

CCN Infection Control Policy Document V2

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
 - *Instructions on appropriate hand washing technique are posted above sink*
- Hand sanitizer is available in three locations: next to CCN entrance, adjacent to sink and inside control room
- Projects are not permitted to collect any biological sample, including saliva and blood
- Participants may not use any personal items (cell phone, wallets, purses etc) inside of research facility
 - All items will be placed in bin labeled “Participant Items” upon entry (prior to washing hands), and picked up only upon exit
- Research staff shall also refrain from using personal items except research devices (stimulus laptop or tablet etc.)
 - Cell phones and personal laptops can be used for work purposes through the duration of your scan but please disinfect before using
- Sanitary equipment covers must be used when available (e.g. headphone covers)

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 staff
- Disposable equipment covers should 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 is required
 - Face shields are not to be shared between staff members
 - PIs are to equip staff with personal face shields before scheduling scan sessions
- The Center will provide basic PPE when needed
- UCLA Health is providing a basic plastic face shield that can be picked up at Ronald Reagan Room B301

Disinfection

- All equipment must be disinfected after use
 - The [Disinfection checklist](#) must be submitted after each scan session
- The Center will provide basic PPE when needed
- Approved disinfectant sprays and wipes will be supplied by the Center
 - Concentrations of peroxide, bleach, and alcohol based disinfectant follow CDC guidelines
 - Training on proper disinfection techniques is required for all research staff prior to returning to research activities
- Spray on disinfectant: Clorox, Lysol Peroxide, GS Neutral
 - If a surface is dirty, wipe away dirt with surface cleaner or wet towel
 - Spray surfaces with disinfectant spray and allow liquid to sit for 10 minutes, wipe clean
 - Items to disinfectant using disinfectant spray include:
 - Table tops, armrests on chairs and couches
 - Weighted blanket (new Wipe Clean blanket)
 - “Participant items” bin
 - Acrylic desk divider (if used)
- Disinfectant wipes: Lysol, Clorox, Sani Germicidal
 - If a surface is dirty, wipe away dirt with surface cleaner or wet towel
 - Remove wipe from canister, make sure wipe has not dried out
 - Wipe surface thoroughly so entire surface is wet and let air dry
 - Items to disinfect using disinfectant wipes include:
 - Scanner buttons (on the bore)
 - Head coil
 - Squeeze ball
 - Head cushions
 - Door and cabinet handles
 - Computer keyboard
 - Face shield
- Standard individually packaged alcohol wipe:
 - Items to disinfectant using individually packaged alcohol wipes include:
 - Physio recording devices
 - Behavioral response devices (button box etc.)
 - Pulse ox device (for participant SpO2 measurements)
- Cleaning the inside of the bore is required after every scan with a human subject
 - MR safe swiffer along with wet mop pads have been placed inside the scanner room
 - Attached mop pad to swiffer and spray with disinfectant spray
 - Mop all around inside of the bore

Physical Distancing

- We are operating under UCLA Phase 2 guidelines, allowing one person ~250 sq. ft.

- Research teams are recommended to consist of 2 persons, although 3 persons are permitted if necessary to complete MRI session in a timely manner
 - Teams should be a consistent working pair to limit exposure and cross contamination to other lab members
- As the MR control room is smaller than 250 sq. ft., only one member of the research team may operate 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)
 - If a third team member is present in the suite, they should be located in the waiting room, or the desk area next to the mock scanner

Use of Space

- Space at the Center will initially be used for MRI research appointments only
- 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)
 - 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, the testing room will be set up with physical barrier in the form of an acrylic desk divider
 - The desk divider must be disinfected after use
 - The testing room can be used for a maximum of 15min before and after MRI
- 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
 - 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
 - Additional family members are not permitted in the research space, and are required to wait outside until session has finished

Group Interactions

- Research groups awaiting their scheduled scan time must wait outside of the Center, and 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 all members and participants have left the suite

- 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](#) (UCLA Pre-screen Questionnaire) prior to (no more than 3 days before) and morning of (or upon arrival to) the scheduled appointment
 - 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 must have IR temperature and Pulse Ox measurements
 - If Temperature is $\geq 100^{\circ}$ 99°, 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 daily symptom monitoring questionnaire provided by UCLA and show/email certificate to lab manager
 - Enrollment website can be found [here](#)
 - If an investigator fails the symptom monitoring questionnaire, DO NOT SHOW UP FOR APPOINTMENT; Please notify lab and CCN technician immediately
- Physical interaction with participant should be limited
 - Use disposable gloves if the participant needs assistance laying down on the patient table or inserting ear plugs etc.
- 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

Research Population Guidelines

- ~~Only low-risk populations are permitted to participate in research at this phase~~
- Project specific details, including your research population (high-risk etc.), should be described in your Research Operational Plan and submitted via docusign portal
- Please note, per CDC guidelines, 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
- 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
- Individual labs are responsible for the well being of their research subjects and following all risk mitigation protocols closely
- Informational on UCLA's mitigation procedures are provided [here](#) and should be distributed to all potential subjects prior to scheduling in their preferred language

CCN Phased Reopening

- Scans are no longer required to be scheduled through MR tech; please schedule directly on CCN calendar

This Table Reflects CCN Operational Status within UCLA Phase 2

	Phase 1	Phase 2	Phase 3	Phase 4
CCN Operational Status	Closed	Limited	Moderate	Full w/ gaps instituted
Operational Hours	None	10am - 4pm	9am - 6pm	Open
Sessions Per Day	N/A	3	5-6	Open
Time Between Scans (min)	N/A	60	30	15
Weekend Scans	N/A	No	Yes	Yes