

Safety measures put in place at UNF in response to COVID-19 pandemic

Access to, and scanning at UNF

- In order to ensure control over who accesses UNF, temporarily, all non-staff UNF access cards have been deactivated.
- In order to ensure everyone can follow the distancing measures, a maximum number of people are allowed at UNF while a participant is the scanner: 1 MRI operator, 2 research personnel, and 1 participant. An exception will be made when scanning children, when a parent will be allowed in the waiting room, and MRI operators can remain in their personal offices with doors closed.
- No visitors will be allowed at UNF while a participant is being scanned.
- Researchers are encouraged to leave all non-essential items in their offices before coming to UNF.
- Bins will be made available to researchers and participants to put their personal items while at UNF. Participants will also have access to a locker to store personal items.
- Only one team at a time will be allowed access to UNF. A seating area has been set up outside of UNF for teams waiting to enter UNF. A team will only be allowed access to UNF at the time of their booked scan, and only if the previous team has left UNF, and the disinfection procedure is complete (see below section on disinfection).
- We will no longer be able to accommodate teams that run late.
- Upon entering, researchers and participants will need to disinfect their hands, switch their masks to a procedural mask (provided).
- The MRI operator will ask participants questions about the presence of any COVID-19 symptoms (in general), and temperature may be taken using a non-contact thermometer. Participants might be denied entry to UNF if they confirm having a symptom of COVID-19, or, in the case that body temperature was taken, if they have signs of fever (i.e forehead temperature higher than 37.7C).
- Research personnel is expected to follow rules outlined by CRIUGM and not show up at the CRIUGM if they have any symptoms of COVID-19. Entry to UNF can be denied if UNF staff feel like research personnel is not following CRIUGM rules.
- If a scan needs to be cancelled due to COVID-19 related causes UNF will, temporarily, waive its regular cancellation fee.

Personal Protective Equipment

- Procedural masks are available for use at UNF
- There are numerous hand sanitizing stations throughout UNF
- Disposable visors will be made available to researchers while at UNF (we are working with the individuals from infection control to find reusable visors that they are willing to approve).
- Gloves are available for use at UNF, and specifically for use during disinfection procedure.

Paperless: tablets and online surveys

- UNF neuroinformatics staff have put in place a new system to minimize the amount of paper handled at UNF.
- Scans are booked like before, only now, requisitions form and MRI screening forms will be filled out online, via limesurvey.
- Both the requisition and MRI screening forms need to be completed at least 24h before your scan, failure to do so might result in delays getting started, which could mean teams will not have time to finish their scans.
- On the day of scanning, the MRI operator will go over the screening form with the participant, and collect their signatures on their tablets.
- Additionally, on the day of scanning research personnel will need to bring the signed consent form to UNF, and UNF staff will take a picture of the consent form as proof of consent.
- Information collected on limesurvey is stored locally on UNF servers, and signatures and pictures collected on tablets are transferred every night to UNF servers.
- For more information on the new procedure and a set by step manual, you can visit: https://unf-montreal.ca/fr/documentation/facility/reservation/step_by_step/; <https://unf-montreal.ca/fr/documentation/facility/reservation/>

UNF disinfection procedure

- UNF will follow disinfection procedures outline in the CRIUGM documentation in the annex below
- After each participant, UNF will block off 30 minutes to disinfect the scanning room, control room, waiting room, locker, change room, and all high touch surfaces.
- Researchers are expected to help in the disinfection procedure by disinfecting their area in the control room (i.e. countertops, chair, keyboards, mice, etc...), equipment used in the MRI room (i.e. biopac lead, button box, etc...), and waiting

area (chairs & tables). Staff will disinfect the head coil, bore, their area in the control room, and high touch surfaces.

- Virucidal disinfectants are available throughout UNF. Inside the MRI room both Pre-emp wipes (effective within 3 minutes) and 70% isopropyl alcohol (effective in 1 minute) in spray bottles is used, outside the MRI room 80% isopropyl alcohol wipes (effective in 1 minute) and 70% isopropyl alcohol in spray bottles are available for use.
- For a detailed cleaning procedure please refer to document entitled “UNF disinfection procedure” located here:
<https://drive.google.com/drive/folders/1fUt7UzDEmnTyoqmfUWesuTGLzMDiCyX>

Air circulation and purification

- UNF has its own Heating, Ventilation, and Air Conditioning (HVAC) system that is separate from the rest of the IUGM, and most importantly not connected to any clinical floors.
- We have upgraded the filter used in our HVAC system so they can capture smaller particles.
- Our air recirculation is currently set so there is a complete change of air in the unit once every hour.
- In both the waiting room and the control room, areas where people will gather, we have installed HEPA (High-Efficiency Particulate Air) grade air purifiers. A HEPA grade purifier has also been installed in the testing room.

COVID-19 safety signs

- Signs reminding users and staff to adhere to COVID-19 safety measures have been placed throughout UNF.
- Orange dots, placed 2 meters apart, have been placed throughout UNF to remind people to physically distance one from the other.
- Signs on how to properly wash and disinfect hands, as well as proper procedure to put on and take off a mask have been placed in key locations throughout UNF.

Minimization of shared equipment

- Measure have been put in place to reduce the amount of shared equipment at UNF
- Staff each have their own tablets and pens, as well as their own Siemens keyboard and mice

- Biopac, E-prime and Eyetracker computers in the control room all have fully waterproof, washable keyboards to ensure that after each use they can be properly disinfected.
- Furniture has been minimized to only the essential (i.e. only three seats in the UNF waiting room, each 2m apart from one another), and cloth chairs have been replaced with plastic or vinyl chairs that we can easily disinfect.

Closure of Mock scanning room

- Mock scanning room has been temporarily closed to make an office for André Cyr. We are keeping scanning operators in a separate office to ensure that should one MRI operator get exposed to someone that we later find out has symptoms of COVID-19, only one operator needs to be isolated and be tested and UNF can continue to operate.

Testing room (R0743)

- UNF testing room is open and available to be booked via the UNF booking site
- Researchers wanting to use the room will be responsible for disinfecting the room after each use (i.e. after each participant) and will follow a similar protocol as the CRIUGM Clinical Unit testing rooms.
- A plexiglass divider has also been placed on the testing table.
- A computer with E-prime on it has also been installed in the testing room for those who would like to use it to train participants on a task.
- A washable keyboard and mouse have also been installed.
- Disposable masks, gloves, hand sanitizer and disinfectant wipes (80% isopropyl alcohol wipes) are also available in the room.
- The disinfection of this room is done entirely by the researchers using the room, as such you are advised to follow the following steps:
 - Please wear a mask and glove when disinfecting, and please dispose of the gloves after use.
 - Please use the disinfecting wipes available in the room.
 - After use please, disinfect all the surfaces in the room, in particular the table top, the computer table, the keyboard and the mouse, and the chairs.
 - For elderly or vulnerable populations, we suggest you also disinfect surfaces prior to use as well, as a form of extra safety precaution.

Staff shifts

- MRI operators will only scan in shifts, so whoever starts a participant will remain till the participant leaves and the disinfection procedure completed.
- Staff not responsible for scanning will remain in their offices, door closed, to minimize the number of people in contact with the participant.

Evaluation by the PCI and the PAPTC

- In August 2020, UNF underwent an inspection by a CIUSSS Advisor from “ *soins infirmiers - Prévention et contrôle des infections (PCI)*” as well as an “ agent d'amélioration Équipe Performance, amélioration des processus et trajectoire clientèle (PAPTC)” and they both approved UNF’s COVID-19 safety measures and readiness to re-open to the community.