

SOP Number :	405.03
Title :	Minimizing Risk – COVID-19

Revision Chronology			
Version Number	Effective Date	Review Date	Reason for Change
405.01	August 3, 2021	January 21, 2022	Initial Version
405.02	January 24, 2022	May 05, 2022	Facility Name Change
405.03	May 6, 2022	January 10, 2023	Updated Western policies

 Director Signature

 Date

1. Scope

This SOP is designed to help prevent the spread of COVID-19 within the CenTRI facility.

a. CenTRI Personnel Requirements

- COVID-19 is an upper respiratory infectious disease caused by a newly discovered coronavirus. The virus is known to spread primarily through the following:
 - Respiratory droplets produced by coughing or sneezing
 - Close, prolonged personal contact, such as touching or shaking hands
 - Contact with high-touch surfaces (e.g. door handles, operator consoles)
- There are many different measures aimed at reducing the spread of the virus which include:
 - Wearing appropriate PPE (e.g. mask, face shield, gloves)
 - Disinfecting high-touch surfaces
 - Coughing/sneezing into your elbow or sleeve
 - Frequent hand washing
 - Physical distancing, and remaining home if you are feeling sick or unwell

b. CenTRI Personnel Requirements

Western has adopted a phased-in approach to research recovery. CenTRI continues to work at both the faculty and institutional level to ensure that research operations resume safely and efficiently. Currently, we are in Step 3 of the Province of Ontario's Roadmap to Reopen. As a result, capacity in research spaces has risen to 100 percent with proper PPE and adherence to cleaning requirements.

CenTRI will continue to exercise policies regarding research activity, in line with the university operating guidelines to ensure safety with regards to COVID-19. These include measures such as donning appropriate Personal Protective Equipment (PPE), limiting the number of individuals permitted into the facility, and ensuring appropriate disinfection of all high-touch surfaces prior to and following each research study, as described below.

c. CenTRI Personnel Requirements

Western and its affiliated university colleges, Brescia, Huron, and King's are strengthening their COVID-19 vaccination policy by eliminating the option for regular testing except under rare exemptions. In adherence to the [strengthened COVID-19 vaccination policy](#), all members of our community – including students, employees and visitors – are required to demonstrate proof of

vaccination, except under rare exemptions. Please visit [this webpage](#) for any questions regarding Western's COVID-19 vaccination policy.

2. Procedures

a. CenTRI Personnel - Core Responsibilities

- **X-ray Technologist**

- Adhere to PPE guidelines in accordance with this SOP, as well as, the currently mandated standards as defined by the university, for dealing with human participants and animal models
- For human studies, mandatory pre-screening of research participants for COVID-19 related symptoms are required prior to scheduling. See [Appendix 11: \(COVID-19 Research Participant Pre-screen Form\)](#)
- Disinfect all high-touch surfaces, including any surfaces that human participants, research personnel, or other (e.g. animals) have come in contact with, before and after each study procedure
- When completing a study procedure, list research participant and/or all study personnel involved, in the “*Contact Tracing Logbook*” (see below for details) found at each room's operator console

- **All CenTRI Personnel (Level 1 & 2)**

- Adhere to PPE guidelines in accordance with this SOP, as well as, the currently mandated standards as defined by the university, for dealing with human participants and animal models
- For human studies, mandatory pre-screening of research participants for COVID-19 related symptoms are required prior to scheduling. See [Appendix 11: \(COVID-19 Research Participant Pre-screen Form\)](#)
- Disinfect all high-touch surfaces, including any surfaces that human participants, research personnel, or other (e.g. animals) have come in contact with, before and after each study procedure
- When completing a study procedure, list research participant and/or all study personnel involved, in the “*Contact Tracing Logbook*” (see below for details) found at each room's operator console

b. Scheduling

- An adjudication process (animal and human) has been implemented for approval of all research activities. This adjudication will occur at the Departmental/School and Decanal levels of each unit. Priority studies might include:

- Novel COVID-19 research projects that need to start as soon as possible
- Projects with deadlines for publications, student graduation, or extensive longitudinal studies where significant cost would be incurred
- Grants or contracts that have specific time-sensitive milestones that need to be completed.
- A health screening questionnaire must be completed for all CenTRI research personnel, including coordinators, and visitors (with special permission) prior to entering Robarts:
 - For Western personnel: <https://myrtc.uwo.ca/>
 - For external personnel: [COVID-19 Self-Assessment for Middlesex and London](#)

c. Bookings

- As research activities resume at the University, and within CenTRI, there will be restrictions pertaining to radiographic equipment bookings. Initially, while guidelines regarding research operations are being tested, CenTRI will enforce the following:
 - Requests for scan time can only be made once ruling by operating unit has been approved.
 - Amount of available scan time during this transition will be limited and at the full discretion of TIRF.
 - All requests will be communicated through centri-bookings@robarts.ca, preferably at least two days in advance.

