

Aalto Neuroimaging (ANI)

information and questions –session regarding measurements at AMI, MEG, ABL and Aalto TMS from 10.6. onwards

4.6.2020 @13:00 in ZOOM (meeting ID 66783787849)



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Please note that this session will be recorded and distributed to those ANI users who wish to see it, but cannot attend

Background

- Aalto Neuroimaging ceased all the measurement activities on 17th March, 2020 due to the coronavirus situation in Finland
- With our revised safety protocols and guidelines (*focused on minimizing the spread of the coronavirus causing covid-19*) we are allowed to continue our measurements in June
 - **AMI Centre, ABL, Aalto TMS: 10.6. onwards**
 - **MEG Core: 12.6. onwards**

Motivation

- These protocols and guidelines are extremely important for the safety of:
 - *Research participants and volunteers*
 - *ANI personnel & researchers (you)*
 - *Other affiliated people*
- PI and/or the person responsible of the measurement has the responsibility that these guidelines are followed
- Reminder: *Being professional is a credit, not only to us locally, but to the broader neuroimaging community*

In short

- All this information (including slides) will be distributed at ANI website:

<https://www.aalto.fi/en/aalto-neuroimaging-ani-infrastructure/ani-covid-19-information>

- You should always check the announcements at Aalto University's website "**Information on coronavirus**" (accessed from Aalto main page):

<https://www.aalto.fi/en/aalto-university/information-on-coronavirus>

- At ANI, two important set of instructions:
 - **Information sheet** (subject to changes)
 - **CHECKLIST** (subject to changes)

COVID-19 VALID FOR THE TIME BEING

Given the current situation of the spreading of the corona-virus in Finland, the measurements at Aalto Neuroimaging facilities can be resumed with the following additional safety- and operation instructions. These guidelines cover Aalto TMS –laboratory, Aalto Behavioral Laboratory (ABL), MEG Core and Advanced Magnetic Imaging (AMI) Centre.

- All the instructions and regulations set by the Aalto University and Finnish authorities must be followed! Please note, that in order to ensure safe working in coordinated manner, all visits to the Otaniemi campus should be notified to access@aalto.fi in advance (for detailed instructions, see the link at the end).
- A researcher or volunteer should not come to campus at all if he/she is sick, has fever, or shows any kind of respiratory symptoms. In serious cases, contact your health care provider. Persons within the risk groups of the corona-virus or persons who have been abroad during the past 14 days are not allowed to enter the facilities.
- One must leave at least one empty hour between two successive measurements in the reservation calendar. This is to ensure that members from different research groups are not present at the same time and to ensure enough time for disinfecting the facilities/equipment between measurements.
- During the measurements, a maximum of 2 researchers (at least one experienced researcher in that specific modality), 1 volunteer, and 1 person from ANI personnel (measurement assistance) are allowed. Under-aged volunteers may also bring 1 parent/guardian with them. In test-measurements/piloting (no volunteers), only 1 experienced researcher and 1 person from ANI personnel (if needed) are allowed. Currently, measurements are only possible when someone from ANI personnel is available at the campus end and has the possibility to ensure that safety measures are followed (i.e., weekdays from 9-16). Make sure the availability of ANI personnel in advance!
- When entering and leaving the laboratories, use the most direct route. During the whole time, avoid unnecessary touching of door handles, surfaces, research devices etc.
- Maintain at least a 2 m distance to each other at all times and take extremely good care of hand hygiene. Protective gear (respiratory masks and disposable gloves) should be worn during close contact situations. Do not shake hands. Do not touch your face. Do not touch each other's personal equipment. If possible, organize the measurement so that different people do not need to touch the same surfaces, keyboards, pens etc.
- For every measurement, the researcher in charge of the measurement fills in a separate CHECKLIST-form and acts accordingly. Please note that the CHECKLIST contains items that need to be checked from participants one day before the measurement!
- All the surfaces, keyboards, pens, research equipment, door handles etc. must be wiped clean with disinfectants before leaving the laboratory!
- In case someone present during the measurement gives a positive corona-virus test during the next 14 days, inform ANI personnel about this immediately by phone.

short

(including slides) will be
available at the
website:

<https://ani.aalto.fi/infrastructure/ani-covid-19-information>

Check the announcements at
the website “Information on
COVID-19” (available
from Aalto main page):

<https://aalto.fi/university/information-on-coronavirus>

set of instructions:

- Information sheet (subject to changes)
- CHECKLIST (subject to changes)

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<https://ani.aalto.fi>

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<https://ani.aalto.fi>

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COVID-19 "ANI_CORONA_CHECKLIST" – VALID FOR THE TIME BEING

Updated information on the current coronavirus situation and further instructions:
<https://www.aalto.fi/en/aalto-university-information-on-coronavirus>



For the time being, it is mandatory to carefully follow all instructions by Aalto University and Aalto Neuroimaging in all ANI facilities. Fill this checklist and act accordingly for each measurement session and leave the checklist to ANI personnel or folder in the facility!

