

Research personnel - UNF COVID-19 manual

UNF COVID-19 procedural safety training

- Researchers will have to participate in a training session on the COVID-19 disinfection procedure and the Personal Protective Equipment (PPE) given by Émilie Dessureault.
- Secondly, Émilie Dessureault will watch researchers (evaluation session) run their own study, and guide them in order to make sure they implement all the COVID-19 safety measures.
- For more information contact Émilie Dessureault, UNF coordinator (support.unf@criugm.qc.ca)

Prior to your arrival at UNF

- After the evaluation session, you will have access to book scans as you did normally using the UNF booking site.
- When UNF staff confirm your scan, they will assign the unique identifier to the scan, and create two limesurvey documents: an MRI requisition form (to be filled out by researcher), and an MRI safety questionnaire (to be sent to, and filled out by the participant and researcher). Please see the links below for more info.
<https://unf-montreal.ca/fr/documentation/facility/reservation/>
https://unf-montreal.ca/fr/documentation/facility/reservation/step_by_step/
- Both documents have to be filled in at least 24h before your scan.
- Additionally, researchers must follow rules distributed by the CRIUGM (see reference document entitled “Procédure_visite_participant_CCSMTL”).

Arrival at UNF

- A waiting area has been set up outside of UNF, please use the chairs labelled “UNF”.
- At the time of your reservation, please ring the UNF doorbell, the MRI operator will welcome you.
- Everyone who enters UNF will be asked to disinfect hands and put on a new procedural mask.
- Three signs are located on the UNF chairs in the waiting room (2 for researchers, and one for participants), please use appropriate chairs.

MRI room

- Before entering the MRI room you must disinfect your hands and you must wear a visor (one will be provided to you) on top of the procedure mask.

Control room

- In the control room, please use the chairs located at the far end of the room, next to the Biopac or the E-prime computers.

Cleaning procedure

- Gloves, masks and disinfecting wipes are available throughout the UNF.
- Please follow the disinfecting guide *UNF disinfection procedures* that outline the disinfection procedures specific for UNF.
- The division of labour falls as follows: the MRI operator disinfects the MRI machine, their areas in the control room and high touch surfaces; researchers disinfect the equipment that was used (i.e. button box, biopac leads), as well as their area in the control room and in the waiting room.

Testing room

- UNF's testing room (R0743) is available to be used and can be booked using the UNF booking site.
- Prior to entering the room everyone must sanitize their hands, and put on a procedural mask (both are available at the entrance of the room).
- Please turn on the HEPA purifier, if it is not already on.
- The disinfection of this room is done entirely by the researchers using the room, as such you are advised to follow the *General disinfecting procedure* explained in the *UNF disinfection procedures* document.
 - Gloves and disinfecting wipes are available in the room.
 - Disinfection should be done when exiting the testing room.
 - For elderly or vulnerable populations, we suggest you also disinfect surfaces prior to use as well, as a form of extra safety precaution.