**EEG Operator Refresher Training – COVID 19**

**Operator Name:**

**Training Date:**

<table>
<thead>
<tr>
<th>CHBH Protocols re: COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed an online CHBH re-induction PowerPoint presentation covering building specific COVID secure guidance, processes and policies, and to have completed the on-line Canvas course. Date:</td>
</tr>
<tr>
<td>Aware and read the CHBH RA and EEG RA available on the CHBH intranet. Date:</td>
</tr>
<tr>
<td>Re-read CHBH OPLR (Operating Procedures and Local Rules) and agreed to abide by them.</td>
</tr>
<tr>
<td>Aware of importance of EEG Operators to meet University criteria for Occupational COVID-19 screening.</td>
</tr>
<tr>
<td>Aware that only pre-approved EEG projects that can be carried out safely within the scope of the CHBH COVID-19 RA and EEG COVID-19 RA should be requested to be booked on Calpendo. Aware of importance to inform Jessica/Caroline of name/email/phone number, once booking confirmed.</td>
</tr>
<tr>
<td>Aware of importance of initial screening when recruiting Participants to ensure they can be safely acquired from to avoid any unnecessary visits to CHBH, using the “CHBH_COVID-19_Symptom_Screening_Questionnaire_v2.0.”</td>
</tr>
<tr>
<td>Informing Participants they will be contacted by CHBH Ops Comm. Staff (Jessica or Caroline) 24hrs before to verbally check Participant is symptom free.</td>
</tr>
<tr>
<td>Aware of importance of contacting the Participant by CHBH Ops Comm. Staff one day before, completing the MEG COVID-19 screening questionnaire.</td>
</tr>
<tr>
<td>Aware of importance of EEG Operator verbally completing COVID-19 screening again with Participant upon arrival at CHBH prior to allowing them access to EEG areas.</td>
</tr>
<tr>
<td>Aware of importance of not allowing any Participants into CHBH who do not pass the COVID-19 screening questionnaire.</td>
</tr>
<tr>
<td>Aware of the use of alcohol hand gel on entry and exit to EEG areas by both MEG Operator/s and Participant.</td>
</tr>
</tbody>
</table>

**Participant Safety when Acquiring data**

Aware of need to ask Participant to be comfortable and to ask if use of facilities is required. If required, Participant to use facilities following any COVID-19 protocols, and to then wash hands thoroughly afterwards.

**EEG Operator (and Shadower if required) and Participant to use alcohol hand gel before entering EEG Lab.**

EEG Operator (and Shadower if required) to have read, and have a good understanding of, the new EEG usage document regarding Operator usage of the EEG when acquiring data.

Please see document relevant for the lab:

128-channel: “128CHBH EEG Lab Covid Secure Plan”; 64-channel: “52PR EEG Lab Covid Secure Plan”

**EEG Operator, Shadower, Participant to wear face coverings when acquiring data.**

EEG Operator to wear apron, gloves and visor, and to spend the minimum time required within the 2m SD when preparing the Participant e.g. attaching eCHPI coils/Polhemus digitisation.

Reminder of location of alarms, fire extinguishers and emergency fire exit.

**Operator safety when performing QA, testing stimuli**

EEG Support, EEG Operator (and Shadower if required) to have read, and have a good understanding of, the new EEG usage document regarding Operator usage of the EEG.

Please see document relevant for the lab:

128-channel: “128CHBH EEG Lab Covid Secure Plan”; 64-channel: “52PR EEG Lab Covid Secure Plan”

**EEG Support and/or EEG Operator to wear face covering at own discretion if working alone in the EEG Lab.**

EEG Operator and Shadower to wear face coverings when working together if unable to SD, or at the request of EEG Shadower or Operator.

**Start and End of Booked Session**

Aware of the importance of not bringing non-essential items into the EEG Control Room – e.g. coats, wallets, bags.

Aware of responsibility of following rigorous personal hygiene and washing hands at start and end of EEG Lab usage.

Aware of responsibility of wearing assigned PPE for Operators, Shadowers, Participants as listed in the EEG RA.

Familiar with the correct Donning and Doffing of PPE for Operators and be able to demonstrate this clearly.