BEFORE THE DAY OF THE MEASUREMENT

Before researchers or volunteers enter the campus, phone them and ask if they are willing to give explicit consent to answer questions about covid-19 symptoms and risks. If they give their consent, ask them questions to define that the required conditions for measurement exist. Otherwise, cancel the measurement before anyone enters the campus.

- Researchers DO NOT show flu-like symptoms or fever.
- Volunteer DOES NOT show flu-like symptoms or fever.
- No one planned to be present HAS NOT BEEN abroad during the last 14 days.
- No one planned to be present IS NOT within the corona-virus risk groups.

- I have phoned volunteers and researchers prior to the experiment and their answers indicate that the above-mentioned conditions exist. (Notice that there is no legal basis to keep the health information after the measurements are cancelled so do not keep notes of symptoms or health related risks.)

BEFORE STARTING THE MEASUREMENT

- NO ONE present show flu-like symptoms or fever.
- EVERYONE present has washed their hands with soap prior to starting.
- EVERYONE present is instructed about covid19-related safety protocols of Aalto University and Aalto Neuroimaging (e.g., physical distance, usage of protective gear etc.).

AFTER THE MEASUREMENT

- We have cleaned with disinfectant all the surfaces and research devices (e.g., tables, keyboards, pens, headcoils, patient table handles, door handles, MEG helmet, EEG caps etc.) that our volunteer and/or our team members have touched during this measurement session.

Thank you for your cooperation and understanding!

Date/Time: _____

Person in charge of the measurement: _____

Signature of the person in charge: _____

<https://ani.aalto.fi>

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- Information sheet (subject to changes)
- CHECKLIST (subject to changes)

Information sheet #1

- 1. All the instructions and regulations set by the Aalto University and Finnish authorities must be followed!** Please note, that in order to ensure safe working in coordinated manner, all visits to the Otaniemi campus should be notified to access@aalto.fi in advance (for detailed instructions, see the link at the end).

<https://www.aalto.fi/en/aalto-university/information-on-coronavirus>

Information sheet #1

The person who is responsible for the measurement:

- **Informs all visiting persons (group members' names and units, number of volunteers), time and place to access@aalto.fi in advance**
- *Places:*
 - AMI Centre: Otakaari 5 I (Magnethouse, 1st floor), IM110-IM113
 - MEG Core: Puumiehenkuja 2 (Nanohouse), 149a/b
 - ABL: Otakaari 5 I (Magnethouse, 4th floor), IM410
 - Aalto TMS: Otakaari 5 I (Magnethouse, 4th floor), IM417
- **The informed/granted times must be followed!**
 - **You cannot stay longer or arrive too early**
 - **No unnecessary overlaps for, e.g., volunteers**

(ANI personnel will inform their own presence when needed.)

<https://www.aalto.fi/en/aalto-university/information-on-coronavirus>

Information sheet #2

- 2. A researcher or volunteer should not come to campus at all if he/she is sick, has fever, or shows any kind of respiratory symptoms. In serious cases, contact your health care provider. Persons within the risk groups of the corona-virus, persons in quarantine or persons who have been abroad during the past 14 days are not allowed to enter the facilities.**

Information sheet #3

- 3. One must leave at least one empty hour between two successive measurements in the reservation calendar.** This is to ensure that members from different research groups are not present at the same time and to ensure enough time for disinfecting the facilities/equipment between measurements.

Information sheet #3

- Please note, that for example at AMI Centre, you cannot arrive 1 hour prior to your reservation for the time being (in case there is a reservation ending 1 hour before your reservation starts). You must allow time for cleaning and, thus, you can only arrive approximately 15 minutes prior to the reserved time in such cases.
- Similarly, you cannot stay longer than you have a reservation for when there is someone coming 1 hour after your reservation. You must have time to clean up everything in between and leave (approximately 30 minutes after your reservation) before the next group arrives.
- **Overlaps of volunteers or different research groups being present at the same time are not allowed at this time!**
- Important: If you are measuring more subjects in a row, you must clean all the surfaces and equipment before the next volunteer arrives!
- Follow the reservation calendar! ...and in case you need more time, you must reserve it from the calendar.

