



THE UNIVERSITY OF TEXAS AT DALLAS

**BRAINHEALTH**<sup>®</sup>  
IMAGING CENTER

## **UTD BrainHealth Imaging Center Re-opening Guidelines and Procedures**

### **PREFACE:**

The state, the country, and UTD itself have all moved toward re-opening. We too have been working through what reopening looks like at the UTD BrainHealth Imaging Center (BHIC). In developing our strategy, we have followed guidance from available national & local resources such as the CDC, the UTD Office of Research, and our colleagues at the AIRC. We are also continuing to be mindful of local incidence rates and actively monitoring the daily UTSW COVID-19 admissions in order to assist us going forward.

The following protocols for participant entry, pre-scan preparations, scanning guidelines and post-scan procedures including but not limited to participant exiting, disinfecting & sanitizing scan/work areas as well as PPE waste disposal were developed with the ultimate goal, as always, to minimize the risks to staff and participants coming to the Imaging Center.

UTD's Office of Research announced that as of October 12, 2020, Human Subject Research (HSR) could resume. The Center still anticipates an initial low throughput (up to 4 scans per day). This continues to take into account "method development" studies that will include non-general population participants (i.e. limited, designated lab personnel).

### **COVID TESTING:**

With the resumption of HSR, the Office of Research began providing bi-weekly COVID testing to designated researchers who will be resuming in-person human subject research. BHIC will welcome two (2) researchers into the center for training and scanning who have 1) been designated and 2) who have received a bi-weekly negative test result.

For the safety of our staff, BHIC will limit personnel to two (2) per lab in an effort to keep a limited number of people coming through the center.

### **Scan-Time Reservations:**

[Lab Resources](#) reservations for participant scans will remain "pending" until weekly negative test results have been documented. **Individual researchers are responsible for notifying the [Administrative Coordinator](#) of their results.**

**If your study requires a variance to any of the following procedures,  
please submit a "Request for Variance" that will be reviewed by the  
MRI Operations, Safety & Feasibility Committee.**



THE UNIVERSITY OF TEXAS AT DALLAS

**BRAINHEALTH**<sup>®</sup>  
IMAGING CENTER

### **GENERAL PROCEDURES:**

- Within 24 hours of the study visit Researchers will pre-screen all Participants using the UTD BHIC “MRI Safety Screening Form” and “Infectious Disease Screening Questionnaire.”
- Six (6) feet social/physical distance rule within the Imaging Center will be in force at all times.
- Anyone entering the BHIC will be required to wear face masks at all times.
- Hand sanitizer will be readily available and will be required upon entering & exiting the Imaging Center.
- Participants should be instructed to bring minimal personal items, jewelry, etc.
- Participants should be informed about the use of an alternate entrance being utilized at the Brain Performance Institute. Researcher should guide/direct Participant to park closest to the Betty & Joel Williams, Jr. Garden entrance.
- Participants should be informed regarding the required use of PPE (masks, scrubs, head coverings, non-skid socks) while in the Imaging Center.
- One (1) hour will be blocked between visits to allow for cleaning (described below in the “Cleaning Procedures” section).
  - Includes sanitizing used areas and set-up equipment for next scan (allowing sufficient air exchange in the Scanner Room and scanner bore).
- The Brain Reset Room, Testing/Consent Room, etc. will not be available for use.
- Pre or Post-task assessment can be accommodated in Room 1.5C1.
  - Should be kept to a minimum so as not to increase exposure/risk.
  - Researchers will be responsible for cleaning/sanitizing this area following scan or post-task procedures.
- A single occupancy restroom will be available prior to entry to the Imaging Center. Use of the restroom within BHIC is strongly discouraged, but available if needed.



THE UNIVERSITY OF TEXAS AT DALLAS

**BRAINHEALTH**<sup>®</sup>  
IMAGING CENTER

- Personnel inside the Control Room will be limited to:
  - Scanner Operator
  - One Researcher
    - Designated personnel will be limited to TWO (2) per lab
    - Researcher will undergo specific training regarding:
      - Proper donning & doffing of PPE
      - Participant set up in & exit from the scanner
  - One Participant
- Six (6) feet social/physical distance within the Control Room will be required.
- Anyone remaining in the Control Room will be required to wear a face mask, except the Participants while in the scanner (detailed instructions will be provided to the Participant about when/if to remove their mask).
- Everyone will use hand sanitizer upon removing gloves or touching door handles, etc.

