

SAFE WORK PROCEDURE (SWP)

Workplace: NeuRA Imaging Centre

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TASK/OPERATION: Magnetic Resonance Safety – Covid-19 (SWP08)

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Approved:
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Date:
17 June 11, 2020

Purpose:

- The purpose of this document is to ensure that all users of the facility understand the importance of preventing the spread of COVID-19 in the MRI environment.
- To outline procedures that users and facility staff must follow to promote a safe working environment to minimise the risk of spreading/ contracting COVID-19.

Rationale:

COVID-19 is a highly infectious virus affecting the respiratory system and has infected over 7 million people and caused over 400,000 deaths worldwide, as of 11 June 2020. In Australia, there have been over 7,200 infections and over 100 deaths; quite minimal compared to other countries. This has mainly been attributed to high rates of testing, social distancing, hand hygiene and closing down of international and state borders.

Though there have been low rates of community transmission and as NSW prepares to transition the work force to some resemblance of normalcy, much is still unknown about the virus. There is also currently no known vaccine or cure. Hence, we must continue to follow Australian Government and NSW Health advice about how to minimise the spread of the virus especially to vulnerable members of the community.

The procedures in this document attempt to ensure the health and well-being of participants and staff in the MRI environment.

Procedures:

- 1) In line with NeuRA COVID-19 Policy;
 - a) Participants or staff that have fever, sore throat, breathing difficulties and/or cold and flu like symptoms or have been exposed to known cases of COVID-19, are not to attend on site, are to self-isolate and discuss with their GP about getting tested for COVID-19.
 - b) Research teams are to confirm with participants prior to booking and also on the day before coming to NeuRA via email correspondence, the following:
 - i) they have not travelled overseas in the past 14 days,
 - ii) do not have any COVID-19 symptoms or
 - iii) have been exposed to anyone with COVID-19
 - c) All staff and participants are to have contactless temperature check and screening questionnaire done at the entrance of the building before proceeding to any part of NeuRA. A coloured sticker will be issued per day to indicate you have been checked and cleared.
 - d) Staff and participants are to practice Hand Hygiene. Staff should wash hands with soap and water or if not practicable use hand sanitiser,
 - i) on entering NeuRA, ALL Staff and Participants must use hand sanitiser at the wall dispensers located at the entrances,
 - ii) before and after contact with a participant (wash basin and hand sanitiser located in MRI) and,
 - iii) as frequently as is practicable
 - e) Participants who are or have the following:
 - i) Immuno-suppressed
 - ii) Elderly
 - (1) people aged 70 years and over,
 - (2) people aged 65 years and over with chronic medical conditions or compromised immune systems and,
 - (3) Aboriginal and Torres Strait Islander people aged over 50
(Australian Government Department of Health 2020)
 - iii) Cardiovascular disease
 - iv) Hypertension
 - v) Diabetes
 - vi) Respiratory disorders
 - (1) Chronic Obstructive Pulmonary Disease (COPD)
 - (2) Chronic bronchitis and asthma
 - (3) Pulmonary fibrosis
 - (4) Existing or multiple bouts of pneumoniaare considered high risk and as such are encouraged that they do not partake in the MRI component of the research until there are changes to government restrictions or to NeuRA policy.
 - f) The radiographer, patient and research assistant are to minimise contact and maintain 1.5 metres whenever possible in line with social

distancing.

- g) All staff and participants are to minimise touching one's face and eyes. Sneeze into the elbow or a tissue and then discard of the tissue.
- 2) The bore of the magnet, coils, table, buzzer, headphones and other materials used for the study are to be wiped down with clinell universal disinfectant wipes and allowed to dry after each participant. Pens are to be wiped down after each participant.
- 3) Patient gowns and sheets are to be changed and put in the laundry after each participant
- 4) If used, lockers and change rooms are to be wiped down after each participant including door handles and locks.
- 5) Where practicable, back to back bookings of participants are to be avoided leaving a minimum of 1hr between participants to allow for adequate air circulation, cleaning and to maintain social distancing and minimise exposure.
- 6) Where practicable, desks, computers, phones, all door handles are to be wiped down with clinell universal disinfectant wipes especially at the end of the day.
- 7) NeuRA Imaging floors will be mopped; scanner room – zone 4 will be mopped by the radiographer and disinfected at the end of each day a participant has been in the facility. NeuRA cleaners will mop and disinfect all other areas in NeuRA Imaging.

Relevant Personnel:

- MRI Radiographer – Ryan Castillo – Ext. 1110 – Mobile: 0431773626
- NeuRA Imaging Director – Caroline Rae – Ext. 1211 – Mobile: 0407467677
- NeuRA Facilities Manager – Mark O'Hara – Ext. 1821 – Mobile: 0414793683
- Administration and Compliance Manager – Deborah McKay – Ext. 1676
- Philips Customer Support – 1800251400

Codes of Practice/Standards:

- NSW Government Department of Health <https://www.nsw.gov.au/covid-19>
- NeuRA COVID-19 Policy
- ISMRM Training Webinar: "COVID-19: Perspectives from the MRI Front Line 2020"
- The Royal Australian and New Zealand College of Radiologists:
 - <https://www.ranzcr.com/search/ranzcr-mri-safety-guidelines>
 - <https://www.ranzcr.com/our-work/quality-standards>

Emergency Procedures:

- Magnetic Resonance Safety – Incidents (SWP03)
- Magnetic Resonance Safety – Emergencies (SWP04)
- NeuRA Incident Report & Investigation Procedure (WHS31)
<https://intranet.neura.edu.au/pages/viewpage.action?pageId=6848643&preview=%2F6848643%2F19824750%2FWHS31+Incident+Report+%26+Investigation+Procedure+v2.0.pdf>
- NeuRA Online Accident & Reporting Tool <https://forms.neura.edu.au/login>
- NeuRA First Aid Procedure (WHS20)
<https://intranet.neura.edu.au/pages/viewpage.action?pageId=6848643&preview=%2F6848643%2F16450180%2FWHS20+FirstAid+Procedure.pdf>
- Follow NeuRA Emergency Procedures Flipchart 2018 located near the MRI control room phone or on NeuRA Intranet
<https://intranet.neura.edu.au/download/attachments/6062404/Emergency%20Procedures%20Flipchart%20-%20Dec%202018.pdf?api=v2>