Information sheet #4

4. During the measurements, a **maximum of 2 researchers (at least one experienced researcher in that specific modality), 1 volunteer, and 1 person from ANI personnel (measurement assistance) are allowed.** Under-aged volunteers may also bring 1 parent/guardian with them. In test-measurements/piloting (no volunteers), only 1 experienced researcher and 1 person from ANI personnel (if needed) are allowed. Currently, measurements are only possible when someone from ANI personnel is available at the campus and has the possibility to ensure that safety measures are followed (i.e., weekdays from 9-16). **Make sure the availability of ANI personnel in advance!**

Information sheet #4

4. During the measurements, a **maximum of 2 researchers (at least one experienced researcher in that specific modality), 1 volunteer, and 1 person from ANI personnel (measurement assistance) are allowed.** Under-aged

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At the moment, we will continue measurements with **experienced users**. Once we get things running, we start organizing, e.g., MRI safety courses again and allow new users (rookies and summer students) to start given that everything is running smoothly and that we can organize contact-teaching.

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the campus and has the possibility to ensure that safety measures are followed (i.e., weekdays from 9-16). **Make sure the availability of ANI personnel in advance!**

Information sheet #4

4. During the measurements, a **least one experienced researcher, 1 volunteer, and 1 person from ANI (measurement assistance)** are required. **Volunteers** may also bring 1 person for **test-measurements/piloting** (1 person from ANI personnel (if needed) are allowed).

The red part is negotiable. For experienced users and in some circumstances, we will be flexible about this.

Pay extra attention to:
keeping distance to others, cleaning, not staying too long etc.

Currently, measurements are only possible when someone from ANI personnel is available at the campus and has the possibility to ensure that safety measures are followed (i.e., weekdays from 9-16). Make sure the availability of ANI personnel in advance!

Information sheet #5 and #6

5. When entering and leaving the laboratories, use the most direct routes. **During the whole time, avoid unnecessary touching of door handles, surfaces, research devices etc.**
6. **Maintain at least a 2 m distance to each other at all times and take extremely good care of hand hygiene. Protective gear (respiratory masks and disposable gloves) should be worn during close contact situations.** Do not shake hands. Do not touch your face. Do not touch each other's personal equipment. If possible, organize the measurement so that different people do not need to touch the same surfaces, keyboards, pens etc.

Wash your hands

- Before cooking and meals
- When you come in from outdoors
- After using the toilet or changing a diaper
- After coughing, sneezing or blowing your nose
- After touching the same surfaces as someone with a cold

and stop infections from spreading



1. Wet your hands with a lot of water



2. Apply some soap and rub your hands palm to palm



3. Rub the backs of your hands, your thumbs and between your fingers



4. Rub your hands together with your fingers interlaced



5. Rinse your hands with a lot of water



6. Dry your hands carefully with a paper towel



7. Use a paper towel to turn off the tap

www.thl.fi/handwash



 Finnish institute for health and welfare

Cough and sneeze correctly



Cough and sneeze into your sleeve to stop infections from spreading.



If possible, use a paper tissue.



Put the used tissue into a bin and wash your hands with soap.



 Finnish institute for health and welfare

www.thl.fi/coughcorrectly

PROPER MASK USE



1 REMOVE FROM PACKAGE

Remove the mask from its package by the earloops with clean, dry hands.



2 PULL BEHIND EARS

Place the mask on your face by pulling the earloops behind your ears.



3 MASK ADJUSTMENT

Pull the mask over your nose and chin. Mold the mask to fit your nose and check for leakages.



4 USING THE MASK

Use masks only once. Remove used mask by the earloops without surface contact and dispose. Wash your hands.

lumio**store**+

HOW TO

SAFELY REMOVE YOUR DISPOSABLE GLOVES



Always Remember

Clean to Clean
A clean bare hand touches only clean areas on the other glove

Dirty to Dirty
Contaminated surfaces only touch other contaminated surfaces

- ✗ Do not touch your face or adjust PPE with contaminated gloves
- ✗ Do not touch environmental surfaces – eg door handles, a keyboard, a computer mouse – with contaminated gloves
- ✗ Never wash or reuse disposable gloves

- ✓ Safely remove excess liquid beforehand
- ✓ Change gloves when heavily soiled or if they are torn
- ✓ Dispose of used gloves appropriately in accordance with your company's policy



WORLD LEADERS IN PROTECTING HANDS

www.globus.co.uk

Information sheet #7

7. For every measurement, the researcher in charge of the measurement fills in a separate CHECKLIST-form and acts accordingly. **Please note that the CHECKLIST contains items that need to be checked from participants one day before the measurement!**

Information sheet #8 and #9

- 8. All the surfaces, keyboards, pens, research equipment, door handles etc. must be wiped clean with disinfectants before leaving the laboratory!**
9. In case someone present during the measurement gives a positive corona-virus test during the next 14 days, inform ANI personnel about this immediately by phone.

