
1. BI Visitor Policy

- a. Visitors are individuals who wish to access the BI laboratories without required safety training. To enter BI laboratories independently, individuals require specific McMaster and BI training. Refer to the [BI Training Policy](#).
- b. Visitor entry into the BI laboratory may be limited to regular working hours, and access is at the discretion of the BI. Refer to the [BI Access Policy](#).
- c. Visitor entry into the BI laboratory area requires appropriate Personal Protective Equipment (PPE). Refer to the [BI PPE Policy](#).
- d. To enter BI laboratories, visitors must fill out the [Visitor's Log](#), located in the BI administration offices, and be **escorted at all times** by authorized BI users and/or BI staff. The [Visitor's Log](#) will include, at minimum, the date, visitor name and signature, visitor IN/OUT times and escort name.
- e. Visitor access is usually limited to Biosafety Level 1 (BSL-1) laboratories. Entry into BSL-2 culture laboratories is not permitted unless accompanied by authorized Biosafety Trained personnel and/or no BSL-2 work is occurring. Visitors to BSL-2 labs should indicate culture lab entry on the Visitor's Log.
- f. 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](#).
- g. Visitors are not permitted to use BI equipment. Refer to the [BI Equipment Policy](#).
- h. 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](#).

1.1. BI Tours

- a. Tours of BI facilities require the prior approval of BI staff. Unapproved tours may not be granted access to the BI laboratories.
- b. Tours may be booked in advance via BI staff.
- c. Tour groups are considered visitors, so tours should be conducted during regular working hours, require the appropriate PPE and be escorted at all times by authorized personnel.
- d. 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](#).

1.2. BI Maintenance Workers

- a. Maintenance workers include individuals or consultants working and/or training in the BI facility or on BI equipment.
- b. Maintenance workers must fill in the Visitor's Log for every visit.
- c. Maintenance workers will be under the direct supervision of BI staff.

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- d. 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/agents.
 - e. Maintenance workers may be exempt from certain PPE when working in BI laboratories when:
 - i. their work does not involve contact with chemical hazards
 - ii. their work does not involve contact or potential exposure to infectious materials, organisms or toxins
 - iii. 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
 - f. BSL-2 work will be kept to a minimum while maintenance workers are in BSL-2 culture labs.
 - g. Equipment in contact with biohazardous materials will be decontaminated prior to servicing. Refer to the BI Equipment Policy – Biohazardous.
 - h. Maintenance workers should wash their hands upon leaving BI laboratories.

1.3. Emergency Responders

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

1.4. BI Visitor Form/Log

- a. BI Visitor Log.