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IMAGING CENTER

UTD BrainHealth Imaging Center Ramp-Up Guidelines and Procedures

UPDATE (7/2021):

The UTD BrainHealth Imaging Center (BHIC) offers updated guidelines & procedures following changes approved by the MRI Operations, Safety & Feasibility Committee regarding lifting of additional COVID restrictions. As with our previous “Re-Opening” guidelines, the ultimate goal is to maintain minimum risk to staff and participants coming to the Imaging Center.

Lab Resources Reservations:

[Lab Resources](#) reservations for participant scans will remain “pending” until reviewed & approved by BHIC staff but are no longer contingent upon negative COVID test results (unless the researcher continues to participate in the UTD Proactive COVID Testing Program).

- Scan time/Participant Set-up reservations
 - Scanner reservation time should account for 1) participant donning scrubs/researcher donning PPE, 2) participant set-up in scanner AND 3) study scan.
 - Reservation description should include a breakdown of time booked (ex: participant change/prep time 9:00-9:15; scan time 9:15-10:30)
 - **Buffer time is NOT intended to compensate for running over booked time.**

Researchers should be as efficient as possible when entering & exiting for your scanner time reservation to maximize scan time available to the community.

- Pre/Post-Task Assessment Rooms (effective July 1, 2021)
 - “Fitness Room (1.5C1)” and “BHIC Reception (1.403)” are no longer available as Pre/Post Task Assessment Room(s).
 - The “Meeting & Consent Room (1.413) and the “Conference Room (1.509)” are designated in Lab Resources for pre/post-task assessments.
 - Pre/post task assessment room reservations (required) will be monitored but not approved by schedule administrators.
 - Disinfecting of pre/post-task assessments area(s) is the responsibility of the researcher/study personnel using the space.
 - We strongly encourage any study that can to please conduct pre and/or post-task assessments outside of the Brain Performance Institute building and the Imaging Center.

GENERAL PROCEDURES:

- Participants are strongly encouraged to wear a face coverings during their time at BHIC (in accordance to CDC guidelines related to “healthcare” settings).



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- Within 24 hours of the study visit Researchers will pre-screen all Participants using the UTD BHIC “MRI Safety Screening Form” and “Health Questionnaire.”
- Hand sanitizer will be readily available and use will be encouraged upon entering & exiting the Imaging Center.
- Participants should be instructed to bring minimal personal items, jewelry, etc.
- Participants should be informed in advance regarding the use of PPE (masks, scrubs, head coverings, non-skid socks) while in the Imaging Center.
- Fifteen (15) minutes have been blocked between visits to allow for disinfecting, air exchange, staff transition & data transfer.
- A single occupancy restroom (1.4R2) is available for use as a secondary participant changing area. Disinfecting of the restroom/changing area is the responsibility of the Researcher following use by their participant.
- Up to three (3) people per scanner console (maximum 6) can occupy the Control Room:
 - Scanner Operator
 - 1 or 2 Researcher(s)
 - Researcher will undergo specific training regarding:
 - Proper donning & doffing of PPE (OPTIONAL)
 - Participant set up in & exit from the scanner
- Physical distancing should be practiced as much as possible within the Control Room and console area.

VISIT PROCEDURES:

- Participant arrives at the BrainHealth complex with clear instructions on where to meet the Researcher conducting the experiment.
 - Researcher should direct Participant to closest parking area to where Pre-Task Assessments will take place.
 - Researcher (wearing face mask) will meet Participant at the appropriate building entrance.
 - Participant should be advised to arrive wearing a face covering/mask (disposable or cloth).
- Researcher will:
 - Escort Participant through building entrance to perform re-screening using the BHIC Health Screening Questionnaire (scan will only proceed if responses are still clear).
 - A hard copy of the Health Questionnaire must be provided to the MRI Technologist prior to the start of the participant scan.
 - Take Participant temperature.
 - If temperature is below 99.5, Researcher can continue with pre-task assessment or proceed to changing area.
 - If temperature is above 99.5, the scan will not be performed and the Researcher will work with the Participant to reschedule.



