

Scanning Checklist - Covid-19

Documents sent to the participant

- 'GifMI_informatiebrief participant'
- 'GifMI_campus_UZ Gent_scannerlocatie'
- Time of arrival (T0 + 15 minutes)

On-site Preparation

- Put on face mask before entering the building (procedure).
- Before touching anything:
 - Put jackets and backpacks in the designated large plastic bins (numbered, one per person).
 - Put personal things (e.g. phone, keys, coins, USB drive, ...) in the designated small plastic bins (numbered).
 - Wash your hands with water and soap (procedure – reminder available on site).
- Measure temperature of every researchers (and other attendants) and disinfect the thermometer.
- Perform pre-scan disinfection procedure (preparation room and console room):
disinfect
 - all door handles
 - light and door switches
 - keyboards, mouse pads
 - phone, door phone, MRI control panel
 - communication system
 - the most frequently used buttons of peripheral equipment
 - neck support and arm rests of used chairs
- Boot the scanner and peripherals.
- Open the door to the scanner room. Disinfection was performed by the researcher before you (procedure).
- Prepare the scanner room, meeting room and console room for the participant.

Reception of the participant (move to preparation room)

- Don't invite the participant until the on-site preparation is finished.
- Participant puts on the personal face mask before entering the building.
- Measure temperature of participant and disinfect the thermometer. **In case of fever, send the participant home!**
- Participant puts jacket, backpacks and all personal belongings in the designated large plastic bins (numbered, one per person).
- Participant washes hands with water and soap (procedure). Supervise and correct if necessary.
- Check the MRI compatibility of the mask.
 - If compatible: leave in place.
 - If not compatible: change to secondary mask available at the GifMI office (procedure).
- Secure the mask by application of Micropore™ tape to the nose bridge if necessary.

- Both participant and researcher disinfect hands with alcogel (procedure – reminder available on site). Supervise and correct if necessary.

- Pre-scan administration (move to meeting room)*
 - Check the ICF and MRI Safety Checklist orally.
 - Participant puts ICF and MRI Safety Checklist in an envelope. Seal the envelope.
 - Pre-scan preparation: instructions, testing, ...
 - Both participant and researcher disinfect hands with alcogel.

- Scanning (move to scanner room)*
 - Position the participant in the scanner (don't forget the ear plugs and alarm bulb). Try to maximize social distance as long as possible.
 - Close the scanner room door.
 - Disinfect hands with alcogel (every time after intervention in the scanner room).
 - Start to scan. Respect social distance to your colleagues during the scan session and keep your face masks on.

- Post-scan administration (move to meeting room)*
 - Help the participant out of the scanner and the scanner room.
 - Leave and close the scanner room.
 - Both participant and researcher disinfect hands with alcogel.
 - Debriefing: Post MRI safety checklist, testing, ... Store paperwork and pen in a sealed envelope.

- Post-scan hygiene (move to preparation room)*
 - Participant disinfects hands with alcogel.
 - Participant takes jacket and backpack from designated box.
 - Participant leaves as soon as possible.
 - Perform post-scan disinfection procedure (scanner room): disinfect
 - table surface (don't forget the sides where the arms rest and the participant comes upright), MRI control panels and jog wheels
 - coil (thoroughly!)
 - alarm squeeze ball and wire, ear phone
 - leg rest, padding, sand bags, ...
 - Buttons and wires of peripheral equipment (when used)
 - Buttons of projector (when used)
 - Large and small plastic bins
 - Disinfect your hands with alcogel.
 - Leave as soon as possible.