

## MBI AND ARA-MBI POLICY – PRECLINICAL TESTING PROCEDURES FOR COVID-19

MBI-REF-O024-V4

### 1. INTRODUCTION

This document was created to outline and minimize the risk to researchers, staff and the general public of infection with COVID-19 when attending Monash Biomedical Imaging (MBI) and Alfred Research Alliance-Monash Biomedical (ARA-MBI). It sets out the procedure for undertaking preclinical research at MBI and ARA-MBI, including equipment usage procedure and cleaning protocols for each preclinical modality.

### 2. RESPONSIBILITIES

#### 2.1. Responsibilities of Monash Biomedical Imaging and ARA-MBI

In line with the University's four key COVID-19 strategies, being (1) if you're unwell, don't attend the campus; (2) hand hygiene; (3) physical distancing; and (4) additional cleaning of campus buildings, MBI and ARA-MBI have implemented the following procedures:

- Screening contact tracing of all people entering the facility.
- Hand sanitisers at entry doors and key locations around the building.
- Appropriate COVID-19 signage addressing physical distancing, occupancy limits, proper hand washing and cleaning procedures.
- Daily thorough cleaning of common areas.
- Provisions of cleaning supplies and personal protective equipment where required.
- Reinforcement of the University's policy; if you are unwell, don't attend the workplace and get tested.

Further, MBI and ARA-MBI staff are responsible for specified tasks as set out in the 'COVID-19 Equipment Usage and Cleaning Procedures' (paragraph 4) and monitoring compliance with the procedures.

#### 2.2. Responsibilities of Researchers

Researchers are responsible for following this policy. In particular, researchers must adhere to the 'Preclinical Testing Procedure' (paragraph 3) and 'COVID-19 Equipment Usage and Cleaning Procedures' (paragraph 4).

Updates to the policy will be posted as new information becomes available. Please check the [MBI website](#) to ensure that the current (most recently dated) policy is being followed.

### 3. PRECLINICAL TESTING PROCEDURE

#### 3.1. Prior to Users Attending

Prior to attending MBI and ARA-MBI researchers are responsible for self-screening using the following questions:

1. Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?
2. Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?
3. Are you awaiting the results of a COVID-19 test?

4. Are you a close contact of someone who is a close contact of a person diagnosed with COVID-19 ?
5. Are you currently experiencing these symptoms?
  - Fever
  - Chills
  - Cough
  - Sore throat
  - Shortness of breath
  - Runny nose
  - Loss of sense of smell or taste
6. Have you travelled overseas or returned from overseas within the last 14 days?
7. Are the samples being imaged for research on COVID-19?

If users answer **yes** to any of the questions from **1-6**, then they cannot come to MBI to drop off samples/perform imaging. However, samples can be delivered by another user and decontaminated. Scans can also be rescheduled to after users have finished quarantine.

If users answer **yes to point 7** the Safety Officer and Head of Pre-Clinical Imaging should be notified and a risk assessment made before the scanning schedule is confirmed.

#### **4.1. Procedure upon Arrival of Researchers at MBI and ARA-MBI**

##### **Physical Distancing Policy**

- Consistent with the Government and University's policy on physical distancing, researchers should be at least 1.5m away from participants or staff whenever possible.
- In the event that close contact with the participant cannot be avoided, limit the close contact to under 15 mins if possible.

##### **Personal Protective Equipment (PPE)**

- MBI and ARA-MBI will supply masks and gloves for researchers. Current DHHS regulations will apply as to the requirement to use these. If current regulations require a mask is to be worn but the researcher or participant has an exemption it must be discussed with MBI. Contact reception during business hours on (03) 9905 0100 or via email at [manager.mbi@monash.edu](mailto:manager.mbi@monash.edu).
- Personal protective equipment (PPE), gloves and a laboratory coat is required in all preparation and imaging areas.
- MBI and ARA-MBI does mandate that when performing some specialised testing, where physical distancing cannot be achieved, PPE is to be used. See the specific testing procedures for more details.

##### **4.1.1. Researcher Arrival at MBI and ARA-MBI**

All researchers must sign into MBI or ARA-MBI by scanning the QR code on the entry doors, and registering their details.

Researchers must not attend any session if they are unwell or answer "Yes" to any of the COVID-19 screening questions above. Scans will be rescheduled.

##### **4.1.2. Samples**

Samples should be decontaminated where possible using 80% ethanol spray before handling. Ethanol can remove labels, be careful and test first. If you cannot decontaminate the sample (eg. live mice) minimise handling as much as possible. If there are any problems, contact the Head of Pre-Clinical Imaging.

#### 4. COVID-19 Equipment Usage and Cleaning Procedures

The researchers, MBI and ARA-MBI staff, where applicable, are responsible to undertake the procedures before, during and after the testing detailed in the below documentation. To locate these procedures please follow each link relevant to the rooms and/or modalities involved in your research activities at MBI and ARA-MBI.

- |   |  |                              |
|---|--|------------------------------|
| • <a href="#">9.4T MRI Laboratory</a>               | <a href="#">Room G58</a>                 | <a href="#">MBI-REF-O025</a> |
| • <a href="#">Ultrasound Laboratory</a>             | <a href="#">Room G58</a>                 | <a href="#">MBI-REF-O026</a> |
| • <a href="#">Inveon Laboratory</a>                 | <a href="#">Room G54</a>                 | <a href="#">MBI-REF-O027</a> |
| • <a href="#">Somatom CT Laboratory</a>             | <a href="#">Room G48</a>                 | <a href="#">MBI-REF-O028</a> |
| • <a href="#">Clinical Scanners</a>                 | <a href="#">Room G07 and G36</a>         | <a href="#">MBI-REF-O029</a> |
| • <a href="#">Radiation Laboratory</a>              | <a href="#">Room G12</a>                 | <a href="#">MBI-REF-O030</a> |
| • <a href="#">PC2 Laboratory</a>                    | <a href="#">Room G55</a>                 | <a href="#">MBI-REF-O031</a> |
| • <a href="#">Rodent Animal Houses</a>              | <a href="#">Rooms G50-51</a>             | <a href="#">MBI-REF-O032</a> |
| • <a href="#">Surgery Rooms</a>                     | <a href="#">Rooms G11A, G53 and G56A</a> | <a href="#">MBI-REF-O033</a> |
| • <a href="#">ARA-MBI MRI and PET/CT Laboratory</a> | <a href="#">Rooms B1-01 to B1-18</a>     | <a href="#">MBI-REF-O035</a> |

#### 5. NOTIFICATION TO MBI IF A RESEARCHER IS FOUND TO BE COVID-19 POSITIVE

Any researcher testing positive for COVID-19 or who has been in close contact with a confirmed COVID-19 positive person up to 14 days post MBI visit should immediately notify the MBI General Manager (Kylie Reid via phone - (03) 9902 9782 or via email [kylie.reid@monash.edu](mailto:kylie.reid@monash.edu)).

#### 6. COVID-19 CANCELLATIONS POLICY

MBI and ARA-MBI's usual [cancellation policy](#) will apply. However a request for special consideration can be made [here](#) to have the changes reduced or waived.

If you have any questions please do not hesitate to contact MBI reception during business hours on (03) 9905 0100 or via email at [manager.mbi@monash.edu](mailto:manager.mbi@monash.edu).

#### 7. OTHER USEFUL RESOURCES

Information about the novel coronavirus is still evolving and will continue to do so for some time. It is therefore vital that all Monash staff closely monitor the [University's COVID-19 website](#) and [Fact Sheet](#) to stay informed. These sites are updated constantly in accordance with Australian Government requirements and Monash University guidelines.