



Procedure for receiving visitors in CPG buildings

1. The CPG host will inform the Safety Team about the visit at least 4 hours before the visit in order to arrange for it.
2. The host will communicate the following information to the Safety Team:
 - a. Date, starting time and duration of the visit,
 - b. Number of expected visitors,
 - c. Building number(s) and areas of the visit within the visited building(s),
 - d. Agenda of the visit, if applicable, and
 - e. The needed PPEs if the visit involves CPG labs.
3. At the onset of the visit, visitors will listen to a safety orientation by the Safety Officer and watch a short video about safety guidelines.
4. If the visit involves entering labs, Safety Team will provide the visitors with the needed PPEs (minimum and essential requirements include lab coats and eye protection) during the safety orientation.
5. At the end of the visit, the host is responsible to coordinate with the Safety Team to return the PPEs given to the visitors and ensure that all visitors have left the building safely.