Information sheet #8 and #9

8. All the surfaces, keyboards, pens, research equipment, door handles etc. must be wiped clean with disinfectants before leaving the laboratory!

**9. In case of
measurements
test during
personnel**

- If and when you need detailed information about what and how to, e.g., clean or act in the premises, please contact and discuss with ANI personnel before your measurement (we will instruct everyone personally in the beginning)
- Notify us immediately if you notice shortage of disinfectants, protective gear etc.!

Masks, gloves and disinfectants available



CHECKLIST 1/4

COVID-19

"ANI_CORONA_CHECKLIST" – VALID FOR THE TIME BEING

Updated information on the current coronavirus situation and further instructions:

<https://www.aalto.fi/en/aalto-university/information-on-coronavirus>

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CHECKLIST 2/4

BEFORE THE DAY OF THE MEASUREMENT

Before researchers or volunteers enter the campus, phone them and ask if they are willing to give explicit consent to answer questions about covid-19 symptoms and risks. If they give their consent, ask them questions to define that the required conditions for measurement exists. Otherwise, cancel the measurement before anyone enters the campus.

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- Volunteer DOES NOT show flu-like symptoms or fever.
- No one planned to be present HAS NOT BEEN abroad during the last 14 days.
- No one planned to be present IS NOT within the corona-virus risk groups or in quarantine.

I have phoned volunteers and researchers prior to the experiment and their answers indicate that the abovementioned conditions exist. (Notice that there is no legal basis to keep the health information after the measurements are cancelled so do not keep notes of symptoms or health related risks.)

CHECKLIST 3/4

BEFORE STARTING THE MEASUREMENT

- ✓ EVERYONE present has been granted access from access@aalto.fi.
- ✓ NO ONE present show flu-like symptoms or fever.
- ✓ EVERYONE present has washed their hands with soap prior to starting.
- ✓ EVERYONE present is instructed about covid19-related safety protocols of Aalto University and Aalto NeuroImaging (e.g., physical distance, usage of protective gear etc.).

AFTER THE MEASUREMENT

- ✓ We have cleaned with disinfectant all the surfaces and research devices (e.g., tables, keyboards, pens, headcoils, patient table handles, door handles, MEG helmet, EEG caps etc.) that our volunteer and/or our team members have touched during this measurement session.

CHECKLIST 4/4

Thank you for your cooperation and understanding!

Date/Time:

Person in charge of the measurement:

Signature of the person in charge:

CHECKLIST 4/4

Thank you for your cooperation and understanding!

Date/Time:

Person in charge of the measurement:

Signature of the person in charge:

Check, tick, sign and leave to us!

“CORONA-desks” at all sites upon entrance



MEG Core



AMI Centre

*ABL and
Aalto TMS*

In summary

- While doing measurements at ANI from 10.6. onwards (valid for the time being):
 - Follow all the existing and new guidelines!
 - **Information sheet** (subject to changes)
 - **Inform aalto@access.fi in advance** about everyone entering and staying in the premises (subject to changes)
 - **CHECKLIST** (subject to changes)
- Information will be distributed at ANI website:
<https://www.aalto.fi/en/aalto-neuroimaging-ani-infrastructure/ani-covid-19-information>
- Also learn and follow what is going on at Aalto-level:
<https://www.aalto.fi/en/aalto-university/information-on-coronavirus>

Questions?

- Let's continue measurements safely for everyone!
- You can always contact us for any later questions as well

	Contact person
ANI Director	Veikko Jousmäki, veikko.jousmaki@aalto.fi, 050-3442509
AMI Centre	Marita Kattelus, marita.kattelus@aalto.fi, 050-3443478
	Toni Auranen, toni.auranen@aalto.fi, 050-3442657
MEG Core	Mia Illman, mia.illman@aalto.fi, 050-3442379
	Tuomas Tolvanen, tuomas.j.tolvanen@aalto.fi, 050-5937628
ABL	Veli-Matti Saarinen, veli-matti.saarinen@aalto.fi, 050-4371591
Aalto TMS	Mikko Nyrhinen, mikko.nyrhinen@aalto.fi, 050-3719020