

Research personnel UNF COVID-19 manual

UNF COVID-19 procedural safety training

- Researchers will have to participate in an observation session where they will observe a member of UNF staff, Emilie Dessureault, will run a mock study and implement all the safety measures.
- Secondly, Emilie Dessureault will watch researchers run their own study, and guide them in order to make sure they implement all the COVID-19 safety measures.
- For more information contact Emilie Dessureault, UNF coordinator (support.unf@criugm.qc.ca)

Prior to your arrival at UNF

- 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). 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 de visite du participant au CCSMTL pendant la pandémie de la COVID-19”, appended below for reference.

Arrival at UNF

- A waiting area has been set up outside of UNF, please use the chairs labelled “UNF”.
- The MRI operator will come get you a few minutes before your booked scan.
- 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 always disinfect your hands, have a mask on, and you must always wear a visor (one will be provided to you).

Control room

- In the control room, please sit in 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 *UNFdisinfection 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 console 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.

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 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.
 - Before use, please disinfect the surfaces you will be using.
 - 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.