

Martinos Center for Biomedical Imaging
Guidelines for
Ex-vivo and Phantom Scanning in Response to COVID-19

July 9, 2020

HIGHLIGHTS

Guidelines will change, read them in their entirety and review for changes frequently

Current Guidelines can be found on the Martinos website and hard copies are in each of the scanning bays

Staff will attest to having read these guidelines when scheduling scan time

PI must have a Work Plan approved by their Department

Onsite staff must complete the one-time Onsite Research Attestation

Onsite staff must complete the Daily Symptom Attestation – “Covid Pass”

Staff must don fresh masks upon arrival to be worn continuously

Staff frequently sanitize hands: whenever touching own mask/face, pre/post eating and post using bathroom

Shared/frequently touched surfaces/equipment must be disinfected after use

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PURPOSE:

To describe safety precautions to be taken during imaging of phantoms and ex-vivo studies to prevent the spread of COVID-19

DESIGNATED AREAS:

- Bays1-8

LEVEL OF PERSONNEL:

- Martinus Core Staff
- Study Staff

POLICY STATEMENT:

- The spread of COVID-19 is reduced by using appropriate PPE, social distancing, limiting close-proximity interactions and sanitizing equipment/surfaces. These measures must be taken to reduce the spread of COVID-19 during imaging procedures
- Guidelines will be in line with those issued by MGB

CRITICAL ELEMENTS:

- All users will attest to having read these Guidelines when scheduling scan time
- Face masks will be worn at all times by all staff per MGH protocol
- Scans will be scheduled no less than 15 minutes apart to allow for adequate cleaning and to avoid group gatherings and intermingling
- Only indicated PPE provided by MGB shall be worn
- Gloves will be worn for only for contact with blood/bodily fluids and are not to be worn continuously.

PROCEDURE:

- Upon entering the building staff will sanitize hands, don a clean face mask provided by the institution and obtain a paper bag
- Whenever possible, one person will complete the imaging set-up in the magnet/scanner room
- Staff will sanitize hands upon entering the magnet/scanner room
- If a single person is setting up in the 7T scanner, they may remove their face mask using the proper technique (by the ear straps) and store it in the paper bag provided. This is to avoid the magnet pulling on the magnetic nose piece in the mask.
- Staff will sanitize hands after removing and after re-donning their surgical mask
- Staff will complete ex-vivo setup, land mark and move table into the magnet
- Before leaving the magnet/scanner room, staff will sanitize all surfaces touched with the approved disinfectant provided
- In the control room, staff will sanitize hands and re-apply face mask using proper technique (by the ear straps), and sanitize their hands again
- Staff will log-in and set-up scan. If planning to run the scan remotely, see instructions:
 - https://www.dropbox.com/sh/81zuslqyiow3lrg/AABDEtPeF_kFLWnOVdMUoqoYa?dl=0
- Before leaving the area, staff will sanitize all surfaces touched with approved disinfectant provided and complete the laminated checklist located on the console
- Areas to be sanitized include but are not limited to the following:

Magnet Room

- Inside the coil
- table mattress
- scanner control buttons on the face of the scanner
- inside the bore -
staff will spray cleaning solution on a *Swifter Duster* and, using the plastic extension handle provided, wipe the inside of the bore with the duster.

- counter tops
- door handle
- any/all other surfaces touched by staff

Console Area

- Keyboard
 - Mouse
 - Table/counter/desktop
 - Phone as needed
 - Arms of the chairs
 - Door handle
 - Cable connections as needed
 - Any/all other surfaces that were touched
- **Surfaces will be sprayed with approved disinfectant so that the surface remains wet, do not wipe dry**
 - Staff will **close doors** to the magnet and the control rooms after cleaning is completed
 - Staff will sanitize hands before leaving the area

EQUIPMENT:

- Surgical Masks
- Cleaning supplies:
 - Approved disinfectant
 - Paper towels

DEFINITIONS:

- COVID-19: Coronavirus Disease of 2019
- PPE: Personal Protective Equipment

REVISION DETAIL:

Version 2 approved by Martinos Safety Committee July 9, 2020