

Research Team Appointment Protocol

Note: This form does not need to be submitted to CCN, but CCN may 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 can be found on the COVID-19 resources page, and 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
- Subject may be accompanied by one other person who may sit in the waiting room for the duration of the session

Immediately Upon Entering CCN:

- Instruct subject to place personal items in container labeled “Participant Items”
 - Participant items bin may be moved into console room for safe keeping
 - If instead subject has all items placed in bag or backpack they may place their bag inside the large drawers behind the scanner console
- Head directly to the sink and make sure all parties wash their hands thoroughly
- Take subject’s temperature (and parent/guardian/guest 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 (or accompanying person) 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
- 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

- Gloves are available for subject positioning
- After subject has place head into head coil, instruct to remove ear-loops from mask
- 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

Once MR Exam is Complete:

- Ask subject to place mask/covering back over mouth
- Remove subject from bore and scanner bed
- Instruct the subject to gather their things and exit suite as soon as possible
 - Waiting in outdoor areas, such as Semel courtyard outside of C-floor, are encouraged in order to speed up cleaning and decrease chance of crossover between next group
- 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 session information sheet