CCN Infection Control Policy Document

Objective
The purpose of this document is to publish comprehensive and transparent policies for all users of the Staglin Center for Cognitive Neuroscience to follow in order to mitigate the spread of COVID-19.

Hygiene
- All persons will be required to wash hands immediately upon entering research suite, without exception
  - Instructions on appropriate hand washing technique are posted above sink
- Hand sanitizer is available in two locations: next to CCN entrance and adjacent to sink
- Projects are not permitted to collect any biological sample, including saliva and blood, as risks of contamination and spread are too great
- Participants may not use any personal items (cell phone, wallets, purses etc) inside of research facility; all items will be placed in a secure location upon entry (prior to washing hands), and picked up only upon exit
- Research staff shall also refrain from using personal items until outside of research space
  - Required research devices are the only exception (stimulus laptop etc.)
- Sanitary equipment covers will be used when available
  - E.g. Optoacoustic headphone covers

Personal Protective Equipment
- The Center will provide PPE
- Face coverings will be required at all times for subjects and staff (personal cloth face coverings are acceptable)
  - Note that some masks are not MRI compatible and will require specific standardized equipment
  - Please follow UCLA guidelines for appropriate cloth face covering use
- Disposable gloves and gowns will be available for staff if physical interaction is necessary
- Disposable equipment covers will be used where available
- Extra protection, such as personal plastic face shields, are required for interactions lasting longer than 10 minutes or interactions in which brief close physical proximity is required
  - Example: When a member of the research team is placing a participant into the bore, a face shield will be required as proximity to the subject’s face will be within 6ft.
  - Face shields are not permitted to be shared between staff members
  - PIs should encourage staff to acquire personal face shields before scheduling scan sessions
    - UCLA Health is providing basic plastic face which can be picked up at Ronald Reagan Room B301

Disinfection
- Investigators will be required to disinfect all equipment after use
  - Disinfection checklist must be submitted after each and every scan session
- Disinfectant sprays and wipes will be readily available
Concentrations of peroxide, bleach, and alcohol based disinfectant will be consistent with CDC guidelines.

Training on proper disinfection techniques will be required for all research staff intending to return to research activities.

- Research staff are required to disinfect high contact areas including, but not limited to:
  - Keypad and door handles
  - Computer keyboard and mouse
  - Head coil
  - Squeeze ball
  - Head cushions
  - Headphones
  - The bore interior
  - Table surfaces not covered by bed paper
  - Any peripheral equipment

### Physical Distancing
- As per UCLA guidelines, Phase 2 of Research Ramp-up consists of ultra-low density, meaning approximately one person every 250 sq. ft.
  - Phase 3 (low - medium density): Physical distancing guidelines to be reviewed
  - Phase 4 (medium - normal density): All forms of human subject research are allowed, including those in which risk cannot be mitigated to minimal levels.
- Research teams should consist of no more than 2 persons
  - Teams of 2 should be a consistent working pair to limit exposure and cross contamination to other lab members.
- Due to the MR control room being less than the requisite 250 sq. ft., only one member of the research team will be operating the scanner at any given time.
  - The second team member will be located in the testing room or waiting area, and available to help in the case of an emergency.
  - If the second team member must enter the control room to assist in research or operational tasks, it must be very brief (i.e., a minute or two max).

### Use of Space
- As per our Operational Ramp Up Plan submitted to UCLA, the space will initially be used for MRI research appointments only.
- Meetings and testing will be done remotely to the furthest extent possible, and only performed in the research suite if absolutely necessary for data security or subject safety.
  - This includes remote IRB consenting and MRI safety questionnaires.
  - Ronald Reagan courtyard (outside of cafeteria) and B-floor deck are available to use for outdoor testing/consenting; no reservation of space required.
  - If indoor space is necessary for face-to-face testing/consenting, testing room will be setup with physical barrier in the form of an acrylic desk divider.
    - Desk divider must be disinfected after use.
- The waiting area is to be left unoccupied until further notice.
Outdoor waiting/seating areas are preferred
  - Semel and Ronald Reagan courtyards are approved spaces, as well as B-floor deck down the hall from B-floor waiting room
  - Only one family member or guardian per subject, no siblings permitted
  - Parent or guardian may be present inside scanner room in order for subject to complete scan (due to fear or anxiousness), but extra precaution is required
    - MR safety form must be filled out for parent/guardian
  - If subject shows up with multiple family members, they are not permitted to enter research space, and will be required to wait outside until session has finished

**Group Interactions**
- Research groups awaiting their scheduled scan time will be required to wait in the hallway or a separate waiting area, preferably outside the building
- Under no circumstances may team members of the next group enter the research suite before the current group has finished their scan, sanitized the area(s), and left the suite with their participant(s)
  - Cleaning time must be factored into planning research sessions, i.e. teams may not leave and come back to finish or skip certain aspects of disinfecting routine because the scan ran over
  - Scheduling guidelines will require gaps between scan slots to minimize interaction and maximize cleaning time (see above protocol)

**Participant Guidelines and Requirements**
- Investigators will be required to administer the UCLA Health Prescreen Questionnaire prior to (no more than 2 days before) and morning of (or upon arrival to) the scheduled appointment
  - Form found [here](#) (UCLA Prescreen Questionnaire)
  - For the current state of reopening, answers of ‘Yes’ to any question provided in the pre-screen questionnaire will result in cancellation and reschedule of appointment
- Participants must be at least 14 days symptom free before entering the suite
- Everyone entering the facility will have an IR temperature and Pulse Ox measurement
  - If Temperature is > 100.2°, subject will be immediately turned away
  - If Sp02 < 93%, subject will be immediately turned away
- If parent or guardian will be accompanying subject, they must also be questioned using UCLA Pre-screen questionnaire prior to arrival, and a forehead temperature measurement is required upon dropping off subject
  - If a parent or guardian fails temperature or Sp02 measurement, participant and co. must be sent home immediately

**User Guidelines and Requirements**
- Researchers must complete the daily symptom monitoring questionnaire provided by UCLA and show/email certificate to lab manager
  - Enrollment website can be found [here](#)
○ If investigator fails symptom monitoring questionnaire, DO NOT SHOW UP FOR APPOINTMENT
○ Please notify lab and CCN technician immediately
● Physical interaction with participant should be limited
○ Please use disposable gloves if the participant needs assistance laying down on the patient table or inserting ear plugs etc.

Research Population Guidelines
● Only low-risk populations will be permitted to participate in research initially
● According to the CDC, high-risk populations include:
  ○ Adults over the age of 65
  ○ Individuals with asthma, kidney disease, liver disease, COPD, cystic fibrosis, chronic lung disease, smokers, diabetes, hemoglobin disorders, obesity, pregnancy, serious heart conditions, disease that affects the immune system (e.g. HIV)
  ○ If parent or guardian will need to accompany subject, assessment of risk must be applied to them as well
● Studies involving higher-risk populations will be phased in as testing and treatment increase such that risk of infection and illness are low as per guidance from UCLA Health and the UCLA Office of Research
● Labs are encouraged to discuss such risks with their Institutional Review Boards, as well as follow guidance from UCLA Health and the UCLA Office of Research
● Informational on UCLA’s mitigation procedures are provided here and will be distributed to all potential subjects prior to scheduling in their preferred language