

Department of Radiology: Clinical Research Division Standard Operating Procedure		
SOP No.: Ops 102_COVID-19 Phase 2 Stellar.	Title: Introduction to COVID-19 Revised SOPs and Phase 2 Transition for Radiology CAMRIS Stellar Facility	Page 1 of 3
Revision No.: 00		
Effective Date: Aug 14, 2020		
Originator: Norman Butler, Shannon Long, John Detre, MD, Kathleen Thomas		
Director, Research Operations:		Core Director:

1.0 PURPOSE

This document details policies and procedures for reopening of the CAMRIS MRI Facility resources located at Stellar Chance Imaging Facility (basement) in compliance with the COVID-19 Phase 2 Clinical Research Transition Plan outlined by The Office of Clinical Research (OCR). Any question or issues should be directed to CAMRIS Core Administrator.

2.0 SCOPE

The policies and procedures in this document apply to all Researchers, Principal Investigators and research staff entering/operating within the CAMRIS Facilities at Stellar Chance. The COVID-19 Research Resurgence Plan outlines policies/procedures surrounding but not limited to:

1. Social Distancing and wearing proper PPE
2. Research Subject management and logistics
3. Staggering of schedules
4. Workflow and Contact information
5. Cleaning/wipe down of contact surfaces
6. Clutter avoidance and removal

3.0 GENERAL RESPONSIBILITIES

- 3.1 Social spacing distance of 6' or greater is to be maintained whenever possible.
 - a. Standard droplet protection masks are to be properly worn at all times while within the facility. Masking of subjects undergoing MRI will be mandatory in cases where subject can tolerate the mask (claustrophobia) and the imaging is not adversely affected (i.e. BOLD, ASL, and Thornhill imaging procedures).
 - 3.1.1 *Note: although some subjects will not need to wear their mask during scanning. They must wear mask at all other times in the facility.*
- 3.2 Only 3 people allowed in the MRI Suite at any given time (subject, MRI operator, and experimenter) and must maintain distance. Teams may switch personnel in rooms or use remote operation of instrumentation to avoid having more than 3 people at one time. One operator permitted at the scanner console.
- 3.3 If distancing is not practicable Study Team Members must use face shields in addition to masks.
- 3.4 Investigators are responsible for removing their ancillary equipment at the end of the scan session.
- 3.5 Time slots are to be respected. Over run or delay cannot cause issue with other scheduled sessions. Buffer time is not placed for long delays or over runs. If used as such they will be billed to the Investigative group.

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3.6 Caregivers are not permitted unless necessary. For exceptions, contact the CAMRIS Administrator.

Study Team Members (Principal Investigator, Research Coordinator, Research Assistant) Responsibilities

- 3.7 All personnel and Investigators must complete the EHRS “Penn COVID-19 Training for Lab Researchers” prior to entering facility.
- 3.8 All personnel and Investigators will be expected to follow all policies and procedures outlined in this document in addition to those already in place. Failure to do so may result in termination of your access.
- 3.9 All Investigators and personnel will use PENN OpenPass to gain entry.
- 3.10 Non-PennChart scheduled subjects must be COVID PRE-screened by the Investigative group within 24 hours of subject’s arrival.
- 3.11 All personnel and Investigators will enter University through the designated entry points.
- 3.12 If a caregiver must accompany the subject, contact the CAMRIS Administrator.
- 3.13 Investigators need to provide current and viable contact information on calendar for updates about availability, delays and issues.
- 3.14 Investigators are responsible for maintaining the buffer between studies.
- 3.15 MRI Coordinators needing to be less than 6’ from subject for extended time (More than 10 minutes) must wear droplet mask and face shield.
- 3.16 Investigators provide their own personnel PPE.
- 3.17 NOTE: Use of the testing rooms in facility MUST be prescheduled with Margaret Ryan
- 3.18 Cleaning of Test Room is the responsibility of the Investigative group

MRI Technologists Responsibilities

- 3.19 MR Technologist will conduct final metal screening as well as a COVID-19 screening prior to the scan based on RedCap responses.
- 3.20 All MR Technologists will wear droplet mask and face shield when interacting with and positioning subjects in the scanner
- 3.21 MR Technologists will ensure all touch areas are disinfected with the appropriate solutions inside and outside the MRI area, waiting room area and inside the magnet bore. Disinfection will occur at the start of the scanning day and after each scan is completed.
- 3.22 MR Technologists will receive call from the Coordinator to confirm readiness for the subject/team member can proceed to the magnet area.
- 3.23 Delay information and updates must be relayed to the following scheduled Investigator

4.0 WORKFLOW

NON-PennChart Scheduled Subjects

- 4.1 Study team to complete MRI Metal Screening and COVID-19 screening within 24 hours of the scheduled appointment with subject via phone by using the CAMRIS web-based

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Metal/COVID Screening Form via link:

<https://redcap.med.upenn.edu/surveys/?s=JL48FJM894>

- 4.2 Research staff (CRC) must escort subjects to the facility. Entry to the Stellar Facility must take place through the Stellar Entrance on Curie Blvd. Screening and Temp checks must be performed there according to University policy. Sign in for non-university persons is required.
- 4.3 Upon arrival to SCL MRI they will proceed directly to the scheduled scanner.
- 4.4 MR Tech will greet Coordinator and subject outside of the controlled space and appropriate discussion about preparation of subject for scan and screening confirmation will occur.

Note: Subjects who do not pass the COVID-19 screening will not be scheduled or scanned.

5.0 REFERENCES

Office of Human Research (OCR) Document titled PSOM Phased Clinical Research Reentry Program May 8 2020.docx

Scanner Console tel#s

SC3T—215-746-4396

7T—215-746-3465

6.0 ATTACHMENTS

PSOM Phased Clinical Research Reentry Program May 8 2020.docx