

## General Procedure for USERS of CTRIM Shared Service during COVID-19 Human Imaging - HSFIII

### Purpose

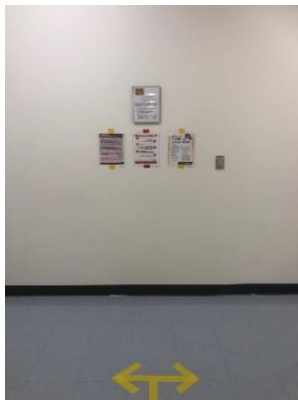
The purpose of this document is to outline proposed operating guidelines for the re-starting phase of research activities at University of Maryland HSFIII. The guidelines incorporate four pronged approach based on screening, distancing, personal protective equipment (PPE), and hygiene. The combination of this four-part approach has proven to be an effective countermeasure in acquiring Covid-19 and keeping personnel safe. These guidelines were developed after consulting with the Director of EHS, Steve Deck.

### Screening, Distancing, Personal Protective Equipment, and Hygiene Guidelines

#### Screening

- Users need to do temperature monitoring and self-screening adhere to UMB guidelines. All employees are required to pass UMB COVID training and report through RedCap daily.
- **Please ensure all research participants are also free of COVID symptoms.**
- **Recognize the symptoms of COVID-19.**
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
- **If you are showing any symptoms of being sick (COVID-19 or otherwise: stay home do not come to work.**

#### Distancing Guidelines



- We will abide by the UMB guideline during phased re-opening.
- Maximum of 1 person per office or shared office space. Maximum of 2 person in scanner control rooms and in designated areas such patient assessment rooms
- A minimum of 6 feet (preferably 10 feet) between people in shared open spaces.
- No food deliveries will be allowed.

- There should be no more than 1 person at a time in bathroom, changing room and elevators (except for patients requiring assistance).
- Markings are provided on the floors wherever appropriate to ensure safe distance from each other.

### **Personal Protective Equipment**

- Face masks (cloth or surgical) will be required at all times at public areas with an emphasis on points below.
  - All users are required to wear a face mask when in open hallways regardless of whether or not they are interacting with patients/study subjects.
  - All technologists must wear a surgical mask in the control room and try to maintain 6' social distance.
  - All researchers accompanying patients, working with patients will also wear masks and practice social distancing.
- In order to ensure compliance with the mask wearing policy "If you see something say something". If you see someone not wearing a mask or not following the guidelines, kindly remind the individual to follow the guidelines or to wear their mask properly.
- Additional PPE may be required for particular tasks as per institutional or departmental guidelines. **Please consult EHS for further guideline or contact Staff at CTRIM for further clarification.**
- Gloves need to be used during physical interaction with patients or subjects, or during cleaning.
- A face shield and/or isolation gown are recommended when working in close quarters with the participant.
- Lab coats and/or arm protection are recommend dependent on procedure and patient precautions.
- All PPEs should be removed carefully to avoid contamination of the wearer and the surrounding area.

### **Cleaning and Hygiene**

- Wash hands often with soap and water for 20 seconds
  - Always wash immediately after removing gloves, any other PPE and after contact with a person who is sick.
  - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- High-touch surfaces will be disinfected at least daily with Clorox wipes or 70% alcohol, (EtOH).
- Cleaning protocols for lab and office areas will follow CDC guidelines and UMB standards.

### **CTRIM Scheduling and Imaging Procedures Guidelines**

The following procedures will be in place at CTRIM in terms of scheduling and providing imaging services.

### **Day Before Appointment – Phone Call (performed by research coordinator from User’s group)**

- Confirm appointment date and time, with 30-minute arrival before appointment time
- Confirm address of HSF 3, 670 W. Baltimore Street
- Inform research participant of closest parking garage
- Give research participant CTRIM telephone number to call on arrival if needed: (410) 706-6445 or (410) 706-3292
- Research participant will be instructed to come alone or with one other person and face masks are required for both
- Telephone prescreen for COVID-19 symptoms as outlined above
- Inform research participant of procedure
- Inform research participant that prescreen will be done outside of building
  - Research participant and any persons accompanying will be wearing face masks
  - Staff member will meet them upstairs at entrance of HSF III building
  - Temperature will be taken
  - Screening questions will be asked

