**TITLE: LABORATORY RESTRICTED ACCESS**

### PRINCIPLE/PURPOSE: Cone Health Laboratories enforces strict security measures to ensure employee safety, confidential information and production are not compromised, and visitor access is in accordance with Cone Health, CAP, HIPAA, OSHA, and other applicable standards.

**SCOPE:** This policy applies to physical access of all Cone Health Laboratories.

**POLICY:** It is necessary to restrict access to clinical areas for safety, confidentiality, and health reasons. Access to any clinical area will be limited to laboratory staff and other authorized personnel only. Individuals who are not authorized to enter the laboratory, i.e. persons not here for professional/business reasons, will not be allowed to enter the clinical areas. Individuals here for business/professional reasons who are not Cone Health employees and do not have a temporary identification badge must be escorted by a Cone Health staff member.

Authorized personnel, other than Cone Health Laboratory staff, include Cone Health Hospital staff, Physicians, Service personnel, Vendors, Sales personnel, Auxiliary personnel, Couriers, and Students. Non-staff personnel may obtain temporary identification badges through Security Services.

Restriction of access occurs through badge access only doors, security code locked doors, entry ways manned by Cone Health personnel, and door locks where appropriate. Laboratory entry doors are clearly marked with “Biohazard” to deter unauthorized access.

These restrictions are kept current by both Laboratory Leadership and Security Services. Laboratory Leadership will retrieve the identification badge, which is Cone Health property, during the separation of employment. The badge is immediately returned to and deactivated by Security Services.

All authorized personnel are expected to adhere to hospital and laboratory policies and procedures. Personal Protective Equipment is provided to all visitors when required.

**REFERENCES:**

* CAP Laboratory General Checklist. GEN.59980. Version 08.22.2018
* Cone Health Policies and Procedures: Identification Badges and Access Control.

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|  | **Signature Date** | |
| Medical Director Approval –  **ARMC Main Lab** |  |  |
| Medical Director Approval –  **ARMC, WL, HP**  **Cancer Center** |  |  |
| Medical Director Approval –  **MedCenter Mebane** |  |  |

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**HISTORY PAGE**

**SOP Number:**  SAFE-1007

**SOP Title**: Laboratory Restricted Access

**Written By:** Mathieu Vestal, effective date 1/15/2019

**Manual in which Hard Copy of this SOP is located:** Safety Manual

**Distribution:** All Cone Health Labs (including Mebane, ARMC, AR/HP/WL CCtr)

**Supersedes Procedure:** SAFE-1006 Laboratory Security / Access

**SOP CHANGE CONTROL**

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