

## ***Dartmouth Brain Imaging Center (DBIC) – Cleaning and disinfecting***

The purpose of this document is to provide DBIC users with best practices for maintaining a safe and clean shared work environment, and to mitigate the spread of germs among DBIC staff, research personnel, and research participants. Users should be familiar with the DBIC's cleaning policies and procedures.

**Research personnel are responsible for cleaning everything that they or their subject touches and for ensuring that used linens have been placed in their designated locations.**

### **Facility cleaning – key points**

- Participants should put their used scrubs into the laundry bin in the changing room.
- **Paper sheets must be changed between each participant. The used sheet should be placed immediately in the trash bin located in the scan room.**
- Linens (pillowcases/blankets) must be changed between each participant. Used linens should be placed immediately in the laundry bin. Blankets may not be used for more than one participant.
- Between each participant, thoroughly wipe down the inside/outside of the head coils, cables, button boxes, and emergency squeeze ball

**Please help us keep the DBIC clean by also wiping down the following high-touch areas at the end of your session:**

- Countertops, scanner console
- Door handles, cabinet handles
- Scanner table controls on the gantry of the scanner
- Coils inside and outside, cables, button boxes, emergency squeeze ball
- Phantoms
- Light switches and plates
- Telephone, computer keyboards, and computer mice
- Chair armrests in the console area and the subject waiting area
- Door handles, light switches, and bureau drawers in changing room
- Photocopier controls
- System on/off buttons
- MRI intercom system
- Doorbell to MRI suite