

## **Staglin Center for Cognitive Neuroscience Sales and Service Reopening Plan**

**Overview:** The Staglin Center for Cognitive Neuroscience (CCN) would like to submit a reopening plan for consideration to commence research in a responsible and safe manner, consistent with UCLA Health guidelines. Our goal is to implement a phased reopening process, taking all precautions necessary to minimize exposure, and maximize the safety of participants and research staff.

### **Basic Principles**

1. The Staglin Center is committed to strict maintenance of safety procedures to minimize the potential risk to subjects and to staff.
2. Staglin investigators and staff will be required to undergo a comprehensive safety training protocol prior to receiving permission to use the Center. Only safety certified personnel will be able to enter the Center. Our facility is restricted to those with an entry code; all entry codes are disabled until the user has passed certification. MRI safety training is already an important part of our regular procedures, so adding this component can be integrated smoothly into established protocols.
3. The Center will minimize the total number of individuals—investigators and staff—who are permitted to enter the facility.
4. Users of the Staglin CCN will be monitored; anyone who does not follow the new infection control regulations will be deprived of scanning privileges.
5. The CCN Executive Committee and staff will be in constant communication over implementation and further assessment of the reopening plan.
6. Guidelines are subject to change at any time and with minimal notice based on updated guidance from UCLA Health.
7. In the event of infection, spread incident, or low supply levels of critical PPE and disinfectant supplies, CCN can close at any time and with minimal warning to research staff and faculty.
8. While we will minimize risk, subjects should understand that risk is possible. Each investigator must distribute UCLA provided language on risk mitigation.

### **Plan Implementation**

#### **Regulations for Working in the Facility**

- The Center will minimize the total number of investigators and staff allowed to enter the facility overall. Projects will be phased in, with clinical trials, longitudinal studies, and grants/contracts with immutable deadlines having top priority. Access will be discontinued when studies are completed to make way for additional studies. The number of approved investigators will begin small and increase gradually based on the success of these procedures.
- Only COVID-safety approved personnel can enter the MRI facility. Training and testing on new infection control protocol will be conducted by our laboratory manager Jared Gilbert; safety certification is required for keypad access. Training will include an

in-person observation of a simulated subject encounter, an approach which has proven effective for general MRI safety.

- Investigators cannot share key codes (existing rule).
- The number of contacts per person will guide which staff will be granted permission to scan; the nature of these contacts will be considered.
- All research staff and faculty seeking access must agree to undergo contact tracing in the case positive infection or exposure is reported. They will provide comprehensive contact information in case such tracing is needed.
- Staff seeking scanning privileges must complete a contact questionnaire; only those isolating outside of work with a consistent and minimal number of contacts will be considered. Staff who are of high risk, or who have contact with high risk populations, will not be granted scanning permission.
- Laboratories must identify the smallest number of individuals required to scan, and investigators must use consistent scanning personnel across projects. In the case of very large studies or multiple projects requiring a second team, the team members must remain paired to minimize cross-contamination of personnel.
- All users will log the date and time of entry and exit.

### **Disinfection, Hygiene and PPE Guidelines**

- All hygienic requirements will be provided in advance to staff and subjects in their primary language
- Hygiene
  - All persons will be required to wash hands immediately upon entering research suite, without exception
    - Instructions on appropriate technique will be placed above all sinks
    - CCN will be moving to no-touch sinks and soap dispensers
  - Hand sanitizer will be available from contact free dispensers
  - Projects are not permitted to collect any biological sample, including saliva and blood, as risks of contamination and spread are too great
  - Cell phones and other personal items cannot be used in the facility; items will be placed in a secure location upon entry (prior to washing hands), and picked up only upon exit
- Personal Protective Equipment
  - Face coverings will be required at all times for subjects and staff
  - Disposable gloves will be available for staff if physical interaction is necessary
  - Disposable equipment covers will be used where available
  - The Center will provide PPE
    - Note that some masks are not MRI compatible and will require specific standardized equipment
  - Face shields will be required depending on the length and proximity of interaction between the investigator and participant
    - Face shields are not permitted to be shared between staff members

- PIs should encourage staff to acquire personal face shields before scheduling scan sessions
- Disinfection
  - Investigators will be required to disinfect all areas after use, this includes, but not necessarily limited to:
    - Scanner room
    - Control room
    - Testing and waiting room areas
  - The Center will enforce 60 minute blocks between scans to ensure adequate time for disinfection
    - This interval will be reduced once procedures have been established and proven effective
    - Although this will reduce our potential income stream, it provides the best benefit to cost
  - 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
    - 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
    - Earplug container
    - Cabinet handles
  - All staff will be required to sign and submit digital disinfection form after scan
  - Technologies such as UV light treatment, known to be effective at eliminating coronavirus, will be explored as a means for sterilizing equipment which is otherwise difficult to clean with commercial disinfectant (e.g. head cushions)
  - In addition to research staff CCN staff will perform an additional disinfection routine at the beginning and end of each workday.
- Materials and Resources
  - Disposable gloves, masks and earplugs, hand sanitizer, disinfectant and disposable towels will be regularly purchased and available to research personnel and participants
  - Testing, waiting and staff areas will have barriers or desk dividers to be used during interactions with subjects and family members, only when such interactions cannot be done remotely

## Physical Distancing Guidelines

- As per our Operational Ramp Up Plan submitted to UCLA, the space will initially be used for MRI research appointments only
- Waiting Areas and Testing Rooms
  - Areas < 250 sq. ft. should not be occupied by more than one individual for periods of time longer than a few minutes
  - Six-foot social distancing is required for personnel and subjects
    - Extra protection, such as personal plastic face guards, are required for interactions lasting longer than 10 minutes
  - Meetings and testing will be done remotely to the 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 except where essential to be done in person
    - Outdoor spaces have been vetted for testing use (B-floor deck), and will be encouraged to limit indoor interaction
  - Research teams should consist of no more than 2 persons
    - To the extent possible, 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 for 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 (e.g. one or two minutes max)
  - The waiting area should not be occupied during scans
    - Outdoor waiting areas should be utilized such as Semel or Ronald Reagan Courtyard, or B-floor deck (next to B-floor lobby)
    - If parent or guardian must accompany subject, only one is permitted
    - Siblings are not permitted
- Group Interaction
  - Research groups awaiting their scheduled scan time will be required to wait in a separate waiting area away from the research suite
  - 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)

### Infection and Spread Prevention

- Researchers must adhere to CCN's infection control policy
- Researchers must complete the daily symptom monitoring questionnaire provided by UCLA and show/email certificate to lab manager
- Investigators will be required to administer the UCLA provided pre-screen questionnaire before and morning of the scheduled appointment
- Everyone entering the facility will have an IR temperature and pulse oxygenation read; anyone with a temperature and/or low SpO2 will asked to leave research suite
- Participants scheduled for research who have shown any respiratory illness or fever in the previous 2 weeks are to be cancelled immediately
  - Participants must be at least 14 days **symptom free** before entering the suite
- Documentation published by the CDC on spread prevention will be posted throughout the research suite in multiple languages

### Research Population Guidelines

- Only low-risk populations will be permitted to participate in research initially
- 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 material on COVID and our local mitigation procedures will be provided to staff and all potential subjects prior to scheduling in their preferred language

### CCN Phases Timeline

**This Table Reflects CCN Operational Status within UCLA Phase 2**

	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
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	Open
Time Between Scans (min)	N/A	60	60	30
Weekend Scans	N/A	No	Yes	Yes