



## Town Hall – 4/11/2014

“SAFETY & SECURITY in our New Building”



# SAFETY

- **Policy**
- **Clean vs. Dirty**
- **Additional Topics**

## POLICY IN THE NEW SPACE

Here is a brief summary of how the safety policy will be different in the new building.

- Lab coats and approved protective eyewear are required at all times within the lab spaces, and must be worn upon entry.
- Face shields are required for select tasks.
- Gloves must be worn at all times when performing wet lab activities. The gloves must not be worn in lab write-up areas when performing data analysis.
- PPE is not to be worn in administrative areas outside of the labs, including offices, "clean" elevators #1 & #2, lounge and break areas, etc.



# SAFETY

- **Policy**
- **Clean vs. Dirty**
- **Additional Topics**

## CLEAN VS. DIRTY SPACES

The lab floors are arranged such that the demising between administrative space and lab space is very clear.

- The Southeast corner of the building is the entry area, including the two passenger “clean” elevators.
- The South side of the building is the administrative side, with offices, filing, lounge and break areas.
- The doors to the open labs from the administrative areas (south) and north side will include hangers for the lab coats and racks for eye wear.
- The side of the open lab adjacent to the administrative area is where the write-up stations are located.
- At the other side of the open lab (the North side) are the support labs, such as PCR suites and equipment rooms.
- At the back (West) end of certain floors are the BSL-3 suites, levels 3-5.
- Two “dirty” elevators are available within the lab areas.



# SAFETY

- **Policy**
- **Clean vs. Dirty**
- **Additional Topics**

## Additional Topics

- Dispensers in open lab areas for:
  - Kaydrys
  - lab-grade soap at sink basins
  - hand sanitizers
  - Gloves
- Spill kit on each level
- First Aid kits maintained in designated sink cabinets
- TB lab will be located in a BSL-3 space
- We want your feedback!! Minimize diversity among lab supplies of gloves and eye protection. See examples of lab accessories in back of laboratory workshop.



# SECURITY

- **Policy**
- **Physical Presence**
- **Electronic System**

## POLICY IN THE NEW SPACE

- Key Cards – There will be a separate proximity keycard with your picture used for access into and within the new building. This will be in addition to your State ID badge, which would still be used for access at other State buildings. Employees must maintain their new key cards in a visible location on their person. Employees must also have State ID badges but they are not required to be visible.
- Visitors – The visitor policy will not change in the new facility. All visitors require advanced notification to the front desk security officer. Visitors are escorted with a Labs employee. Visitors will maintain a visitor badge on their person with a bright colored lanyard. Visitor badges are returned to front desk security officer before departure from facility.
- After-Hours policy for night and weekend access will remain the same as it is currently.



# SECURITY

- **Policy**
- **Physical Presence**
- **Electronic System**

## PHYSICAL PRESENCE

- There is 24/7 security personnel at the new building. Security personnel will be Forest City employees, not DGS.
- There will be a security front desk at the main entrance lobby, to be covered from 7:30am to 4pm on business days.
- Mr. Leonard Henderson has been recruited as our Front Desk Security Officer.
- There will be a security post at the loading dock, and roaming security.



# SECURITY

- **Policy**
- **Physical Presence**
- **Electronic System**

## ELECTRONIC SECURITY SYSTEM

The electronic security system will be active prior to any moves. Badge scanners are used for access at many locations, including:

- The front door
- The gates in the front lobby
- The loading dock
- The delivery driveway gates (after hours)
- The elevators
- The stairs
- The open lab areas
- The BSL-3 lab suites



  
**MARYLAND**  
DHMH LABS  
2014 MOVE

# QUESTION

Q q Q q Q q Q q Q q