

CHAPTER 16

LOCAL BIOSECURITY CENTRE

INTRODUCTION

Establishing a separate Local Biosecurity Centre (LBC) will help to ensure that proper biosecurity measures are being taken by all personnel. The role of this centre is to:

- ensure that field staff and their equipment undergo a thorough hygiene regime at least at the end of each day during an outbreak
- prevent spread of infection to farms visited the next day
- protect the LDCC from virus contamination
- help reinforce the principles of biosecurity and prevent any relaxation in hygiene precautions in the later stages of an outbreak.

This chapter sets out the criteria to be considered in choosing a suitable premises, the facilities required, how the LBC should be managed and the protocols to be followed at the centre.

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1. DEFINITION OF FIELD STAFF

- 1.1 This includes all DAF staff and DAF-contracted personnel who have contact with farm premises e.g. surveillance teams, cull teams, suspect investigation, and epidemiology/tracing/veterinary management field visitors.
- 1.2 DAF-contracted personnel includes all others who assist in field duties on premises e.g. County Council personnel, contractors, army, slaughter men etc.
- 1.3 It does **not** include staff who deliver items to other staff on a farm premises (e.g. food to a suspect farm) **without entering and without contact** or those who visit farm dwellings or offices **without coming into contact** with animals, animal waste or anything else likely to be contaminated.

2. CHOOSING A PREMISES

- 2.1 **Location:** Suitable premises should be identified within each 100-200sq kilometres in every DVO area, as part of contingency planning. The premises chosen following an outbreak should be easily accessed by road and be within an actual or prospective controlled area if possible. NB. An urban location may be subject to traffic delays, especially if there are nearby checkpoints. A strong mobile signal is useful at the location.
- 2.2 **Types of premises:** Sports amenities e.g. some GAA, rugby, soccer or swimming clubs, with dressing room, showers and offices are ideal. Leisure centres, racecourses and community centres may also be suitable.

3. FACILITIES

- 3.1 **Size:** The building should have at least 200 square metres of floor space.
- 3.2 **Design:** The building must have two entrances and be of a design which allows clean (after showering) and unclean (before showering) areas to be defined. As 'through-showering' facilities are not usually available, attention must be given to the way in which clean and unclean areas will be kept separate in the dressing area.
- 3.3 **Rooms required:**
 - room for paperwork and dispatching of samples. NB. A photocopier will be required in this room for converting 'dirty' field documents into 'clean' copies.
 - dressing room, capable of being divided into clean and unclean areas
 - showers capable of dealing with at least 6 people simultaneously
 - toilets
 - kitchen/dining area capable of catering for at least 20 people at a time
 - office
 - store for supplies
 - secure store for samples awaiting dispatch to the laboratory

- 3.4 Surrounds:** Externally the building should have cleanable well-drained surfaces and be floodlit. An outside tap with drainage, a well drained vehicle washing area and a skip area are all necessary. The site should also be easy to secure.



4. LEASING/RENTING A PREMISES

- 4.1** When a suitable premises has been identified the LDCC should arrange an extendable lease for a minimum initial period of **40 days**.
- 4.2** An inventory of the property must be carried out.
- 4.3** Responsibility for ESB, heating, water supply and phone costs must be agreed at the outset with the owner/person in charge of the premises.
- 4.4** Certain alterations may be necessary beyond those allowed in a normal lease.
- 4.5** The keys of the premises must be handed to DAF staff on day one.

5. OPERATING THE CENTRE

5.1 The premises should be operable **within hours – not days**.

5.2 **Staff** required:

- a) Manager – a DAF technical officer with the ability to enforce compliance with the hygiene rules, motivate staff and ensure their welfare. The manager reports to the LDCC management.
- b) 2 technical staff
- c) 2 local security personnel should be employed from day one to ensure that only authorised personnel are admitted to the premises and to perform other duties e.g. catering, cleaning etc.
- d) Contract firm (2 people and equipment) for vehicle C&D.