d. Walk-On

- Walk-on bookings require a 30-minute buffer between studies to allow for proper disinfection of the radiographic equipment suite.

e. Limiting Exposure

- Physical distancing measures will be followed within the CenTRI as per university mandated standards. The maximum number of individuals allowed into each CenTRI suite during a radiographic exam will be limited to one research personnel, one study participant (for human studies) and one X-Ray technologist/operator.
 - Studies requiring additional personnel will be at the discretion of the amount of available scan time during this transition will be limited and at the full discretion of CenTRI.
- One additional person may accompany the subject for the study (caregiver, family member for human studies), but must wait in the waiting area of CenTRI to allow for appropriate physical distancing.

- In special situations where a child or a participant is unable to provide informed consent, the family member or caregiver may be able to accompany the subject into the radiographic suite, at the discretion of the facility director and/or facility manager.
- Research participants, and research personnel require screening for COVID-19 related symptoms upon arrival for any radiographic examination. Laser thermometry will be one way the facility assesses risk of fever.
 - Any participant or researcher exhibiting COVID-19 related symptoms (fever, shortness of breath, sore throat, cough, aches) will not be permitted into the radiographic imaging suite.

f. Disinfection and Decontamination

- Scheduling of all radiographic examinations require a 30-minute buffer prior to, and immediately following each scan. This allows adequate time for disinfection of all equipment and surfaces prior to the start of any subsequent research scans – and to replace linens in the case of human studies.
- CenTRI uses disinfectant cleaners, proven to be effective against the COVID-19 virus, as set out by Health Canada. The 30-minute buffer time will also allow research personnel from one group to leave, prior to the next group’s arrival, reducing the number of individuals in the facility at a given time.
- Disinfection procedure applies to all studies including, but not limited to; human, animal, and phantom scans. The disinfection procedure is as follows:
 1. Sanitize hands using alcohol-based sanitizer provided in the CenTRI suite.
 2. Don gloves.
 3. Use TIRF approved “Oxivir Tb” wipes to disinfect all high-touch surfaces (operator console), CenTRI equipment (phantoms, monitors, carts, etc.), chairs, door handles, and countertops in the radiographic imaging suite.
 4. Doff gloves.
 5. Sanitize hands again using alcohol-based sanitizer provided in the CenTRI suite.
- No food will be allowed in any CenTRI suite at any time. Only drinks, in a sealed bottle with a lid, will be permitted.

g. Personal Protective Equipment (PPE)

- All CenTRI personnel must adhere to PPE guidelines in accordance with this SOP and the currently mandated standards, as defined by the university, for dealing with human participants and animal models. All personnel, participants, and visitors entering any

radiographic imaging suite will be required to wear a reusable cloth, or disposable surgical mask. The latter will be provided by the CenTRI facility to visitors and participants.

- Prior to doffing the mask, please ensure to sanitize hands using the alcohol-based sanitizer provided in all CenTRI suites. All disposable masks are one time use only and are to be disposed of in the garbage when a study has been completed.
- Personnel who encounter human participants inside the CenTRI will don gloves at each encounter. The procedure for donning/doffing gloves are as follows:
 1. Sanitize hands using alcohol-based sanitizer provided in the radiographic imaging suite.
 2. Don gloves.
 3. Doff gloves.
 4. Sanitize hands again using alcohol-based sanitizer provided in the radiographic imaging suite.

h. Contract Tracing Logbook

- The contact tracing logbook is used to help determine the chain of transmission in the case of a COVID-19 outbreak in the CenTRI facility – Who was in the facility and when?
- It is the equipment operator’s responsibility to keep track of all parties present at the time of the scan, including study personnel, study participant, and any visitors. Names, along with the time, and duration of the scan will also need to be documented.
 - In the case of study participants, study name and a unique participant ID# will be used for verification to maintain anonymity.
- Further information regarding the current mandates and FAQs related to research operations at Western can be found at: <https://www.uwo.ca/coronavirus/faculty-staff.html> and <https://www.uwo.ca/coronavirus/health-safety.html>