

DBIC Phase 1A & 1B Reopening Safety Policies

Out of an abundance of caution for DBIC staff, researchers, and research participants, the DBIC will not allow anyone displaying signs of illness, however mild, to conduct or participate in research studies in our Center. Additionally, anyone who has knowingly been in contact with someone with COVID symptoms in the last 14 days will not be permitted in the DBIC facility.

DBIC staff and research staff who fail to follow the policies and procedures detailed below risk losing the privilege of scanning in the DBIC, and/or may face disciplinary action.

In the event of infection, spread incident, or low supply levels of mandatory PPE, disinfecting, or other supplies, the DBIC can close at any time and with minimal warning to DBIC staff, faculty, and research staff.

SITE CONTROL - Phase 1A and 1B

- During Phases 1a and 1b of the DBIC reopening, the DBIC will only allow research teams in the DBIC facility under the direct supervision of the DBIC's MRI Technologist, Terry Sackett, or that of a scan operator who has been trained and certified on DBIC's COVID-19 policies and procedures. As of August 10, 2020, the DBIC will be available Monday-Friday, 7am-midnight, and Saturday/Sunday, 8am-5pm.
- To comply with social distancing policies, we will be restricting the number of people allowed in the DBIC at any one time to a maximum of two (2), including Terry Sackett, for methods development work with phantom studies or MRI operator training. For MRI safety training classes, access is restricted to three (3), including Terry Sackett. For studies involving voluntary human research participants, the number of people allowed in the DBIC is three (3), including Terry

Sackett. Undergraduate research staff will not be allowed in the DBIC during Phase 1 of our reopening.

- Voluntary research participants will be restricted to faculty, graduate student, postdoctoral, or research staff members of the laboratory conducting the study, OR a voluntary research participant (faculty, graduate student, postdoctoral fellow, or research staff) from another DBIC-affiliated lab. Undergraduate research participants are not allowed in the DBIC during Phase 1 of reopening.
- To assure and maintain best social distancing practices, we will be asking research labs to provide Courtney Rogers with a list of the research team members and participants who will be attending the scan session. Any changes to that list need to be resubmitted to Courtney Rogers. The DBIC will be keeping a record of attendance for each scan to facilitate contact tracing if needed. If users have not been cleared by Courtney Rogers, they will be denied entry to the DBIC facility.
- Any visits by outside contractors (e.g. Siemens) will need to be registered with Courtney Rogers a minimum of 5 business days prior to the visit, with the exception of emergency repairs to the scanner
- Food and drink will not be permitted in the DBIC facility.

Scheduling practices:

Time in the DBIC facility needs to be reserved in advance with Courtney Rogers. Please schedule enough time on the scanner, as we will require strict adherence to your scheduled time slot (e.g. we will not allow for time overages). If you do not have time booked on the scanner, you should not come to the DBIC facility. You must schedule time in order to enter the scanning facility.

The DBIC will require 30 minutes between research groups conducting phantom studies or methods development, and MRI safety and MRI operator training, to allow for proper cleaning between research groups and to allow the air to be cleared by the ventilation system.

The DBIC will also require 30 minutes between scan sessions with human research participants when new personnel enter the scan suite, to allow the air to be cleared by the ventilation system and to allow time for proper cleaning of the DBIC suite. If no new personnel are introduced to the suite, the 30 min hold does not apply.

SCREENING

All health safety screening will be done in compliance with the policies and guidelines outlined at the state and College levels.

DBIC staff, non-Dartmouth visitors (e.g. Siemens), research team staff, and research participants will all be required to undergo screening prior to entering the DBIC facility. If you have questions about screening, please check with DBIC's Associate Director for Operations, Courtney Rogers.

Personal Protective Equipment (PPE)

The DBIC will require the use of PPE for the health and safety of all DBIC staff, research staff, and research participants.

All DBIC staff and investigators will be required to wear the following:

- Face mask - In compliance with [Dartmouth's face covering policy](#), a fask mask must be put on **prior** to entering the imaging center and must be worn at all times in the DBIC facility
 - You may use your own reusable cloth mask. Otherwise, users will be required to wear a disposable mask or face shield provided by DBIC.
- Protective gloves - must be worn at times when physical contact with a research participant might occur (e.g. while positioning in the scanner). Gloves should be discarded after each participant.
- Face shield - must be worn at times when maintaining a distance of 6 feet is not possible (whether while interacting with a participant or staff members)

All DBIC research participants will be required to wear the following:

- Face mask

- In compliance with [Dartmouth's face covering policy](#), participants should put on a face mask **prior** to entering the DBIC facility, and should keep the face mask on for their entire visit to the DBIC, except while being scanned.
- Scrubs
 - Participants should change out of their street clothes and into scrubs, without exception.

Hygiene practices

- DBIC and research staff members should be following World Health Organization (WHO) guidelines on [hand washing](#). Hand washing should take place in between each participant at a minimum, but as frequently as necessary. Hand sanitizer is also available throughout the DBIC.
- Research participants, or other visitors to the DBIC, will wash their hands in the first floor restroom prior to entering the DBIC. Hand sanitizer is also available throughout the DBIC.
- DBIC investigators should put on clean protective gloves to properly attach and detach the disposable earbud tips for the audio delivery system. Used earbud tips and protective gloves should be immediately thrown away.
- Participants should put their used scrubs into the laundry bin in the changing room.
- Participants should throw away their disposable face mask prior to leaving the DBIC.
- Participants should wash their hands or use hand sanitizer before leaving the DBIC.

Facility cleaning practices

- Linens (sheets/pillowcases) must be changed between each participant. Used linens should be placed immediately in the laundry bin.
- Blankets may not be used for more than one participant. Used blankets will be placed immediately in the laundry bin.

- Between each participant, research staff will use a Clorox cleaning wipe to disinfect the following items (and any others that the participant may have touched):
 - Head coil
 - Phantom
 - Emergency squeeze ball
 - Button boxes
 - Trackball
 - MRI-compatible glasses (frames + lenses)
 - Earphones
- Between each participant, wipe down hard surfaces in the changing and waiting rooms with a Clorox wipe.
- Pens and clipboards should be wiped down with a Clorox wipe between each participant.
- The following items in the control room should be wiped down frequently (at least every 2 hours) if they have been touched by staff or participants, using a Clorox wipe:
 - Keyboard(s)
 - Mice
 - Phone
 - Counter tops
 - Copy machine
 - Light switches
 - Door handles