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- Participant will be escorted to the changing area to remove and secure any personal items.
- Participant will be asked to don disposable scrubs over their street clothes. If clothing is too restrictive for movement as required inside the scanner, the participant will have the option to change from street clothes into scrubs, securing clothing in a locker.
 - If Participant has entered with their own face covering, they should be instructed to change into the face-mask provided by the Imaging Center (available in the changing areas, control room, and both scanner rooms).
- Participant should be instructed to remove street shoes. If preferred, they can don disposable non-skid socks available in the changing room.
- While Participant is in the changing area, Researcher will don PPE (disposable isolation gown, gloves & OPTIONAL face shield).
- Scanner Operator will review the MR Safety Screening Form with participant (no deviation from normal practice).
- Researcher or Operator will escort Participant into the scanner room and position them on the table according to the ENTRY checklist (as per training & as posted within the scanner room).
 - Contact with the Participant will be kept at a minimum during the positioning phase.
 - OPTIONAL: Researcher will leave face shield in scanner room.
- Researcher or Operator will secure room (remove & dispose of gloves & gown) and apply hand sanitizer.
- Scanner Operator and Researcher will make every effort to maintain 6 feet of physical distance in Control Room during the experiment.
 - As much as is feasible, equipment will be moved so that Operator & Researcher avoid facing each other.
 - If equipment cannot be moved to keep safe physical distance, the Operator may step away from the console to allow the Researcher to complete necessary tasks.
- At the end of the experiment, the Researcher or Operator will put on gloves & gown prior to re-entering the scanner room.
 - Prior to approaching Participant, Researcher or Operator will replace face-shield (OPTIONAL).
- Researcher or Operator will remove Participant from scanner according to the EXIT checklist (as per training & as posted within the scanner room) and, if necessary, provide them a face mask.
 - Participant must be wearing their face mask prior to exiting the scanner room.
 - Participant will be asked to wear their mask until they exit the building.
 - Researcher will escort the Participant out of the scanner room.
- Researcher will escort Participant to the changing area to retrieve personal items.
- Participant will be asked/instructed to remove scrubs and discard them in the proper container.



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- EXIT OPTION 1: Researcher will escort Participant to the appropriate post-task assessment area. Following post-task assessment, Participant will be escorted to exit the building. Researcher will return to the post-task assessment area to disinfect the room/area (including door handles, thermometer, hand sanitizer, pens, tables, chairs, and storage cart).
- EXIT OPTION 2: Participant will be escorted to exit the building. Researcher will return to the pre-task assessment area to disinfect the room/area (including door handles, thermometer, hand sanitizer, pens, tables, chairs, and storage cart)

CLEANING PROCEDURES:

All cleaning procedures will follow the product manufacturers' instructions for application, contact time, etc. BHIC uses Peroxigard disposable disinfectant wipes and Peroxigard disinfectant spray.

Disinfecting of the following areas will be conducted after each scan/participant.

- Scanner Room(s)
 - Scanner: table, head coil, inside of bore (using an extender [e.g. plastic "swiffer type"] mop), front panels and controls.
 - Accessories: positioning pads, button boxes, call button, audio headset, etc.
 - All door handles, cords, and other surfaces used or potentially touched.
- Control Room
 - All door handles, scanner intercom unit, projector controls, counters, computer and computer accessories (keyboards, mice, etc.), desks, chairs, etc.
- Pre/Post Testing Room(s)
 - Researchers are responsible for spraying or wiping down all door handles, storage cart, thermometer, pens, and other surfaces used or potentially touched.

End-of-Day disinfecting will include:

- Changing Area (1.615)
 - Chairs, locker (inside and out), lock, key, door handles, cabinets, tables, etc.
- Other
 - Floors and paths used between the Imaging Center entrance and the scanner.
 - At regular intervals, disposable PPE will be gathered and moved to the outside trash bin.