BUCNI COVID Safety Measures: Step by Step Guide

Before Coming in to BUCNI

☐ As well as checking for MRI counter indicators using the standard screening forms, ensure you and your participant(s) are symptom-free and low-risk of COVID complications using the attached NHS checklists. We realise COVID risk can be a grey area and collecting data maybe important, but please be conservative so we can all keep scanning safely. BUCNI is happy to refund scanner time for last-minute cancellations due to COVID-related issues.

☐ Ask participant(s) to bring their own mask and pen, and remember to bring your own mask and pen. All forms must be signed using a personal pen, and masks must be worn to enter the building.

Arriving at BUCNI

☐ On entering the basement, disinfect your hands using the touch-free hand sanitizing station.

☐ On entering BUCNI, sign the Track and Trace registry. Please use your own pen and disinfect your hands with the alcohol provided. As this is 80% alcohol, it may sting a little if you have cuts, so please feel free to bring in your own hand sanitizer.

Setting Up

☐ Collect an MRI-safe face mask from the PPE station in the BUCNI reception area. This is essential as most masks contain hidden metal. To correctly wear the mask: pull open the mask so that the edge fits snugly over the chin, and squeeze the flexible band around the bridge of the nose to remove any gaps. Once fitted, avoid touching your mask anywhere except the ear-straps.

☐ Disinfect all surfaces using the disinfectant checklist below. This is mandatory after scanning, but best practice to do before as well to minimise risk of human error.

☐ Turn on and set up scanner as usual, and check that aircon is on & temperatures are within the range indicated on the panels. Whilst setting up, maintain a 2m distance from other people, and disinfect hands regularly.

Using the Toilet

Please follow the extra precautions in place after using the BUCNI toilet, instructions can also be found on the toilet door.
☐ After any toilet use, turn on UV light for 10 minutes using remote switch
☐ Set timer on your phone as reminder to switch off
☐ Make sure no one goes in the toilet when UV light is switched on

BUCNI Support

A BUCNI operations research manager will be available Monday afternoons, Tuesdays and Wednesdays to assist with testing and piloting, once studies are approved for resuming activity (see BUCNI-COVID-19-Strategy-v1.5 for requirements). To contact a member of the on-call remote support staff, use the console room tablet:
☐ Availability will be listed on BUCNI notice sheets and the BUCNI google calendar. Follow the instructions beside the tablet to contact individual team members, and make sure that you have your UCL, Zoom, or Teams login details.
☐ In case of tablet issues, please use your own charged phone. Do not take the tablet or your phone into the scanner room.
Handling Participants

☐ Participants should stay outside BUCNI as much as possible while you are setting up to minimise time spent in the waiting area

☐ Take an MRI-safe mask to meet your participant(s) at building entrance, re-check for COVID symptoms using NHS checklist. Make sure to hold the mask only by the ear- straps, and ask participant to replace their own mask

☐ On entry to BUCNI, ask participant(s) to sign the Track and Trace registry using their own pen, and then disinfect hands

☐ In reception area, ask participant to put their bag and coat in plastic bags for personal items provided

☐ Explain task and obtain consent for both study and BUCNI Covid scanning. Ask participant to complete these and the safety form using their own pen. The researcher will be responsible for these forms.

☐ Ask participants to de-metal as normal. If needed, any loose small items can be placed in the plastic boxes provided – these need to be disinfected after any use

☐ Put on an MRI-safe visor before using the metal detector. Each operator gets their own visor, to be kept in a plastic re-sealable bag with your name on it. All visors will be kept in a plastic sleeve at the reception PPE station. It is advised that operators keep their visors on for the duration of scanning

☐ After participant has visited toilet, follow toilet UV instructions above and on door

☐ Before placing the participant in the scanner, disinfect hands using BUCNI provided alcohol or own disinfectant. If more than one person is in console room, or if preferred, keep door to hallway/reception open for ventilation only if someone is physically present in the console room to monitor that no unauthorised person enters

☐ Ask participants to take off their mask before lying down. Place the mask in a dedicated box (making sure to hold by ear-straps only). Fully wrap any head pillows used in paper roll provided, leaving no gaps

☐ Scan as normal, after scanning and before removing participant, manually run exhaust fan for 1 minute, to circulate air-flow in the scanner room

☐ Remove participant from scanner wearing mask and visor, and return their mask to them

☐ After returning participant’s personal items, accompany them out of the building quickly to ensure compliance with building guidelines

☐ Save data and disinfect any items used thoroughly before returning them (see Disinfectant Check List below). For items inside the scanner room and Sensimetric headphones, use MRI-safe wipes. Use provided disinfectant spray for any items outside the console room.

☐ Ensure to clear the area at least 15 minutes before the next group is booked
Disinfectant Check List

Scanner
Using Clinell MRI-safe wipes, thoroughly wipe down:
- Inside of the scanner
- Scanner bed
- Head coil before disconnecting from dock
- Buttons and controls on side of scanner
- Button box
- Mirror (take great care to avoid silvered mirror surfaces labelled “do not touch”!)
- Headphones
- Squeeze bulb
- Eye tracker
- Projector buttons
- Phantom
- Scanner door handles
- Any other surfaces touched by you or participant

Console room
Using disinfectant spray and cloth, thoroughly wipe down:
- Console desk surfaces
- Mouse/Mice used
- Keyboards used
- Computer on/off buttons
- Chairs/chair handles
- Projector (remote) buttons
- Audio stimulus
- Light switches
- Communication Tablet
- Any other surfaces touched by you or participant

Reception
Using disinfectant spray and cloth, thoroughly wipe down:
- Entry door keypad
- Entry door handles and grasp-level surfaces (for all doors)
- The green entry button box
- Desk
- Sofa
- Table
- Pens used and left
- Put used plastic bags and discarded masks in dedicated bin
- Metal detector
- Any storage boxes used for storing small items
- Scanner console room keypad and handle
- Toilet door handle
- Toilet tap handle and surfaces (after UV light has been run after use)
- Computer surfaces and items touched for data transfer & storage
- Any other surfaces touched by you or participant