Repeat watching of Carer YouTube video clip - [https://www.youtube.com/watch?v=ozY50PPmsvE](https://www.youtube.com/watch?v=ozY50PPmsvE)

Familiar with the effectiveness of PPE especially when EEG Operator needs to approach within 2m of Participant and Shadower (if attending Lab) is unavoidable.

Aware that no food should be consumed in the EEG Labs by any EEG Personnel or Participant.

Aware of responsibility of safe filing of screening and ethics forms into filing cabinets.

Aware of responsibility to ensure all doors are secure at the end of session.

**Testing equipment/Acquiring data**

EEG Operator to have thoroughly tested/checked stimuli/response equipment to ensure correct functioning before Participant arrival. To book the EEG Lab as often as required to allow this testing/checking to take place.

1 EEG Operator to have printed out Screening/Consent forms the day before/before session. EEG Operator/Participant to maintain SD when forms are being filled out.

To pay extra attention to Participant via camera/window, to ask to replace facemask if EEG Operator has to enter testing space.

Aware of protocol for contacting EEG Support if problem with EEG equipment.

Aware of how to book slots within assigned times on Calpendo via Jonathan and additional restrictions.

Aware of policy of only allowing two EEG Personnel in the EEG labs at any one time (Operator/Shadower)

**Viewing Data**

---

V3.0 14/07/2020
Aware of observing SD whenever possible when situations arise where Operator/Shadower might have to view PC screen within close proximity of each other.

Infection Control, Hygiene and Cleaning
Aware of using all infection control barriers that have been installed and employed measures including listed PPE.
Aware of following rigorous handwashing protocol before and after acquiring sessions.
Aware of using supplied alcohol hand gel during acquiring sessions.
Aware to follow carefully the cleaning checklist provided for the Operator (and Shadower if necessary) after every testing/acquiring session and the importance of not compromising any part of the cleaning and infection control processes even if time is limited.
Please see “Process_COVID-19_Cleaning_Checklist EEG”.
Cleaning form to be digitally signed and emailed to EEG Support once booked session over.

Once acquiring allowed, Colleagues to put towels directly into designated “dirty laundry” bags.
Aware to treat all contact waste as infectious and place all disposable items used in the session in the waste bin/s.

Emergencies
Able to respond appropriately if Participant requires assistance, keeping SD unless unsafe to do so.
Know how to summon appropriate help: CHBH First Aiders (see limited FA list), Paramedics (999), and Security (44444).
Aware of limited First Aiders that will be onsite and to contact Edgbaston Hotel First Aiders or Security if no FA can be located.
Understand the need for the Operator/Shadower to have physical contact with Participant if absolutely necessary and unavoidable.
Pay extra attention to after-contact sanitization e.g. washing hands.

Additional COVID-19 measures
Aware of operating safely when testing stimuli, equipment/acquiring data and not to rush Lab usage thus compromising Participant/Operator/Shadower safety.
Aware that EEG Support/Technical Staff will only be onsite for Calpendo-booked sessions, will be WFH at all other times.
Aware of procedure to contact EEG Support if required during either a testing equipment or data acquisition session. To email or phone for Support (do not visit office G07). Operator/Shadower/Participant need to exit Lab if EEG Support needs to attend and SD cannot be adequately kept. Any items touched by EEG Support to be wiped down, before and after.
Aware that extra time allowance will be incorporated within the booked sessions that will allow for safe screening of Participant, donning and doffing of PPE and all additional infection control measures including cleaning.

Aware of the non-compliance procedure and how to report a health and safety concern within the EEG environment to the EEG Support Officer or use the online form (can be anonymous). Understand which situations may warrant a non-compliance report.

Understand that mental wellbeing is of utmost importance within the EEG environment and to raise any concerns with additional processes or policies or anything else such as fatigue, uncertainty or worry, to the EEG Support Officer in the first instance.

Additional EEG Operator Training required as necessary
To have undergone any original EEG training as necessary to be able to test equipment, acquire data, save data.
Operators advised by EEG Support to make a list, when requesting retaining, of any/all procedures/equipment usage they may have forgotten during lockdown.

Signature: Date:

Verified by:

CHBH EEG Support Signature Date:

V3.0 14/07/2020