

Guidelines Building and Safety

MRI scanner building

The MRI scanner building, located at Oxfordlaan 55, is from June 15th open again on working days from 0800-1700 hours, including presence of Scannexus personnel.

Outside of office hours, the following rules apply: scanning is only allowed when you are certified, when an in-house safety officer (BHV) is present, and the scanning session has been approved by Scannexus. Scannexus has agreed that extending the office hours is possible, and requests for this can be made.

At our facilities, RIVM guidelines apply:

- Do you have a fever, symptoms of a cold or shortness of breath: STAY HOME!
- After a positive COVID-19 test, you are only allowed to enter our facilities after at least 7 days, AND when you are at least 24h without symptoms
- In case housemates are infected, you are required to stay in home quarantine for 14 days
- Do the health check with the research volunteer (see attachment)

Arrival and entrance of building

Upon entrance, a walking direction is realized: entrance through the glass doors of Biopartner building, exit is through the hallway in the scanner building (visual indications are present). Outside of office hours, the long hallway functions both as entrance as exit. During these out of office times, we ask everyone to pay extra close attention to the 1.5m guidelines.

To prevent too many researchers and volunteers to be present at the same time, booking a time slot is a strict requirement. Upon entrance, attendance needs to be registered, as well as the number of volunteers that you will scan. At the reception desk, you will receive a face mask and gloves. Gloves are also available in the console rooms.

At the reception desk and in the safe area, a disinfectant pole is available such that everyone can disinfect hands upon entering. In the safe area, a facility for hand washing is setup (the door has been removed, to increase visibility and prevent unnecessary contact with the door handle).

Walking routes are indicated by visual guidelines on the floors. Moreover, stickers on the floor indicate the 1.5m distance that needs to be kept.

A safe working environment

Starting point is that working in our building occurs solely on a voluntary basis.

For all research that involves volunteers, gloves and facemasks are facilitated by Scannexus. Upon timely request by the researcher, safety glasses are also available. When the 1.5m distance guideline is not

feasible when interacting with a volunteer, the researcher is required to wear gloves and facemask. Researchers will receive instructions for proper use of these safety materials.

The reception desk in the scannerlab building will be constantly occupied by maximally one person approved by Scannexus. Furthermore, the waiting areas are setup to guarantee 1.5m distance between seats. A maximum of 2 persons (on top of volunteer) is allowed in the scanner console rooms. After each scanning session, 15 minutes of cleaning is scheduled.

Use of sanitary areas is allowed for one person at a time. This rule is made visible on the outside of the door.

Only Scannexus personnel that is required for research are allowed to be in the scanner building, all the others will work from the office in the Biopartner building. A two team division is made, with both teams working on different days. Team 1 is present on Mondays and Thursdays, team 2 is present on Tuesdays, Wednesdays and Fridays. Usage of public transport is to be avoided as much as possible during peak hours. Entrance of bicycle shed and parking lot occurs while observing the guidelines.

Shared working spaces will be kept clean, orderly and disinfected after each use. One working space per 12.5 m² is allowed, therefore our office in the Biopartner building (64 m²) allows for 5 occupied working spaces. (These working spaces are situated in the Biopartner building, outside of the scanner lab building).

Equipment used during research, such as MRI scanner, computers, patient table, etc, will be cleaned by the researcher after the study. To support this, 15 of cleaning time is added to each booking, facilitated by Scannexus.

BHV

During scanning sessions, a BHV-trained member of personnel will be present who can respond to a BHV-call. The guideline which states that 1 BHV officer per 50 visitors needs to be present will be adhered to at all times. All but one Scannexus staff members are BHV certified. Furthermore, 1333 is our regular alarm phone number. Within the Biopartner building, BHV certified individuals are present who will respond to our calls.

Rules of conduct and enforcement

Guidelines and rules of conduct will be published on posters on entrance doors and on various locations throughout the waiting areas.

Coordination of compliance to the guidelines within the scanner building will run via personnel at the scanner lab reception and the Manager Operations. Moreover, we expect from our staff that they address visitors who violate these guidelines. Our primary goal is to collectively take care of adherence to the rules. Furthermore, Scannexus staff will actively help to answer questions and try to support researchers where this is possible.

Upon starting up of research, researchers will receive the guidelines and house rules via mail. The guidelines for visitors can be sent/handed over to the research volunteers.

When guidelines are not followed up, we will address this to the persons involved, provide them with the required information, and reporting the incident internally. When the situation reoccurs with the same person, this will result into a temporary restriction of access to our facilities.

Communication

We will send the updated guidelines to our users. Whenever an update becomes available, this will also be sent out. In most cases, this will happen via email and local posters. Furthermore, important news will be put on our website, www.scannexus.nl

Staff with a disability will receive extra instructions, and / or will get an additional tour through our building the first time they enter.

Question can be asked via mail: scanlabs@scannexus.nl or via phone: 043-3885668.