



**CHECKLIST FOR REVIEW OF FLOOR PLANS
COVID-19 TESTING LABORATORY USING NON-CARTRIDGE-BASED TECHNOLOGY**

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

____ 1.1. **Clinical Work Area**

____ 1.1.1. Receiving Area/counter (may be within or located outside but accessible the COVID-19 Testing Laboratory (COVID-19 TL))

____ 1.1.1.1. Pass box going to Pre-Analysis Room

____ 1.1.2. Pre-Analysis Room/s for Specimen Receiving and Specimen Handling/Sample Preparation

____ 1.1.2.1. Anteroom for Donning with handwashing sink, and PPE rack

____ 1.1.2.2. Specimen Receiving Room/Area with work counter with laboratory deep sink

____ 1.1.2.3. Specimen Handling/Sample Preparation Room/Area with work counter with laboratory deep sink

____ 1.1.2.4. Template Adding Room/Area¹ (n/a if using fully - automated RNA extraction) (shall be located in the clean side of the Pre-analysis room)

____ 1.1.2.5. Pass box going to Reagent Preparation Room (optional)

____ 1.1.2.6. Pass box going to Analysis/PCR Room

____ 1.1.2.7. Anteroom for Doffing with hand washing sink, PPE rack and hamper

____ 1.1.3. Reagent Preparation Room

____ 1.1.3.1. Work Counter with Laboratory deep sink

____ 1.1.4. Polymerase Chain Reaction (PCR) Room / Analysis Room

____ 1.1.4.1. Work Counter with Laboratory deep sink

____ 1.1.5. Change Room/s for Donning with hand washing sink and PPE rack (may be shared with the Pre-analysis room's)

____ 1.1.6. Change Room/s for Doffing with hand washing sink, PPE rack and hamper

____ 1.1.7. Clean Write Shop / Post-Analysis Room

____ 1.2. **Support Area**

____ 1.2.1. Storage Area/s for Records and Supplies *

____ 1.2.2. Waste Holding Room/Area *

____ 1.2.3. Staff Toilet (located outside or away from the clinical work area) *

____ 1.2.4. Pathologist room/area *

____ 1.2.5. Staff Pantry* (optional)

____ 1.2.6. Specimen collection area/room (located outside or away from the COVID-19 TL) (optional)

Notes:

This checklist for review of floor plan is only applicable for COVID-19 TL performing non-cartridge-based platform in detecting SARS-COV2 (e.g. Real time Reverse Transcriptase (rRT) PCR).

** - Optional for institution-based COVID-19 TL, provided it is identified within the DOH-regulated health facility the COVID-19 TL is located, and is accessible from the COVID-19 TL.*

¹- If a separate room will be provided for Template Adding (n/a if using fully automated RNA extraction), pass boxes going to Pre-Analysis and Analysis (PCR) shall be provided, and pass box going to reagent preparation room is optional.

2. PLANNING AND DESIGN

- ___ 2.1. Floor plan must be properly identified and completely labeled.
- ___ 2.2. Doors, windows, fixtures, furniture, and equipment are properly laid out.
- ___ 2.3. Meets prescribed functional programs:
 - ___ 2.3.1. Zoning Requirement:
 - ___ 2.3.1.1. Laboratory location shall have less foot traffic yet accessible for receiving of specimens.
 - ___ 2.3.1.2. The flow of traffic of specimens going to specimen receiving counter shall not pass through general public areas.
 - ___ 2.3.2. Floor plan suggests unidirectional workflow process from receiving of specimen to results data processing as applicable.
 - ___ 2.3.3. Service Corridor, if provided, has a minimum clear and unobstructed width of 1.20 meters. Pre-Analysis Room/s should have direct access to the service corridor.
 - ___ 2.3.4. There shall be door access going to rooms housing large equipment (e.g. Biosafety cabinets) that have at least 1.00 meter clear width to accommodate entry and exit of equipment as applicable.
 - ___ 2.3.5. Internal windows are laid out to promote visual observation between work rooms as applicable.
 - ___ 2.3.6. Provision for toilets and other amenities for laboratory staff are located outside the main laboratory but easily accessible to prevent contamination.
- ___ 2.4. Conforms to the applicable codes as part of normal professional practice.
 - ___ 2.2.1. Exits restricted to the following types: door leading directly outside of the building, interior stair, ramp, and exterior stair.
 - ___ 2.2.2. Minimum of two (2) exits as remote as possible from each other.
 - ___ 2.2.3. Exits terminate directly at an open space to the outside of the building.

3. MECHANICAL PLAN

- ___ 3.1. The pre-analysis room/s for specimen receiving and specimen handling/ sample preparation shall have a negative pressure room conditioned and its exhaust must produce at least 12 air changes per hour (ach) and must be directed away from people and adjacent structures.
- ___ 3.2. The analysis room shall have a negative pressure room conditioned and its exhaust must produce at least 6 air changes per hour (ach) and must be directed away from people and adjacent structures.
- ___ 3.3. The reagent preparation room shall have a positive pressure room conditioned. Also, it shall have filtered air supply with a 90-95% efficiency.
- ___ 3.4. Additional exhaust requirement to be considered if the area has adjacent buildings, exhaust stack should not have gooseneck or cap and should be at least 3.00 meters higher than the highest point of the roof or adjacent building and distant to other taller structures with open windows above. If this criterion was not met, additional exhaust requirement must be installed (e.g. bag-in bag-out (BIBO) HEPA filter box).

- ___ 3.5. Supply intake location must at least 7.62 meters (25 ft.) from the exhaust stack and in opposite direction.
- ___ 3.6. Exhaust air grille locations must be in the dirty side of the laboratory preferably on top of the biosafety cabinet.
- ___ 3.7. Supply air grille locations were on the clean side of the laboratory preferably near entrance doors.
- ___ 3.8. All air conditioning units must be split type.
- ___ 3.9. Air direction should be away from the biosafety cabinets, isolation hoods and alike.
- ___ 3.10. Under no circumstances should the exhaust air from the pre-analysis room/s for Specimen Receiving and Specimen Handling/Sample Preparation be recirculated to other areas. Great care must be taken if air within other areas in the laboratory is to be recirculated.

COMMENTS:

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