

Version:	Approval Date:	Approved by:
May 19, 2020		Administration

## Standard Operating Procedure for MRI of human subjects during the COVID-19 pandemic

**PURPOSE:** To minimize SARS-CoV-2 (COVID-19) exposure and spread between researchers and human subjects during human MRIs. This SOP is for scanning volunteers who are asymptomatic and presumed to COVID-19 negative.

This protocol is an addendum to all DBIC\_GEN\* SOPs related to human MRI protocols, which ensure all individuals in the MRI unity meet all MRI safety requirements. All these SOPs still apply.

**SCOPE:** Applicable to MRI Technologists and all researchers, staff and trainees using the human MRI.

**RESPONSIBILITY:** To be followed by MRI staff and all researchers, trainees and staff conducting human MRI at the Douglas.

**MATERIALS NEEDED:** i) Biohazard disposable box and laundry bin (for gowns and sheets) placed outside the scanner room ii) PPE - Disposable gloves, face shields/goggles, isolation gowns, bed covers, N95 masks (preferred) or disposable surgical masks or personal cloth mask \*\*please remove any metal inserts of masks prior to wearing them. iii) Cleaning materials - Sani cloth wipes, Bleach in 1:10 dilution and MRI compatible mop and pail.

*It is the MRI Technologists' duty to ensure all needed materials are in full supply at the MRI unit.*

**COVID-related CANCELLATION POLICY:** Fees related to cancellations due to the onset of COVID-19 symptoms or COVID-19 related concerns will be waived.

**Physical Distancing within the CIC is mandatory at all times. All persons entering the CIC must wash their hands upon entry and prior to exit.**

### Day Before Scan is Scheduled

1. Prior to starting any MRI Session, the Researcher/Trainee/Staff must administer the COVID Health Form to the research participant and submit

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via email to CIC Admin Assistant 24 hrs prior to study:

[louis.theroux.comtl@ssss.gouv.qc.ca](mailto:louis.theroux.comtl@ssss.gouv.qc.ca)

2. The Researcher/Trainee/Staff must also fill a COVID Health Form her/himself to confirm being presumed COVID-19 negative the day before the scan and email it to the CIC Administrative Assistant.

### On Scan Day

At the beginning of the Session:

1. **Everyone must wash their hands upon entering the CIC**
2. **The Researcher/Staff/Trainee’s responsibilities:**
  - a. Must wear a face mask and gloves prior to greeting the volunteer.
  - b. Ask participant to wash her/his hands and then re-administer COVID-19 Health Form to volunteer and bring them to the MRI Unit using physical distancing and introduce them to the MRI Technologist.

\*\*\*Research participants who exhibit COVID-19 symptoms upon arrival for their scan will be asked to leave immediately, and the contact reported to the Principal Investigator of their lab and the CIC Administrative Assistant, who will follow up with the Centre’s Executive Committee. **If the contact is due to the research user’s failure to conduct pre-screening, the late cancellation fee will not be waived.**

- c. Proceed to the MRI Console Room maintaining physical distancing and take a seat at maximal distance to the MRI Technologist and await participant’s arrival and setup in the MRI. A plexiglass divider will be provided to separate the Researcher from the Technologist.

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d. Once the MRI Participant is setup the Researcher will talk to them via the microphone to reassure them and go over the protocol instructions/run any sample trials etc. prior to scans beginning.

**2. The MRI Technologist responsibilities:**

- a. **Wash hands**
- b. Put on full PPE gear – face mask, face shield/goggles, gloves, disposable gown
- c. Place disposable bed sheet on scanner bed, remove any extraneous items from inside the scanner room.
- d. Greet the participant at the entrance, ensure health forms, MRI safety forms, Consent forms *etc.* are filled out and participant is not showing any signs of COVID-19
- e. Guide participant to the change room where they will be required to change into a clean hospital gown and wear a face mask. **\*\*It is mandatory that participants wear a gown and face mask\*\*** If there are complaints of claustrophobia s/he can remove the mask upon entering the MRI scanner room, but this approval is at the discretion of the MRI technologist on staff.
- f. Have participants wash hands upon exit of change room.
- g. Setup participant in the MRI scanner according to study protocol.
- h. Dispose of her/his gloves in Biohazard box upon exiting the MRI scanner room, and wash hands prior to entering the MRI control room

At the End of the Scanning Session

**1. The Research/trainees/RA responsibilities:**

- a. Ensure participant washes hands after exiting the change room.
- b. Maintain physical distancing while administering any post-MRI questionnaires and reimbursement forms.

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The CIC Testing Rooms will have Sani cloth wipes and plexiglass divider to separate Researcher from participant during pre/post-MRI screening. It is the responsibility of the Researcher to wipe down the room surfaces and any equipment used during the pre/post testing session. It is expected the Researcher will wipe down desk, computers, shared services (i.e. doorknobs) before and after testing takes place.

c. Dispose of mask & gloves in biohazard box prior to exiting the unit and wash your hands.

**2. The MRI Technologist’s responsibilities:**

a. Assist the person out of the scanner, have them wash their hands and help them to the change room. exit the building if needed.

b. Wipe down MRI Room and commonly touched areas:

- i. Door knobs
- ii. MRI coils & peripherals,
- iii. MRI bed & inner bore
- iv. Any other equipment touched
- v. Mop floors with Bleach mix after each session if possible.

c. Clean MRI Control & Change Room: wipe-down desk, computer any other surfaces s/he touched in the control room.

d. Ensure participants gown in put in the laundry bin.

3. After completing cleaning, MRI Technologist will dispose of gloves, wash hands & put on new gloves to meeting next participant or dispose of all PPE worn for the day in biohazard box and wash hands before exits the unit.

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**Researchers’ Responsibilities**

Assuring that anyone conducting research is in good health (sign COVID Healthy Forms) and her/his research staff/trainees follow the SOPs outlined and respects physical distancing, hand hygiene, and is conducting research willingly and with full awareness of any associated risks.