5.3 The above staff must be willing to undertake whatever work is required to ensure that the centre operates effectively and efficiently.

5.4 **Role of the manager is to:**

- a) acquire the necessary staff, assign duties and explain the protocols.
- b) secure the premises, change the external locks to the premises, order signs as listed in **Annex 1**.
- c) define the clean and unclean areas of the building.
- d) set up disinfection facilities and receptacles at all necessary points, as per **Annex 2**.
- e) organise the supplies listed in **Annex 3**.
 - These are normally supplied by the Staffing and Logistics Unit in HQ
 - A register of local suppliers of materials/services should be compiled in case urgent supplies are needed (the local Chamber of Commerce can usually help in this)
- f) organise the recording systems listed in **Annex 4**.
- g) ensure that all hygiene protocols are complied with.
- h) arrange a rodent baiting service for the surrounds of the premises.
- i) set up the necessary communication facilities (phone, fax, e-mail, photocopier).
- j) organise kitchen and laundry facilities.
- k) contact the County Council in relation to wastes, including water and disinfectant drainage from the centre, and to consult DAF veterinary management in relation to contaminated waste.
- l) hire a mini-bus for the duration and obtain insurance cover for at least one DAF driver.

- 5.5 Unusual costs or structural alterations to the premises must be cleared with LDCC management in advance. Any damage should be reported.
- 5.6 The manager must ensure and regularly verify that staff are aware of the C&D standards and procedures:
- a) Disinfectants must be used at appropriate concentrations in the various locations
 - b) The following procedures must be clearly communicated and documented to personnel and compliance verified:
 - **high risk field staff** (coming from a confirmed infected or hot suspect premises) - see **Annex 5**
 - **moderate risk field staff** (e.g. routine surveillance/clinical/sampling) - see **Annex 6**
 - **non field staff visitors** - see **Annex 7**
 - **vehicle C & D** by field staff and by premises staff - see **Annex 8**
- 5.7 Any **non-compliance** by visiting staff must be reported immediately to LDCC management.
- 5.8 **Backtracking** from clean to unclean areas of the premises must be minimised and restricted to premises staff and certain accompanied visitors. Where this is necessary, e.g. to collect samples, cleaning etc., appropriate precautions (disposable gloves and footwear) must be used and replaced on re-entry to the clean area.

6. VACATING THE CENTRE

- 6.1 Before vacating the premises, the following procedures should be carried out:
- a) **Unused items** and equipment should be documented and returned to DAF or to the external sources
 - b) **Hired equipment** should be cleaned and disinfected prior to release
 - c) **Files and records** should be tidied up and sent to the LDCC or elsewhere, as directed
 - d) Relevant final **meter readings**, e.g. oil/gas stocks, should be recorded
 - e) The premises should be **inspected** and any damage noted
 - f) Any **signs** erected should be removed
 - g) Any **damage** should be repaired
 - h) The **inventory** should be checked
 - i) Any **items lost or broken** should be replaced or arrangements made to refund
 - j) Finally the premises should be thoroughly **cleaned**.

ANNEX 1

SIGNS TO BE ERECTED AT THE LOCAL BIOSECURITY CENTRE

Signs are essential so that staff can find the premises and to communicate the procedures to be followed.

BLACK LETTERS ON YELLOW BACKGROUND are best.

