Research Team Appointment Protocol

**Note:** This checklist assumes the subject has passed the symptom screener, and the informed consent, MRI safety form, and any pre-scan testing has been administered remotely. This form does not need to be submitted to CCN, but CCN will ask to review for compliance.

**Legend:** Please ✓ all boxes completed, ✗ all boxes not performed

**Before Entering CCN:**
- If subject is accompanied by parent/guardian, outdoor waiting spaces are available (such as Semel courtyard outside of C-floor, Ronald Reagan Courtyard across the street, or B-floor deck)
  - The waiting area is not to be occupied; a parent or guardian may stay inside scanner room with the subject if young/vulnerable subject requires support to complete scan
  - **Note:** Only one other person is allowed to accompany the subject, extra siblings/friends are not permitted
- All parties should be wearing face coverings/masks already, but if not, CCN can provide one for research team or subject
- Make sure the subject has not developed any symptoms between administering the pre-appointment screener and the morning of the appointment
  - This should be taken care of via the [UCLA Pre-screen Questionnaire](#), which needs to be administered 1-2 days before as well as the morning of the appointment

**Immediately Upon Entering CCN:**
- Instruct subject to place personal items in container labeled “Items”
  - This includes ALL items (cellphone, wallet, keys etc.)
  - Assure them no one else will be entering the center in the interim
- Head directly to the sink and make sure all parties wash their hands thoroughly
  - Take subject’s temperature with the forehead thermometer, and SpO2 measurement with the pulse-ox device
    - Subject has normal physiological signals, proceed to next check box
  - Conditions to send subject home:
    - Temperature is > 100.2°
    - SpO2 < 93%
  - If subject fails to meet appropriate health criteria, direct them to take their personal items and promptly leave the center
- If safety screen and/or informed consent could not be completed remotely, proceed to the testing room where desk divider has been installed

**Proceeding with MR Exam:**
- Confirm MRI safety form/information is current and accurate
- Research staff can advise subjects to change into gown or scrubs
  - Please place clothing into appropriate CCN provided bag
  - Make sure all face coverings and masks are MR safe before entering scanner room
- Leave control room (NOT scanner room) door open for the entirety of MR session
- Confirm fan inside scanner bore is at max, and scanner room circulation fans are both on
- Commence placing subject into position
  - Face shields are required during this step
  - Gloves are available for subject positioning
- If you are using optoacoustic headphones and/or response device
  - Use provided mesh covers
- Once subject is comfortable on patient table, and laser alignment is finished, instruct participant to pull mask below chin
- Send subject to isocenter
- Complete MR Session
  - Face shields should be worn if subject interaction is necessary during session

Once MR Exam is Complete:
- Proceed to remove subject from bore and scanner bed
- Instruct the subject to gather their things and exit suite as soon as possible
  - Outdoor waiting areas are encouraged to decrease contamination, such as Semel courtyard outside of C-floor, B-floor deck, and Ronald Reagan courtyard
- All equipment that has come into contact with subject or research staff during exam must be disinfected promptly
  - See Digital Infection Control Disinfection Checklist for details