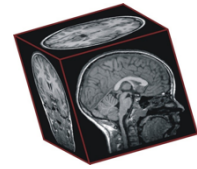




Cape Universities Body Imaging Centre
Faculty of Health Sciences, University of Cape Town



STANDARD OPERATING PROCEDURES

Title:	CUBIC Workflow during COVID 19
Target Group:	Researchers and Research Participants
Date and Version:	20 July 2020 (Version 1)

	Title	Name	Signature	Date
Compiled by:	CUBIC MRI Principal Technical Officer	Ms Petronella Samuels	<i>P. Samuels</i>	23/07/2020
Approved by:	Director, MRI	Prof E Meintjes	<i>E. Meintjes</i>	22/07/2020
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Review Date:				

BEFORE ARRIVAL AT CUBIC

- Each person accessing CUBIC (research assistant, participant and escort, if applicable) **MUST** complete an **online self-screening risk assessment** questionnaire **BEFORE** arrival at CUBIC.
- The pre-screening risk assessment questionnaire can be found at:
<http://healthcheck.higherhealth.ac.za/>
- Access to CUBIC will be determined by the outcome of the risk assessment, as detailed below:

Risk Level (Pre-screening result from Health check)	Pre-Screening done before arriving at CUBIC	Pre-Screen done at CUBIC
	<u>Recommendation</u>	<u>Recommendation</u>
Low	You can arrive at CUBIC with the code displayed	You can enter CUBIC with the code displayed
Medium	<p>You will NOT be allowed to enter CUBIC. You should not come to CUBIC.</p> <p>You should inform your Line Manager/PI (if applicable). The Line Manager/PI can consult on the appropriate route to follow with the Faculty H&S Manager – Anita Kruger.</p> <p>If you are a research participant/escort, you will be advised regarding appropriate next steps. You will not be</p>	<p>You will NOT be allowed to enter CUBIC.</p> <p>You should inform your Line Manager/PI (if applicable). The Line Manager/PI can consult on the appropriate route to follow with the Faculty H&S Manager – Anita Kruger.</p> <p>If you are a research participant/escort, you should return home. You will be advised regarding appropriate next</p>

	able to participate in research activities at CUBIC until you present with a low risk level.	steps. You will not be able to participate in research activities at CUBIC until your risk level is low.
High	You should not come to CUBIC. You should inform your Line Manager/PI and UCT Occupational Health Unit (if applicable), and contact your GP.	You will be directed to Casualties on P2 at Groote Schuur Hospital for a COVID-19 Test. You should inform your line manager/PI and Occupational Health Unit (if applicable), and contact your GP.

(Adapted from health check risk assessment)

- Research assistants should review their own Risk Level Confirmation, as well as that of the research participant and his/her escort (if applicable), on the day of the scan BEFORE coming to CUBIC.
- Please note: NO persons in the Medium (Yellow) to High (Red) risk zones will be allowed access to CUBIC.
- The risk level confirmation from the self-screen must be saved as a screenshot (or printout) and shown to CUBIC staff at the screening desk upon arrival.

ARRIVAL AT CUBIC

- Research participants to access CUBIC from Anzio Road. Follow the CUBIC signs from the security boom into the J-Block (Neuroscience Centre) entrance. Once inside the building, follow the signs to CUBIC MRI.
- Research participants to arrive 30 minutes before their scheduled scan to allow for screening, completing of the MRI compatibility checklist and changing.
- Participants may NOT enter CUBIC more than 30 minutes before their scan. Please contact CUBIC to make arrangements with the Chief Technical Officer, Ms Petronella Samuels, for participants that require additional time for preparation.
- Only 1 research assistant will be allowed to accompany a research participant.
- For minors (0-16 years of age), 1 escort (parent/guardian) per research participant will be allowed.
- No researcher or participant will be allowed to enter the facility without a cloth face mask.
- Should contrast administration be required as part of the imaging protocol, this MUST be indicated on the booking and the doctor to administer contrast MUST report to CUBIC at the start of the scan. The scan will not proceed until the person responsible for administering contrast has arrived.

SCREENING OUTSIDE RECEPTION

NB: This station will be manned by the receptionist wearing a face mask and plastic visor. A distance of at least 1 m will be maintained between the receptionist and visitors. The receptionist will avoid any physical contact with visitors and will not receive any documents/items.

- Research participants and staff to apply hand sanitizer upon arrival at the screening desk. A sanitizing station is set up at the screening desk, which enables sanitizing of hands by means of a foot peddle.
- Research participants and staff (escorts, if applicable) will need to present (show) their risk level confirmation from the online self-screening questionnaire. If not done, the screen will need to be completed at the screening desk.
- Receptionist will make sure that ALL visitors are in the low risk zone before entering the facility.