1. Two signs at the **entrance piers** about 750mm square "RESTRICTED AREA – NO UNAUTHORISED ENTRY – DEPARTMENT OF AGRICULTURE AND FOOD"
2. The **clean entry door** must be clearly signed :“CLEAN ENTRY”. These signs should be approximately 350mm x 200mm. Two signs for each door – one for the outside and one for inside.
3. The **unclean entry door** must be clearly signed :“UNCLEAN ENTRY”. These signs should be approximately 350mm x 200mm. Two signs for each door – one for the outside and one for inside.
4. The clean and unclean areas of the LBC must be clearly marked at the point dividing the two, with “UNCLEAN AREA” and “CLEAN AREA” signs.
5. Where through-showers are not available, it will be necessary to divide the dressing room into “CLEAN AREA” and “UNCLEAN AREA”, and clearly mark the division e.g. with a bench.
6. “DISPATCH ROOM” for preparing the samples and paperwork for dispatch to the CVRL.
7. “BLOOD SAMPLE STORAGE” for storage of samples pending dispatch.
8. At **outside tap** area “EQUIPMENT DISINFECTION POINT – DISPOSE OF NEEDLES AND SYRINGES HERE”

ANNEX 2

EXTERNAL CLEANING AND DISINFECTION POINTS AT THE LOCAL BIOSECURITY CENTRE

1. Main **entrance gates**: Mats 10ft x 20ft for disinfectant should be laid.
2. **'Clean' and 'unclean' entrances** to premises: Mats 4ft x 4 ft for disinfection should be laid.
3. **'Equipment disinfection point'** and **'unclean entry point'**: Buckets of disinfectant and water and brushes should be supplied .
4. **'Clean entry point'**: provide a foot dip.
5. A well drained **'vehicle washing area'** should be defined and equipped.

ANNEX 3**LIST OF SUPPLIES FOR THE LOCAL BIOSECURITY CENTRE**

The supplies may include:

1. disinfectant, 20 litre drums (40)
2. portable power washers (2)
3. 'wheelie' bins (10)
4. plastic buckets (30)
5. brushes (20)
6. closed skips (2)
7. equipment to secure holdings (3m gates x 10, 1.6m posts x 20), sledgehammers x 2)
8. body bags for wildlife if necessary
9. basic standard towels (100)
10. socks (50 pairs)
11. track suits (30)
12. warm protective clothing
13. disposable protective gear (500 sets)
14. wellingtons
15. steel toe capped boots
16. first aid kits
17. disposable overshoes
18. latex gloves
19. kitchen and toilet paper
20. flasks
21. washing and cleaning agents
22. soaps and shampoo
23. mops and buckets
24. floor brushes
25. hand brushes
26. tea, coffee and soup making facilities

ANNEX 4

RECORDS TO BE KEPT AT LOCAL BIOSECURITY CENTRE

1. Record DAF-sourced supplies and externally-sourced supplies separately. Copy and forward invoices to LDCC weekly, together with a summary sheet. Maintain stock control.
2. Before vacating the centre, all **unused items** and equipment should be documented.
3. Initial and final **meter readings**, oil/gas stocks.
4. Details of all **hired items** – including cleaning and disinfection of same, before returning.
5. LBC staff **working hours**. These must be certified by the manager.
6. **Field staff** using the facility each day. A copy of this daily record should be sent to the LDCC for checking against scheduled and other field visits.
7. All **non-field staff visitors**. A copy of this daily log should also be sent to LDCC.
8. All **samples**. Maintain a log for each dispatch, including tamperproof seals. The VRL must be informed each day of the number of samples en route.
9. **Vehicle** cleaning and disinfection in a log.

If feasible, IT support and/or communications facilities to the LDCC may be appropriate.

ANNEX 5

HIGH RISK FIELD STAFF

Protocol at Local Biosecurity Centre (LBC)

High-risk staff include those:

- visiting suspect or confirmed infected premises
- visiting dangerous contact premises
- involved in precautionary culling

