

Research Team Appointment Protocol

Note: This checklist assumes the subject has passed the symptom screener, and the informed consent, and MRI safety form has been done remotely. This form does not need to be submitted to CCN, but CCN will ask to review for compliance. This SOP is designed exclusively for MRI Sessions; use of EEG or Ultrasound must be approved via a separate SOP.

Legend: Please ✓ all boxes completed, ✘ all boxes not performed

Before Entering CCN:

- 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 2-3 days before as well as the morning of the appointment
 - If subject is to be accompanied by parent/guardian, it is required to administer pre-screen questionnaire to parent/guardian as well
- All parties should be wearing face coverings/masks already, but if not, CCN can provide one for research team or subject
- 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 the 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

Immediately Upon Entering CCN:

- Instruct subject to place personal items in container labeled “Participant Items”
 - This includes ALL items (cellphone, wallet, keys etc.)
 - Assure them no one else will be entering the center in the interim
 - If instead subject has all items placed in bag or backpack, please leave in waiting room area
- Head directly to the sink and make sure all parties wash their hands thoroughly
- Take subject’s temperature (and parent/guardian’s if applicable) with the forehead thermometer, and SpO2 measurement with the pulse-ox device
 - Subject has normal physiological signals, proceed
 - Conditions to send subject home:
 - Temperature is $\geq 99^\circ$ or...
 - SpO2 < 94%
 - If subject fails to meet appropriate health criteria, direct them to take their personal items and promptly leave the center
- Disinfect pulse-ox device using small alcohol wipe (next to sink)
- If safety screen and/or informed consent could not be completed remotely, proceed to the testing room where desk divider has been installed

- If face-to-face instruction is required, face shields must be worn
- ❑ 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

Proceeding with MR Exam:

- ❑ 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
 - After subject has placed head into head coil, instruct to remove ear-loops from mask, but keep mask over mouth
- ❑ 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, ask them to remove mask and keep on their mid-section or hip
- ❑ Send subject to isocenter
- ❑ Fill out information sheet on CCN iMac
- ❑ Continue with MR Session
 - Face shields must be worn if subject interaction is necessary during session

Once MR Exam is Complete:

- ❑ Ask subject to place mask/covering back over mouth
- ❑ Remove subject from bore and scanner bed (face shield required)
- ❑ 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
- ❑ Input finish time on information sheet