Premises Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Premises ID (PIN): Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Personnel Entry/Exit: Standard Operating Procedure (SOP)

## Example SOP – Modify to fit your operation

**Personnel Entry Procedures**

1. Park vehicle in designated area and walk to (designate farm entrance: building, gate, etc.)
2. Personnel should come to work clean, having showered, in clean clothes and footwear (have not been worn around livestock)
3. Personnel should have a signed Employee and Visitor Arrival Agreement on file
	1. [www.securemilksupply.org/Assets/Employee-Visitor-Agreement.pdf](http://www.securemilksupply.org/Assets/Employee-Visitor-Agreement.pdf)
4. Personnel should bring a clean set of clothes to change into prior to leaving
5. Personnel should cross the line of separation (LOS) at the [DESCRIBE farm entrance: building, gate, etc.]
6. Personnel should leave footwear, clean set of clothes and all personal items that cannot be cleaned and disinfected in [designated area]
7. Animal handlers:
	1. Change into farm-dedicated clothing OR wear clean coveralls/protective outerwear
	2. Change into farm-dedicated footwear OR disposable or disinfectable footwear
	3. Wash hands OR wear gloves
8. Non-animal handlers:
	1. Change into farm-dedicated footwear OR disposable or disinfectable footwear
	2. Wash hands OR wear gloves
	3. Avoid direct contact with farm personnel and animals
9. Go directly to assigned task

**Personnel Exit Procedures**

1. Personnel should cross the line of separation (LOS) at the [DESCRIBE farm entrance: building, gate, etc.]
2. Remove farm dedicated footwear and leave on farm side of the LOS
3. Animal handlers:
	1. Remove dirty farm clothing and footwear and leave on farm side of LOS OR transport home in sealed garbage bag for laundering
	2. Cross the LOS and put on clean clothes and your own footwear
4. Non-animal handlers:
	1. Remove farm dedicated footwear OR dispose of OR disinfect footwear
	2. Cross the LOS and put on your own footwear
5. Exit through the Biosecure Entry point
6. Go directly to vehicle and leave premises