- Temperatures will be checked with a digital thermometer. The receptionist will not make physical contact with visitors.
- Persons (including participants, research assistants and escorts) with temperatures exceeding 38°C, will be regarded as high risk and will NOT be allowed access to CUBIC.
- Persons who have been in contact with a person with a confirmed positive COVID 19 diagnosis will NOT be allowed access to CUBIC.
- Research assistant and participant (and escort, if applicable) will be directed to sit in Zone 1 until called by a radiographer to proceed to Zone 2.
- Doors to the facility will be opened by the receptionist using a remote that only she will handle.

WAITING AREA: ZONE 1

- Visitors will again sanitise their hands as they enter CUBIC
- Visitors to remain seated in the waiting area until called by a radiographer.
- Visitors may not consume any food or drink while at CUBIC and will not be allowed to use the kitchen facilities.
- Visitors may use the bathroom in Zone 1.
- The secretary and cleaning staff are responsible for sanitizing of toilet seats, taps and plastic chairs with D-Germ (70% alcohol) between users and again when participants proceed to Zone 2.

PREPARATION FOR SCAN: ZONE 2

NB: This station will be manned by a radiographer (Rad 1) wearing a face mask, plastic visor and plastic apron. While contact will generally be avoided, gloves will be used any time the radiographer needs to make physical contact with a participant and discarded immediately.

- NB: Only 1 research assistant and 1 escort per participant will be allowed in zone 2.
- Rad 1 to complete the **MRI screening questionnaire** with the research participant and ensure that the participant is compliant.
- Participant to sanitize hands before entering the changing cubicle.
- Participant to change into gown which will be provided by the radiographer.
- Participant to deposit all clothing items and personal belongings into a clear plastic bag, before putting into a locker. This will minimize cross contamination.
- NB: Handbags must to be locked away in a locker.
- Before the scan, participant must empty his/her bladder using the bathroom adjacent to the changing cubicle.
- NB: Wash hands before sitting down on the toilet.
- NB: Wash hands after using the bathroom.
- NB: The radiographer in Zone 2 has to ensure that toilet seats and taps are sanitized after each use.
- Rad 1 will weigh and measure the research participant.
- Participant to remain seated in Zone 2 after completion of all of the above steps until called to zone 4 for the scan.
- Rad 1 will take the research participant through to the scanner and position him/her on the MRI bed.
- During the scan, Rad 1 will sanitize seats and bathroom in this zone.

CONTROL ROOM: ZONE 3

- A second radiographer (Rad 2) (wearing face mask and plastic apron) will be operating the console in zone 3. This radiographer will ensure a distance of more than 1m between herself, Rad 1, and visitors at any time.

- Only Rad 2 will answer the telephone.
- Only 1 research assistant (wearing face mask and gloves) will be allowed in Zone 3 at any time.
- Rad 2 to sanitize the work bench, and keyboard and mouse of the stimulus presentation computer between users.

MRI SCANNING: ZONE 4

Positioning participant on the bed

- Rad 1 to escort participant into scanning room and position the participant on the bed. If patient contact is required, the radiographer will wear gloves that will be discarded afterwards.
- For studies where the participant has to be monitored during the scan, only 1 person will be allowed.
- The participant will be given earplugs for ear protection.
- The slimline headphones will be covered with plastic **PLUS** disposable covers.
- Participants will be scanned with his/her facemask ON.
- Rad 1 will leave the scanning room (Zone 4) during the scan and wait in the room adjacent to the control room (zone 2) while the scan is in progress.

Taking participant off the bed

- Rad 1 will remove the participant from the gantry and take him/her off the bed once the scan is completed. If patient contact is required, the radiographer will wear gloves that will be discarded afterwards.
- The scanner door will be closed whilst taking the participant to the change room.
- Rad 1 to sanitise the MRI scanner while the participant is getting changed into his/her own clothes. This includes:
 - removing the bedsheet and placing it in the linen basket.
 - cleaning the scanner table, coil, plastic ear covers, squeeze ball, response boxes (if used) and immobilization pads with biocide solution.
- Once the participant has changed back into his/her own clothes, he/she can be seated in zone 2.
- NB: Participants and researchers to leave CUBIC within 15 minutes of completion of the scan.
- Visitors will exit through the Fire escape door adjacent to Zone 2.
- Rad 1 to sanitize the chairs, and bench and door handles in the changing room with D-germ (70% alcohol).
- Only after Rad 1 has finished sanitising zone 2, will the next participant be allowed to enter this zone.
- 15 minutes will be scheduled between scans to allow for cleaning and sanitising.

MOCK SCANNER

- Researchers using the mock scanner to cover the bed with a linen saver which can be discarded afterwards.
- Clean the bed, head coil and computer mouse with D-Germ (70% alcohol) after use.

PLEASE NOTE:

The serving of food and drinks to research participants will NOT be allowed.