Safety protocol
v/1. (2020-06-08)

1. Planning
Additional safety considerations should be considered when screening participants for MEG studies. These include:

- Asking if the participant is sick, has been sick recently, or lives with/ is in close contact with anyone who is sick. Note: this refers to any type of sickness; it does not exclusively refer to confirmed or suspected cases of Coronavirus.
- Establishing if the participant belongs to a known risk-group associated with the Coronavirus. 
  https://www.folkhalsomyndigheten.se/smittskydd-beredskap/utbrott/aktuella-utbrott/covid-19/rad-och-information-till-riskgrupper/

1.1 Recruitment
Participants should be informed of the following safety procedures related to the Coronavirus:

- Research leader’s use of personal protective equipment (PPE) to mitigate the spread of the virus.
- Requirement that participant’s temperature be taken using a forehead thermometer (remote) upon arrival. Participants should be informed that their MEG measurement will be rebooked if their temperature is higher than 38 C.
- Participant’s use of sterile clotting during measurements.

The participant should be informed of new safety procedures on three occasions:
1. During initial contact.
2. In written information pertaining to the study that the participant receives prior to participation. Instructions to contact a research leader as soon as possible if the participant becomes sick prior to coming to the MEG lab should be given, and the research leader’s contact information should be easily accessible.
3. Via text message the day before participation. Reminder messages for MEG measurements could include a question asking them to confirm that they are not sick prior to coming to the lab.

2. Safety during MEG measurements

Guidelines:
(a) Leaders should wear a mask, and maintain good hand hygiene when able to maintain a safe distance (2 meters) from participant.
(b) Leaders should put on gloves and visor when unable to maintain safe distance from participant.
(c) Any person entering the lab while participant is present is also subject to guidelines (a) and (b).
2.1 Prep before participant arrival
Make sure high-touch areas are wiped down with disinfectant. Detailed instructions on surfaces to be cleaned can be found in each room and on the Safety Checklist. Rooms should be cleaned in the following order:

- MEG Lab
- Lab changing room
- Waiting room
- Participant changing room

Both research leaders should take temperatures with forehead thermometer to confirm that temps are less than 38 C.

2.2 Leader prep
Steps for putting on PPE to avoid cross-contamination:

- Tie hair back
- Remove jewellery and glasses
- Remove clothes and put in locker
- Sanitize hands
- Put on sterile clothes
- If wearing glasses, wipe them down with disinfectant before putting them back on
- Put on mask

Leader B prepares computers for measurements and conducts empty room recording.

2.3 Lab prep
Research leaders should go through the safety checklist and confirm that

- All rooms are cleaned according to the checklist
- All research leaders have taken temperatures and are healthy
- All research leaders have changed clothes and are dressed according to the safety protocol
- All PPE is stocked and easily accessible

2.4 Participant arrival
Leader A goes out of the lab to meet the participant in the waiting room.

Participant is directed to the changing room and the participant’s temperature is taken using a forehead thermometer.

- Temperature readings higher than 38.0 C will result in cancelation of MEG measurement and the participant will be rescheduled for a later date.

If the participant is healthy, they will be asked to sign the consent form for the study.
2.5 MEG prep and examination

(a) Leader A shows the participant the locker to store personal items and assist in finding sterile clothes for the participant. Sterile clothes should be put on the MEG bed in the changing room.

Leader A explains the basics of how to change clothes to avoid cross-contamination while referencing flowchart on the inside of participant’s locker.

Flowchart will be similar to information in item 1.1 Leader prep detailing steps for putting on PPE. The participant’s flowchart will include:

- Remove jewellery and glasses and place them in locker
- Remove clothes and place in locker
- Close and lock locker door
- Sanitize hands
- Put on sterile clothes

Participant is then welcome to meet Leaders A and B in the lab.

(b) Participant will be seated in brown chair and Leader B will begin MEG preparations, while Leader A prepares computers for MEG examination. MEG preparations include:

- Electrode placement
- Setting up HPI coils
- Digitalizing head for MRI co-registration

2.6 MEG examination

Leader B will show the participant in to the MSR and connect all electrodes, etc. Leader A can stand at a safe distance and help give the participant information pertaining to the exam.

The MEG examination will be ready to begin.

2.7 MEG examination completed

Leader B will disconnect the electrodes from the participant and help the participant from the chair. The participant will be directed out of the MSR.

Leader A will begin cleaning the MSR.

2.8 Participant interaction after MEG examination

Leader B will help remove electrodes from the participant and give the participant information on where to discard lab clothes, as well as any follow-up that the participant should expect. Leaders will thank participant and say goodbye, and Leader B will show participant to changing room.
2.9 Lab cleaning after MEG
The lab should be cleaned according to the normal cleaning protocol following a MEG examination.

2.10 Leaders change clothes
Leaders should change back to regular clothes after all cleaning has been completed. Used lab clothing should be taken to the participant changing room and discarded in the laundry bag in the changing room bathroom.

2.11 Leaders leave MEG lab
At conclusion of a MEG examination, leaders should check that:
- All cleaning has been completed
- All PPE has been disposed of properly
- All supplies, including PPE, are sufficiently stocked for the next MEG examination
- All used lab clothes have been placed in the changing room laundry bag

3.0 Follow-up with participant