

CCN Post-ROP Guidelines

Current guidelines follow communication from The Office of the Vice Chancellor for Research removing the Research Operational Plan (ROP) requirement to conduct research. What follows are the regulations CCN will continue to implement in order to provide a safe environment for researchers and participants.

Objective

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

NOTE: This document is for MRI sessions only. Any use of the EEG or Ultrasound will need approval of a separate SOP.

Hygiene

- All persons will be required to wash hands immediately upon entering research suite, without exception
- Projects are not permitted to collect any biological sample, including saliva and blood

Personal Protective Equipment

- Face coverings are required at all times for subjects and staff (personal cloth face coverings are acceptable)
 - Some masks are not MRI compatible; use only approved standardized equipment
 - Follow [UCLA guidelines](#) for appropriate cloth face covering use
- Disposable gloves and gowns will be available for researchers and participants
- Disposable equipment covers should be used where available
- The Center will provide basic PPE when needed

Disinfection

- All equipment must be disinfected after use
 - The [Disinfection checklist](#) must be submitted after each scan session

Physical Distancing

- Physical distancing requirements have been relaxed such that fully vaccinated individuals may share spaces without capacity limitations.

Use of Space

- Meetings and testing will be done remotely to the furthest extent possible, and performed in the research suite only if absolutely necessary for data security or subject safety (e.g., IRB consenting and MRI safety questionnaires)
 - The testing room can be used for a maximum of 15min before or after MRI
- The waiting area can be occupied by one person during the extent of the MRI session

- Only one family member or guardian per subject, no siblings permitted
- A 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
 - An MR safety form must be filled out for parent/guardian
- Temperature and Pulse Ox measurements are required

Group Interactions

- Research groups awaiting their scheduled scan time must wait outside of the Center
- 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 are required to administer the UCLA Health Prescreen Questionnaire found [here](#) prior to (no more than 3 days before) and morning of (or upon arrival to) the scheduled appointment
 - 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
- All participants entering the facility must have IR temperature and Pulse Ox measurements
 - If Temperature is $\geq 99^\circ$, subject will be immediately turned away
 - Instructions: Tap trigger to turn on, point thermometer at forehead ~3 inches away from forehead and press trigger again. Temperature should display in a matter of seconds.
 - If SpO2 < 94%, subject will be immediately turned away
 - Instructions: Press power button (small black oval shaped button) to turn on device, place over index finger and wait for reading to appear.
 - Enter the name, date, time, temperature and SpO2 for every person in the provided Session Info Sheet on the CCN iMac
- If parent or guardian will be accompanying subject, they must also be questioned using the 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 SpO2 measurement, participant and accompanying parties must be sent home immediately

User Guidelines and Requirements

- Researchers must complete the UCLA daily symptom monitoring questionnaire
 - Enrollment website can be found [here](#)
 - If an investigator fails the symptom monitoring questionnaire, DO NOT SHOW UP FOR APPOINTMENT
- Researchers are required to fill out the Session Info Sheet for each and every session where a human subject has been scanned

- This includes sessions that end early and testing sessions
- If users enter CCN suite for testing/non-research related reasons they are required to sign-out next to door before exiting