

Standard Operating Procedure for Safely Managing Research Study Subjects
Magnetic Resonance Research Center

1. Subjects and accompanying research staff must not wait in the MRRC waiting room unless there are exceptional circumstances. They must text when they are outside the building and will be called in when the research staff are ready to receive them. This means that studies on different scanners will be coordinated so that subjects do not enter and leave at the same moment.

If necessary due to weather or scheduling concern, subjects and accompanying staff can also wait in the MRRC waiting room. The reading room chairs will be placed 6 apart. The remaining chairs will be stacked in the corner secured with cable zip ties.

2. Studies on different scanners will be coordinated so that subjects do not enter and leave at the same time.
3. Subjects and research personnel must wear a mask when they arrive. Subjects and research personnel will fill out a covid-19 questionnaire that will assess their potential exposure to the virus. The MRRC will not scan subjects that are suspected to have covid-19 symptoms. The questionnaire can be downloaded and filled out prior to the study.
4. MRRC staff will take temperature of subjects and research personnel with a forehead thermometer. If temperature is greater than 99.5 degrees Fahrenheit in subject or research staff, the research subject will not be scanned and subject and research staff will be asked to leave and seek medical attention.
5. A pulse oximeter will be used to measure oxygen saturation of subjects and research personnel. If oxygen saturation is below 95% in subject or research staff, subjects will not be scanned and subject and research staff will be asked to leave and seek medical attention.
6. The temperature and the oxygen saturation levels will be recorded on the Covid-19 questionnaire. These forms will then be given to the research staff for storage as determined by study PI.
7. For researchers who use the behavioral testing room prior to scanning, a thermometer and pulse oximeter will be available. The researcher will take the temperature and oxygen saturation of the subject and themselves and record on the Covid questionnaire. Only two people can be in the behavioral testing room at a time. The technologists have the option of performing Steps 4 and 5 above.
8. Only the subject and required support personnel will be allowed into the scan area.
9. MR tech and research personnel must maintain 6 feet apart at all times. This means that when a subject enters the scan room, only one research staff member (usually the MR operator) may be in the console room at that moment. Conversation should be kept to a minimum
10. Keep sliding door to console room open.

11. Subjects will be asked to wear a mask during the scan. If subjects prefer, they can remove their mask as they get into the magnet. The mask will be placed on a sterile pad in the magnet room. Subjects will put the mask back on as they come out of the scanner.
12. Techs will wipe down and clean the console and scan room according to the Surface Disinfection Plan.
13. If the dressing room is used, the bench, locker, and door handle must be cleaned before and after each subject.
14. Entry and departure of lab personnel from other areas of the MRRC must take place when human subjects are not in transit.