

MBI / BRAINPARK POLICY – HUMAN PARTICIPANT TESTING PROCEDURES FOR COVID-19

MBI-REF-O004-V5

1. INTRODUCTION

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

2. RESPONSIBILITIES

2.1. Responsibilities of Monash Biomedical Imaging

In line with the University's key COVID safe strategies MBI has implemented the following procedures:

- Screening and 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 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 and for communicating it to their participants. In particular, researchers must adhere to the 'Human Participant Procedure' (paragraph 3) and 'COVID-19 Equipment Usage and Cleaning Procedures' (paragraph 4).

Researchers are responsible for submitting appropriate risk assessments to their institutions around incorporating safe COVID-19 practices into their protocols and testing regimes.

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. HUMAN PARTICIPANT PROCEDURE

3.1. Prior to a Participant Attending

Researchers undertaking human participant testing at MBI and BrainPark must:

- **Screen the participant prior to them attending** by calling/SMS more than five days before their scheduled appointment, and again 12- 48 hours beforehand, to ensure they have not tested positive to COVID-19, been directed to isolate or are waiting for a test result. The researcher must also screen them for symptoms of acute respiratory illness or cold or flu-like symptoms before attending the facility.

COVID-19 screening questions that must be asked are:

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 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. In instances where there are current COVID-19 outbreaks, have you visited an [identified exposure site](#) and are required to isolate, get a COVID-19 test and remain isolated for the appropriate length of time?
6. Are you currently experiencing these symptoms?
 - Fever
 - Chills
 - Cough
 - Sore throat
 - Shortness of breath
 - Runny nose
 - Loss of sense of smell or taste
7. Have you travelled overseas or returned from overseas within the last 14 days?

If participants have experienced these symptoms or answer yes to any of these questions, then arrange a time to contact them in 2-3 weeks, or once they have a negative test result and their symptoms have subsided, to reschedule their attendance. If they have not had a COVID-19 test and have symptoms strongly encourage them to get tested.

- **Reduce participant motivation to mis-report symptoms** by explaining that their appointment can be rescheduled within a reasonable period of time, and that rescheduling won't compromise their participation in the research.
- **Explain to participants the need for heightened infection control** during this time, and that they will be asked to wash their hands/use hand sanitiser upon arrival and before departing. Also inform them that current DHHS regulations will apply as to the requirement to wear PPE such as masks, and that if they have COVID-19 symptoms when they arrive they will be directed to leave.

3.2. Procedure upon Arrival of Researchers and Participants

Physical Distancing

- Consistent with the current Government and University's policy, physical distancing may be required and researchers should be at least 1.5m away from participants or MBI 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 will supply masks and gloves for researchers and participants. Current DHHS regulations will apply as to the requirement to use these. 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.

- 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.

3.2.1. Researcher Arrival

All researchers must record their entry to the building by scanning the QR code located at entrances.

Researchers must not attend any session if they are unwell or answer “Yes” to any of the COVID-19 screening questions above.

3.2.2. Participant Arrival

- Participants are permitted to enter the building only a few minutes before their scheduled arrival time to limit the amount of time they spend in the reception waiting area.
- Participants must record their entry to the building by scanning the QR codes located at entrances.
- Participants must self-screen by answering the COVID-19 screening questions posted on the entrance door.
- Anyone accompanying a research participant will not be able to enter the building unless they are needed to assist a disabled participant or for another special reason.
- No refreshments will be available at reception.
- The water cooler will be accessible for use - taps must be wiped with an alcohol wipe before and after use and a water bottle or container must be supplied by the user.

3.2.3. Collection of Participants by the Researcher

- When the researcher gets notification that their participant has arrived, they must come to collect them from reception as soon as possible. Researchers are encouraged to be at reception a few minutes before their participant arrival time to meet them as they come in.
- If participants display symptoms on arrival or during their assessment, the researcher should end the session and reschedule the activity. Any person showing symptoms should be strongly encouraged to get tested for COVID-19.
- If the participant is having an MRI or MR-PET scan the radiographer will perform any necessary checks on the researchers and participant before the scan in line with current government policies.

3.2.4. Other Restrictions

- The reception waiting area is to be used for the shortest time possible. If researchers have scheduled breaks in their testing protocols, they should encourage their participants to go outside. If required by current University and/or government restrictions, physical distancing must apply in this area.
- The children’s waiting area has been closed so families or accompanied children coming for testing must be met by the researchers as soon as they arrive, preferably at the front doors before they enter the building. A mobile number should be supplied by the researcher to the participant to call when they arrive at MBI.

4. COVID-19 Equipment Usage and Cleaning Procedures

The researchers and 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.

- [Skyra MRI Laboratory](#) [Room G36](#) [MBI-REF-O007](#)
- [Biograph MR-PET Laboratory](#) [Room G07](#) [MBI-REF-O008](#)
- [fMRI/Eye-tracking](#) [Room G36](#) [MBI-REF-O009](#)
- [Galvanic Skin Response Module – Outside Scanner Use](#) [MBI-REF-O010](#)
- [Galvanic Skin Response Module – In Scanner Use](#) [MBI-REF-O011](#)
- [ECG Module – Outside Scanner Use](#) [MBI-REF-O012](#)
- [ECG Module – In Scanner Use](#) [MBI-REF-O013](#)
- [Respiration Belt Module – Outside Scanner Use](#) [MBI-REF-O014](#)
- [Respiration Belt Module – In Scanner Use](#) [MBI-REF-O015](#)
- [TMS Laboratory](#) [Room G29](#) [MBI-REF-O016](#)
- [EEG Laboratory](#) [Room G44](#) [MBI-REF-O017](#)
- [TMS-EEG Laboratory](#) [Room G29](#) [MBI-REF-O018](#)
- [Mock Scanner Laboratory](#) [Room G29](#) [MBI-REF-O019](#)
- [Oculomotor Laboratory](#) [Room G43](#) [MBI-REF-O020](#)
- [EEG-fMRI Protocol](#) [Rooms G36 & G44](#) [MBI-REF-O021](#)
- [EEG-fMRI-OM Protocol](#) [Rooms G36 & G44](#) [MBI-REF-O022](#)
- [Interview Rooms](#) [Rooms G41 & G42](#) [MBI-REF-O023](#)
- [BrainPark Testing Rooms](#) [Rooms G72-74, 102-105](#) [MBI-REF-O006](#)
- [Collection of Bodily Materials Sourced from Humans](#) [MBI-REF-O005](#)
- [TMS-fMRI Involving the BioPac Electrical Stimulator](#) [MBI-REF-O034](#)

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

Any researcher or participant 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).

Any researcher who wishes to test a recovered COVID -19 positive participant should contact MBI at manager.mbi@monash.edu to obtain the latest policy about this.

6. COVID-19 CANCELLATIONS POLICY

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.

7. OTHER USEFUL RESOURCES

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