### **Upon Arrival**

- Research participant and/or coordinator will arrive to 670 W. Baltimore St and call staff when outside the main door
- Staff member will prescreen patient outside of building
  - Staff, participant, and any persons accompanying will be wearing face masks
  - Staff member will meet them upstairs
  - Temperature will be taken
  - COVID-19 Screening questions will be asked
  - If any symptoms present as shown above, appointment will be cancelled
- Participant will take elevator down to waiting room along with accompanying person
  - Upon arrival participant will fill out MR screening form, History form and contrast consent (if required)
  - Participant will maintain social distancing guidelines in waiting room staying at least 6’ away from other patients/guests
  - Participant and guest will wear masks at all times while in the facility
  - Seating is setup so that participants can maintain social distancing while they wait for their exam.



### **Appointment Time**

- Participant will be escorted to changing room
- Staff member will go over paperwork with Participant
- Staff member will instruct Participant on procedure and answer any questions

- Participant will be instructed to remove all clothing except underwear and put on gown/pants provided by staff
- Participant will lock belongings in provided locker
- If required, participant will be escorted to IV room to have IV Catheter placed
- During change time, participant will also be provided a surgical mask from the CORE to change to during MRI exam. The mask provided by the CORE will have the metal strip removed and therefore be MR safe during exam.

### **Scan Room**

- Staff will don PPE as needed or required by procedure or patient precautions
- Participant will be escorted by staff to scan room
- Participant will be instructed on positioning on table by staff
- Staff will position and prep Participant for procedure
- Participant undergoes procedure
- Once the participant is inside the scanner, options will be provided by the techs whether or not to lower their face mask dependent on participant comfort.
- The participant will be in continuous contact with the MR techs during the scanning process.

### **Control Room**

- Only staff that is working with patient being scanned is allowed to stay in the control room during the scan (maximum of 2 staff members in control room unless medically necessary)
- Technologist or staff assisting with scan must wear face masks at all times and particularly while in the control room
- Technologist or staff in control room will try to maintain social distance during scan

### **Post Scan**

- Staff will enter scan room and take participant out of scanner
- Staff will remove all coils/positioning aids from participant
- Staff will assist participant up and off table
- After procedure is completed, participant will put face mask back on (if they lowered it before the procedure)
- Staff escorting participant out of scanning room will remove all recommended PPE except for their mask.
- Staff will escort participant back to changing room
- Participant will change back into street clothes
  - Participant will place scrubs and gown into proper receptacles
  - Participant will throw away the face mask in proper trash can
  - Participant will go back to waiting room
  - Participant will take the elevator back to street level
  - Participant will exit building
- Staff will disinfect scan room
  - Table and coils used

- Any positioning aids used
- Bore of the magnet
- Any surface that may have been contaminated by patient/staff
- Staff will disinfect changing room/IV room
  - Chair/sitting surface
  - Lockers
  - Door handles
  - Tables
  - IV Chair
  - Pads/cushions
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard ([29 CFR 1910.1200external icon](#)).
- **Comply with OSHA’s standards** on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

Rooms and Occupancy			
Room #	Room Type	Area Ft <sup>2</sup>	Comments
L100	Waiting Area	926	People will keep 6 ft apart unless they come together
L102	Study Assessment Room	86	Max of 2 people with masks
L105	Mock Scanner Room	166	Max of 2 people with gloves and masks
L106A	Exam Room	154	Max of 2 people with gloves and masks
L106B	Exam Room/Dressing Room	117	Max of 2 people with gloves and masks
L107	Patient Coordinator Station	372	Max of 2 people with masks
L109	Conference Room	370	Max of 4 people with masks; may be used as assessment room
L113	Dressing Room	50	Max of 2 people with masks
L130	Bruker Control Room	81	Max of 2 people with masks
L131	Radiology Reading Room	115	Max of 2 people with masks
L135	Prisma Control Room	127	Max of 2 people with masks
L136	Biograph Control Room	134	Max of 2 people with masks
L140	Dressing Room	46	Max of 2 people with masks
L142	Injection Room	86	Max of 2 people with gloves and masks
L143	Radioactive Room 2	105	Max of 2 people with gloves and masks
L144	Radioactive Room 1	100	Max of 2 people with gloves and masks