1. BEFORE COMMENCING FIELD DUTIES

- 1.1 Staff must report to the LBC.
 - 1.2 **Remove wellingtons** from plastic bag in the car and clean and disinfect the wellingtons at **equipment disinfection point** and **carry to clean entry point**.
 - 1.3 Use the footwear disinfection facility, **put on disposable overshoes** and proceed to the **dressing room**.
 - 1.4 **Remove civilian clothing and shoes**, place in a plastic bags, label/mark and leave in the dressing room. Then **put on protective clothing** supplied – socks, briefs, Tee-shirt if available, 2 tyvek suits. Put on wellingtons over these, then a waterproof suit over the wellingtons and 2 more tyvek suits. Fit disposable over-boots over wellingtons. Take a sou'wester hat and a supply of disposables including masks, latex gloves with you.
 - 1.5 Proceed to minibus, if provided, or to car.
- NB. Wellingtons must not come into contact with the foot well of the car at any time. Clean disposable over-boots must be worn over wellingtons at all times when in a car.**

2. FIELD VISIT

For field visit protocol see Chapter 15, **Procedures for Personnel Biosecurity**, Section 4 – using personal vehicle in protection and surveillance zones.

3. ON RETURN TO THE LBC

3.1 At the equipment disinfection point:

- a) **Place sharps** into the designated receptacle provided.
- b) **Place other waste materials** e.g. plastic sheets and disposable over-boots, in the designated receptacle provided.
- c) **Clean and disinfect wellingtons, waterproof sou'wester and equipment** e.g. thermometers with case, captive bolts, waterproof clipboard etc. and replace everything (**apart from the wellingtons**, which require further C&D) in the designated 'clean area' in the bus.
- d) **Clean face and hands**, paying particular attention to fingernails, then disinfect.
- e) **Hand over the minibus** to the vehicle disinfection staff for complete C&D.
NB. Minibus C&D must be signed off by the manager.
- f) If a car has been used, **clean and disinfect the car mat, seating, steering wheel, boot etc.**
- g) **Remove samples and paperwork and take to the unclean entry point.**
- h) Hand over the **car** to LBC staff for checking and C&D.

3.2 At the unclean entry point:

- a) **Clean and disinfect wellingtons** again, **place** in a plastic bag provided and labelled or marked LBC staff will transfer them to clean entry point.
- b) **Remove disposable clothing** and place in bins provided leaving on one tyvek suit. Wear disposable overshoes over feet or socks.
- c) **Bring any samples and paper** to the **dispatch prep room**.

3.3 At the dispatch room:

- a) Complete **paperwork**.
- b) Enter details of samples on **sample log**.
- c) **Seal samples** and original documents in tagged bags.
- d) A Technical Officer will then hold open another plastic bag and **without making any contact with him or her, drop the sealed bag into the other bag**. Using different coloured bags will help to indicate clean/unclean status.
- e) The technical officer will in turn seal this bag when full and it will be stored securely.
- f) **Make photocopies of field documents**, including sample documents, for forwarding to the LDCC, and destroy the originals.
- g) **Clean and disinfect hands** and proceed to the dressing room.

3.4 In the dressing room:

- a) **Remove remaining tyvek suit** and put in the appropriate receptacle in unclean area.
- b) **Shower**, return to dressing room **clean area** and dress in **civilian clothing**.
- c) **Go to the kitchen, and sign the log book**.

3.5 Leave through the clean entry point.

NB. Staff involved in suspect and confirmed infected premises must not visit lower risk holdings for 3 days, unless otherwise directed.

ANNEX 6

MODERATE RISK FIELD STAFF

Protocol at Local Biosecurity Centre (LBC)

Moderate Risk Staff include those:

- engaged in routine surveillance
- visiting farm premises in a controlled area - other than suspect or infected premises provided for in Annex 5 above.

1. FIELD VISIT

1.1 For field visit protocol see Chapter 15, **Procedures for Personnel Biosecurity**, Section 4.

You will leave from the LDCC or LBC and return to the LBC by car, wearing a Tyvek suit.

NB. Wellingtons must not come into contact with the foot well of the car at any time. Clean disposable over-boots must be worn over wellingtons at all times when in a car.

