

Guidance Document--Aug. 14, 2020, Revision 001

Introduction to COVID-19 Revised SOPs and Phase 2 Transition for CAMRIS Radiology MRI Research Core

In response to the COVID crisis and PSOM current Phase 2 Transition CAMRIS will be maintaining the following common procedures/policies in all CAMRIS Imaging Facilities:

These Policies and procedures relating to:

1. COVID Screening
2. Occupancy Level
3. Social Distancing
4. PPE during Subject Session
5. Preparation of Subject
6. Arrival and work flow of subject
7. Cleaning procedures and Buffer time between sessions

Overall MR Systems operation and access procedures have NOT changed. There are some minor alterations listed here.

Changes Phase 2:

- a. Masking of subjects undergoing MRI will be mandatory in cases where subject can tolerate the mask (claustrophobia) and the imaging is not adversely affected.
 - b. Limited Testing area access will be allowed. Preceded/followed by thorough contact surface cleaning
 - c. Stellar Chance MRI systems cleaning will be performed by trained Users
 - d. Screening Questions for COVID have been incorporated into the MRI screening form
 - e. Screening questions are reviewed/renewed with subject prior to MR session
 - f. Stellar subjects may be temperature checked at Stellar entry point by Investigator
 - g. Stellar subject entry will include information questions at the front desk
2. COVID screening will be part of all involved in the study:
- a) MRI Technologists are part of the HUP Radiology department. These people are screened by self temp and symptom check daily before leaving for work and are also temperature checked upon arriving at work.
 - b) Research Coordinator or Staff – ALL University Personnel will be participating in OpenPass prior to arriving for work.
 - c) Subject/subjects are screened with COVID screening procedure as outlined by HUP within 24 hours of their arrival. This screening occurs remotely (see SOP for details) to reduce density in the scanner facility.
 - d) Upon arrival they are temp and symptom checked prior to admission and given a droplet mask.

3. Occupancy totals for the facilities will be limited to or below the 50% occupancy level ordered by the University. This will be accomplished by the core designating a small group of operators. We will also be limiting the number of people within the Investigative group that may accompany research subjects. Caregivers will be urged to leave the subject in the care of the Investigative group if at all practicable. Scanning sessions will remain at 3 people. The subject, Investigator or their designate, and the MRI Technologist. Rotation of personnel to and from control area can be used to maintain this number.
4. Social Distancing of 6' will be maintained whenever practicable. In subject management and positioning situations where it cannot, the MRI Technologist will wear both mask and Face shield during the session. Workflow checks are in place that demand Investigative coordinator to "call" the scanner immediately prior to proceeding to the facility and confirm everything is ready for the session to begin. One hour of time will be left between scans. This is to allow proper and complete cleaning as well as air changes in the MRI room.
5. PPE will be managed based on HUP Clinical standard. All technologists will adhere to the 6' rule. In cases where they are positioning, assisting, or working inside that 6' distance the MRI Technologist will wear a droplet mask and face shield. All subject will wear a droplet mask the entire time they are in CAMRIS--This includes scanner time. The small metal forming bar present in the facemask will be removed and mask worn by subject during their time in the MRI unit.
Note: Claustrophobic occurrences due to mask are anticipated but the standard will be No Mask-No Scan.
6. Preparation specific to having an MRI done should in general be taken care of BEFORE subject arrives to allow for an efficient running of the session. This subject preparation in addition to COVID measures listed above. ALL of these should be taken care of PRIOR to arrival in department by the Investigative team:
 - a) Resolution of any history that could create unsafe MRI is resolved prior to arriving at HUP
 - b) Education of the subject to avoid use of make-up, hair spray/gel, hair pieces, jewelry
 - c) Wearing of appropriate clothing such as sweat clothes
 - d) All neurocognitive testing and preparation for the exam
 - e) Vision correction adjustments or fittings
 - f) Realistic evaluation of subject for successful completion of exam
7. Arrival and Workflow – All MR Technologists will be wearing droplet mask and face shield while working with the subjects. It is expected that coordinators will do the same. CAMRIS does not supply PPE items for the Investigators.

All subjects in Pennchart Radiology will be contacted via text and phone for COVID in advance of their time. Upon arrival they will be met by Coordinator, HUP screened and accompanied to

Dulles or PCAM registration. Upon completion of registration the subject will be placed in NAVICARE location systems. Coordinator will call MRI Technologist and confirm system is ready for session. Coordinator will take subject to MRI scanner.

All subjects arriving for Stellar Chance Facility are not scheduled in PennChart. MRI and COVID screening questions are presented in RedCap form to be completed before arrival. During the session the coordinator will leave the subject to be scanned by the operator. In the event that some portion of the session mandates the coordinator be present a 6' distance will be maintained and/or a mask and face shield implemented.

8. Post session cleaning and buffer time – each scanner is equipped with disinfectant pads that will be used by the technologist to clean all contact surfaces at the end of each imaging session. The MRI Bore in its entirety will be wiped down as will all peripheral equipment used for the study. A delay before starting the following subject will be built into the schedule to allow for proper cleaning and a number of air changes in the room. Surface outside of the MRI room involved in scanning will also be wiped down prior to the next session.

Please refer to our Standard Operating Procedures for more details. If you have any questions, please contact Shannon Long, Associate Director of CAMRIS.

Best,

The CAMRIS Service Center