or users from containment zone are not allowed to work in BioLab.
- Every BioLab User should carry out a self-check before entering the BioLab to make sure they do not exhibit any of the following symptoms: Fever or chills (temperature higher than 99degrees); cough; Shortness of breath or difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhoea. In such cases, please do not access the BioLab facility and consult a doctor immediately.
- Guidelines for social distancing must be followed at all times. Wearing of "**Face Mask**" is compulsory and at least 6 feet of space must be maintained between two people at all the times.
- Since, we have limited permission, no BioLab user is allowed to go beyond the area of work (namely BioLab\_Transit building /SINE office/KReSIT premises/SINE Labs) in the IITB campus either before/after/ during the use of the BioLab.
- During BioLab usage, do not step out of BioLab unless it is absolutely necessary.
- Users are advised not to use elevator in transit building.
- Sanitize the frequently used surfaces, areas and instrument surfaces using 70% ethanol.
- Sanitize your hands before entry and after exit from the BioLab facility. Hand Sanitisers are kept at the entrance of BioLab. People after entry should sanitise their hands before proceeding to their working areas.
- Exchange of materials such as consumables, tips, pipettes, cuvettes, and distilled water dispensers among users must be avoided. Users should bring all the necessary consumables required for their requirements.

- Users should not meddle with instruments which are not required for the intended work.
- Any issues with instruments, mishandling and failure should be reported immediately to the concerned SINE staff.
- Everyone should be mindful of hygiene, including washing hands with soap and water frequently.
- BioLab users are expected to keep their work space and surroundings as clean as possible.
- Biohazards waste including face masks, gloves and face shield must be disposed off in the designated biohazard bag kept in the Biolab.
- No delivery, courier or postal person shall be allowed to enter inside the BioLab. Eating is strictly prohibited inside the BioLab. All delivery items need to be picked up outside the transit building.
- BioLab disinfection and cleaning will be done in specified time slots decided by SINE staff.
- BioLab premises will be under 24 hours surveillance through CCTV cameras.