### **VISIT PROCEDURES:**

- Participant arrives at the BrainHealth complex and calls the Researcher conducting the experiment.
  - Researcher should direct Participant to parking area closest to the garden entrance.
  - Researcher (wearing face mask) will meet Participant in the parking lot.
  - Participant should arrive wearing a face covering/mask (disposable or cloth).
  - If Participant arrives without a face covering/mask, they will be provided a face-mask to wear into the Imaging Center.
- Researcher will:
  - Escort Participant through garden entrance to perform re-screening in the foyer.
  - Re-screen Participant using the BHIC Infectious Disease Health Questionnaire (scan will only proceed if responses are still clear).
  - Take Participant temperature.
    - If temperature is below 99.5, they will then contact the Scanner Operator that they are ready to enter the Imaging Center.
    - If temperature is above 99.5, the scan will not be performed and the Participant will work with the Researcher to reschedule.
- If necessary for access to the Center, Scanner Operator (wearing face mask) will meet Researcher & Participant at the designated alternate entrance of Imaging Center.
- Participant will be escorted to the changing area to remove and secure any personal items.



THE UNIVERSITY OF TEXAS AT DALLAS

**BRAINHEALTH**<sup>®</sup>  
IMAGING CENTER

- Participant will be asked to don disposable scrubs over their street clothes. If clothing is too restrictive for movement as required inside the scanner, the participant will have the option to change from street clothes into scrubs, securing clothing in a locker.
  - If Participant has entered with their own face covering, they will be instructed to change into the face-mask provided by the Imaging Center (available in the changing area).
- Participant should be instructed to remove street shoes. If preferred, they can don disposable non-skid socks available in the changing room.
- As Participant is in the changing area, Researcher will don PPE (disposable shoe coverings, disposable isolation gown, gloves & face shield).
- Once inside the Control Room, Scanner Operator will review the MR Safety Screening Form with participant (no deviation from normal practice).
- Researcher will escort Participant into the scanner room and position them on the table according to the ENTRY checklist (as per training & as posted within the scanner room).
  - Contact with the Participant will be kept at a minimum during the positioning phase.
  - Researcher will leave face shield in scanner room.
- Researcher will secure room, remove & dispose of gloves & gown, and apply hand sanitizer.
- Scanner Operator and Researcher will maintain 6 feet of social/physical distance in Control Room during the experiment.
  - As much as is feasible, equipment will be moved so that Operator & Researcher avoid facing each other.
  - If equipment cannot be moved to keep safe physical distance, the Operator will step away from the console to allow the Researcher to complete necessary tasks.
- At the end of the experiment, the Researcher will put on gloves & gown prior to re-entering the scanner room.
  - Prior to approaching Participant, Researcher will replace face-shield.
- Researcher will remove Participant from scanner according to the EXIT checklist (as per training & as posted within the scanner room) and, if necessary, provide them a face mask.
  - Participant must be wearing their face mask prior to exiting the scanner room.
  - Participant will be asked to wear their mask until they exit the building.
  - Researcher will escort the Participant out of the scanner room.
- Researcher will escort Participant to the changing area to retrieve personal items.
- Participant will be asked/instructed to remove scrubs and discard them in the proper container.



THE UNIVERSITY OF TEXAS AT DALLAS

**BRAINHEALTH**<sup>®</sup>  
IMAGING CENTER

- OPTION 1: Researcher will escort Participant to 1.5C1 for post-task assessment.
- OPTION 2: Participant will be escorted back to the garden area in order to exit the building.
- Researchers will be return to 1.5C1 for cleaning/sanitizing this area following scan or post-task procedures.

### **CLEANING PROCEDURES:**

All cleaning procedures will follow the product manufacturers' instructions for application, contact time, etc.

Products used:

Peroxigard disposable disinfectant wipes

Peroxigard disinfectant spray and paper towels

- Scanner Room
  - Scanner: table, head coil, inside of bore (using an extender [e.g. plastic "swiffer type"] mop), front panels and controls.
  - Accessories: positioning pads, button boxes, call button, audio headset, etc.
  - All door handles, cords, and other surfaces used or potentially touched.
- Control Room
  - All door handles, scanner intercom unit, projector controls, counters, computer and computer accessories (keyboards, mice, etc.), desks, chairs, etc.
- Changing Area
  - Chairs, locker (inside and out), lock, key, door handles, cabinets, tables, etc.
- Screening Area
  - All door handles between garden entrance and Imaging Center entrance (including restrooms as needed).
- Pre/Post Testing Room
  - All door handles, storage cart, thermometer, pens, and other surfaces used or potentially touched.
- Other
  - Floors and paths used between the Imaging Center entrance and the scanner.
  - All surfaces in Imaging Center restroom as needed.
  - At regular intervals, disposable PPE will be gathered and moved to the outside trash bin.