2. ON RETURN TO THE LBC

2.1 At the equipment disinfection point:

- a) **Place sharps** into the designated receptacle provided.
- b) **Place other waste materials** e.g. disposable over-boots, in the designated receptacle provided.
- c) **Clean and disinfect wellingtons, waterproof sou'wester and equipment**, e.g. thermometers, waterproof clipboard etc., and **replace in vehicle**.
- d) **Clean face and hands**, paying particular attention to fingernails, then disinfect.
- e) Clean and disinfect the car mat, seating, steering wheel and boot etc..
- f) **Bring samples and paperwork** to the **unclean entry point**.
- g) **Hand over the car** checking and C&D by LBC staff.

2.2 At the unclean entry point:

- a) **Clean and disinfect civilian footwear**, place in a plastic bag provided and label/ or mark. Premises staff will transfer them to the clean entry point.
- b) **Wear disposable overshoes** over feet or socks.
- c) **Bring any samples and paper** to the **dispatch room**.

2.3 At the dispatch room:

- a) Complete **paperwork**.
- b) Enter details of samples on **sample log**.
- c) **Seal samples** and original documents in tagged bags.
- d) A Technical Officer will then hold open another plastic bag and **without making any contact with him or her, drop the sealed bag** into the other bag. Using different coloured bags will help to indicate clean/unclean status. This bag in turn will be sealed by the technical officer when full.
- e) **Make photocopies of field documents**, including sample documents, for forwarding to the LDCC, and destroy the originals.
- f) Clean and disinfect **hands** and proceed to the **dressing room**.

2.4 In the dressing room:

- a) **Remove remaining tyvek suit** and put in the appropriate receptacle in unclean area.
- b) **Shower**, return to dressing room **clean area** and dress in **civilian clothing**.
- c) Proceed to KITCHEN ensuring that the logbook is signed.

2.5 Leave through the clean entry point.

ANNEX 7

NON-FIELD STAFF AND OTHER VISITORS

Protocol at Local Biosecurity Centre (LBC)

1. Proceed to **clean entry** point.
2. Disinfect shoes.
3. Put on disposable footwear covers.
4. Proceed to clean area of building.
5. Sign non-field visitors log.

ANNEX 8

VEHICLE CLEANING & DISINFECTION PROTOCOL AT LOCAL BIOSECURITY CENTRE

In a controlled area before any visit takes place, all private vehicles intended for field visits must be subjected to C&D by the driver at the LBC and then checked and logged by LBC staff. Particular attention should be paid to the vehicles of local veterinary practitioners and local DAF staff as they may have recently visited a local farm in the pre-clinical phase.

1. CAR

The vehicle disinfection crew should:

- a) Inspect the **clean area** to ensure that only unused items are present. If there are any items that should be in the unclean area, they should be removed, inspected and if in any doubt should be C&D and returned to the unclean area. Any items that may have become contaminated should be put in the skip.
- b) Inspect the **unclean area**, its contents and the plastic liner. If not satisfactory, then C&D or replace the liner (as appropriate).
- c) Inspect the **driver's footwell** and C&D if necessary.
- d) Inspect the **driver's seat** and C&D if necessary.
- e) Use disinfectant wipes to C&D the **steering wheel**.
- f) Car registration and time of checking should be recorded and check **signed off** by disinfection crew.
- g) The manager should arrange **random checks** to ensure that the standards are maintained.

2. BUS

The vehicle disinfection crew should:

- a) C&D the **exterior** of the bus, paying particular attention to wheel arches and tyres.
- b) Remove all equipment from the **unclean area** and C&D these and dispose of plastic liner. C&D the unclean area and reline with plastic.
- c) Having disposed of any plastic liners and removed any mats, C&D the entire **interior** paying particular attention to all the parts likely to be in contact with the occupants. Use disinfectant wipes for steering wheel gear lever, doorknobs, handbrake etc. C&D the mats and replace any liners.
- d) Repeat C&D the **exterior** of the bus.
- e) Bus registration and time of checking should be recorded and **signed off** by disinfection crew.
- f) A technical officer should **recheck** the bus after each C&D and also **sign off**.