COVID Secure Plan

Laboratory use with research participants

TMS-EEG laboratory

Single Operator, or dual usage (with “Assistant”) when acquiring data with Research Participants.

- All parties to wash hands and use 70% Alcohol hand sanitiser before entering TMS-EEG area.
- Operator and Participant (and Assistant if present) to wear own face covering when acquiring data.
- When Operator/Assistant is within 2 metres of the participant the Operator/Assistant is to wear;
  - Face covering and/or Face visor. Face coverings & visors are to be stored in a clean plastic tray (or similar) when not in use.
  - Disposable plastic apron
  - Gloves when in physical contact with the participant (applying cap etc).
- Designated areas of Control Area to be adhered to by Operator, Assistant, and Participant.
- Operator, Assistant, and Participant to keep to designated chairs.
- All non-essential items - coats, bags - to be left at home or left in plastic boxes with the lab, to reduce possible infection/contamination of surfaces and increasing cleaning time.
- The duration of the electrode application procedure should be minimised by advance preparation of cap, electrodes, and electrolyte gel.
- If an Assistant is present, both Operator and Assistant must wear face coverings when 2-metres distancing is not possible.

Before Testing

1) Participant contacted by CHBH Ops Manager or Administrator 24hrs before and verbally screened using COVID-19 Screening Questionnaire to confirm symptom free.
   - When initially recruiting Participants, inform Participant they will be contacted 24hrs before by CHBH Ops Comm.
   - TMS-EEG Operator contacts Ops Manager / Ops Admin, via email, no less than two full working days prior to the session. Ops staff to verbally confirm Participant is still symptom free. Participant informed to attend CHBH wearing a face covering.
   - Send a reminder email 1-2 days before the study, providing a copy of the CHBH Covid-secure building induction, and any other project specific instructions. If necessary, adjust the usual list of reminders (e.g., noting that some gel may
remain in the hair at the end of the session, participants advised to comb/brush their hair/scalp to reduce impedance at home rather than in the lab).

- Participant informed to arrive at the time specified and must be met by the researcher – there is no waiting area.
- Participant informed to bring their own water bottle so that they can have a drink break during the experiment if they need to.
- The Operator shares a link to a video explaining the task and the procedure to the Participant who is asked to contact the Operator with any question.

2) EEG/TMS Support or Operator to clean, power up, check relevant equipment, etc. To leave Lab once completed, cleaning hands with 70% Alcohol sanitising hand gel, washing hands as soon as possible.

3) Operator to print out all Screening/Consent forms beforehand. (As much of the procedure as possible should be conducted in advance (online where possible) or without direct contact (e.g., consenting, preparation of electrode cap and of TMS equipment).

4) Operator/Assistant arrives into Lab, puts on face covering/disposable apron, logs into Stim PC, powers up sound booth computer, BrainSight PC (when applicable), checks stimulus triggers/paradigm, checks response equipment (button boxes) etc. and ensures elastic EEG caps have been cleaned/ sanitized properly. Operator/Assistant to lay out as much of the equipment prior to the participant's arrival, including gel-filled syringe, syringe tips, towels, electrode collars, gloves and alcohol wipes. Polaris Optical Tracking System and TMS Magstim Rapid Stimulator power up, preparation of the stimulation sequence. Setup of the participant session on Brainsight Frameless Stereotaxic software. An adjustable frame with chin and head rest will be disinfected and positioned close to the Participant's chair. A sponge inserted into a glove and covered with single use paper will be placed on both chin and head rest to allow a comfortable session for the Participant.

Testing Procedure

5) Participant arrives at CHBH, reports to reception. Participant to enter the CHBH building wearing a face covering and applies hand sanitiser.

6) Operator verbally re-screens Participant: “Can I confirm that you are feeling well today, and don’t have any symptoms of Covid-19 such as a persistent cough, fever or generally feeling unwell?”
   - Successful Re-Screening - Participant is allowed entry into TMS-EEG Lab.
   - Unsuccessful Screening – Participant is politely asked to leave and advised about possible rescheduling after 14days.

7) Operator asks Participant if they need to use the facilities.
   - If so, Participant follows relevant procedure for using facilities.

8) The Operator ascertains the Participant has watched the video with explanation of the experimental procedures and answers any question. Otherwise asks the Participant to watch the video on their personal device (e.g. smartphone or laptop) before entering the TMS-EEG lab. The Operator answers any question the Participant might have.

9) Operator and Participant enter TMS-EEG lab, sit in designated chairs, keeping to designated areas. Participant's belongings/valuables to be placed in a plastic box (disinfect after each use).
10) Participant fills in/signs Screening/Consent forms, place forms in assigned plastic tray/s to aid information input by Operator.

11) Operator moves plastic tray/s, without touching forms, to enter details into relevant database as required.

12) The participant prep area will be set up to minimise face-to-face contact between the operator and participant. The capping and gelling will take place in the testing room whilst participant is seated in their designated chair. The operator/assistant will stand behind the participant, measures the participant’s head and fits EEG cap on participant head and begins to get electrodes gelled.

13) If Operator and Assistant are both capping/gelling, both will wear face mask, visor, gloves, and disposable apron.

14) Once capping is setup correctly, the TMS coil, which is held firmly by an adjustable frame, is positioned over the area of stimulation and monitored with the Polaris Optical Tracking System.

14) Operator re-confirms task understood by Participant.

15) The Operator plugs electrodes into amplifier box and starts offline TMS sequence. Once stimulation session ends, the Operator start the task.

16) One Operator/Assistant stays in the room with the Participant after. Both the Operator and the Participant wears face covering at all time.

17) During any relevant breaks in trials, Participant is informed by instructions on screen to take a break or drink some water should they need it.

18) When finished, Operator/Assistant informs Participant Acquisition for the session is complete and to wait to be unplugged. Data saved.

19) Operator/Assistant wears visor, unplugs Participant. Participant can sit in their designated seat wearing mask. Participant thanked for their time/debriefed/complete any forms, placed into plastic trays.

20) Participant to wash hands using soap and warm water for 20 sections, in accordance with the NHS guidelines, in the sink in lab space, and use paper towels to dry hands. Participant advised to wear their face covering until they leave CHBH building.

21) NOTE: Participants will NOT have opportunity to wash their hair before they leave. Gel should simply be wiped from the hair to the extent possible with a tissue and then disposed of.

After Testing

22) Operator/Assistant follow the respective approved lab cleaning protocol.

23) Experimenter to put used towels directly into designated “dirty laundry” baskets/washing machine. Note that towels will have only been used to dry cleaned items only.

24) Operator backs up data as appropriate.

25) Upon leaving (and locking if required) Lab, Operator/Assistant washes hands for 20-seconds following the NHS guidelines, or uses 70% alcohol hand sanitiser if hand washing is not available.
Supplies

- Disposable Nitrile Gloves
- Aprons (disposable)
- Visors (reusable - disinfect after each use)
- 70% Alcohol Hand Sanitiser
- Isopropyl Alcohol wipes (>=70%)
- Isopropyl Alcohol Solution (>=70%), including approved storage
- One plastic bucket for disinfectant solution
- One plastic bucket for rinsing
- Plastic Boxes for belongings x 2
- Chair covers (single-use or wipe-clean)
- Keyboard cover (disinfect after each use) x 2
- Disinfectant spray
- Towel for drying electrodes (not for drying hands or drying hair)
- Paper Towels (for drying hands or wiping gel off hair)
- Electrode cap soap (any sensitive dishwashing soap)