

## Safety Guidelines and Procedures During the COVID-19 Pandemic for the CBI 3T MRI Facility at 30 Bee Street

*To mitigate the spread of COVID-19, the following safety guidelines and procedures are in effect until further notice for the CBI 3T MRI Facility at 30 Bee Street.*

- 1) **Compliance with MUSC Research Guidelines:** All studies utilizing CBI resources must comply with the relevant MUSC research guidelines including [specific directives related to COVID-19](#).
- 2) **In-Person Study Plan Approval:** An [In-person Study Visit Plan](#) must be approved by MUSC research leadership prior to scheduling subjects on Calpendo. This should be certified by completing an additional brief [CBI REDCap form](#). Failure to complete this certification may result in bookings being cancelled.
- 3) **Screening for COVID-19:** All subjects must be verbally screened in advance to assess their risk of COVID-19 infection. Under no circumstances should a subject or researcher with [COVID-19 symptoms](#) enter the CBI MRI Facility (e.g., cough or temperature > 99.5 °F).
- 4) **Face Masks Required:** All subjects and researchers must follow MUSC social distancing guidelines. Given the difficulty of maintaining a 6-foot distance inside the CBI MRI Facility, face masks must be worn by all subjects and researchers while in this space. The research teams are responsible for providing face masks for their subjects. If needed, the MR Technologist will supply MRI-compatible face masks at the time of the scan.
- 5) **Researchers Expected to Use Screening Rooms:** All researchers should use Calpendo to book in advance a screening room for their scan. This will be used as both a waiting area and a place to conduct interviews. To limit contact with other occupants, researchers and subjects are expected to wait in their screening room until their scheduled scan time, unless directed otherwise by the MR technologist. Each room will have a cleaning log book that must be signed by the researcher at the beginning and end of each session.

*Note: If you're new to scheduling a screening room on the [Calpendo website](#) go to the "Resources" dropdown on left side, highlight "Select bookmark" and select the "Default" option. You should then be able to select different screening rooms from the "Resources" panel. A refresh of the browser website page might be necessary for these settings to take effect.*

- 6) **Checking Screening Rooms Prior to Use:** Prior to escorting subjects into the CBI MRI Facility, researchers are responsible for checking the cleaning log to confirm that their reserved screening room has been disinfected. If not, researchers should disinfect the room before allowing subjects to enter. Promptly notify the CBI staff if a screening room was not disinfected after the previous use.

*Note: Environmental Services will clean the CBI MRI Facility each night.*

- 7) **Arrival of Subject to CBI MRI Facility:** Since the front door to the CBI MRI Facility at 30 Bee Street will remain locked at all times, subjects must be met outside the building by a member of the research team and accompanied inside. It is recommended that subjects be instructed to wait in

their car, if possible, until the researcher meets them. The researcher should be on-site well in advance of the scheduled time for the subject's appointment to properly conduct the procedures described in this document.

- 8) **Social Distancing in CBI Lobby:** Subjects should be brought directly to the screening room after entering the CBI MRI Facility. If necessary, companions may wait in the lobby, but to support social distancing, the number of people in the lobby should always be kept to an absolute minimum. Only those essential for the study should be allowed into the CBI MRI Facility. If the lobby is utilized by a study, the research team will also be responsible for disinfecting this area at the end of their visit.
- 9) **Subject Belongings and Lockers:** Subjects should put their belongings into a disposable plastic bag that will be provided. They may then put this bag into a locker. Do not put anything in the lockers that are not in a personal belonging bag. Do NOT use the CBI break room which is for MUSC staff ONLY. The CBI break room will no longer be used as a staging area; this creates a bottleneck and increases the chance of contamination. Please wait in the screening room until your scheduled start time or until called by the MR technologist.
- 10) **Researcher Belongings:** Researchers using the CBI MRI Facility must be always mindful of minimizing potential contamination. Researchers may put their belongings into the provided plastic bags and store them in designated areas. Researcher belongings should NEVER be placed on CBI staff desks and work areas.
- 11) **Researchers Required to Disinfect:** After each use, researchers must disinfect any areas they have touched using approved disinfectant materials, which will be provided. All surfaces in the control room and your screening room (including tabletops, doorknobs, chairs, keyboard, and mouse) potentially contaminated by the researcher and subject must be cleaned. This must be documented in the cleaning log on the door of each screening room. Failure to properly clean control room/screening rooms may result in suspension of scanning privileges.  
  
*Note: Researchers will also be responsible for disinfecting other rooms or equipment (lobby chairs, mock scanner equipment, wet lab, etc.) if used by researchers, subjects, or subjects' companions while at the CBI MRI Facility. The MR technologist will disinfect the MRI scanner room.*
- 12) **Extra Scheduling Time for Disinfection:** There will be at least a 15-minute gap between the scheduled times for all scans so that the scanner, console, and locker areas can be properly disinfected. Do not bring your subject into these areas prior to the scheduled start time unless directed to by the MR technologist.