
Rotman Research Institute – Research Magnetic Resonance Imaging Lab

TITLE: PANDEMIC PROCESS (SARS-COV-2. i.e. COVID-19)

PURPOSE: To identify safe practices during a pandemic in the MRI Environment to implement enhanced infection control measures for the safety of all participants and staff.

POLICY: The MRI Lab will follow the infection control measures as outlined by Baycrest Health Sciences. <http://intranet3/Safety/COVID19Update.aspx#visiting> <https://www.baycrest.org/Baycrest/Coming-to-Baycrest/Patient-Visitor-Safety/COVID-19-Information#activescreening> and the Rotman Research Institute. <https://drive.google.com/drive/u/0/folders/1R5nxToyPgoDgsSSGOJDokBK12POT4Q4u>

BAYCREST PROCEDURE:

DO NOT COME TO WORK IF YOU ARE SICK

- If you are feeling ill or experiencing any influenza-like symptoms – fever and onset of cough or difficulty breathing, stuffy or runny nose, sore throat or other, please stay home and avoid contact with others, with the exception of seeking medical care.
- If you stay home from work, notify your manager and call Occupational Health at ext. 5300.
- Any issues concerning the safety of your work environment or personal health should be directed to Occupational Health and Safety (OHS) at extension 5300.

COVID-19 Information

Baycrest is committed to communicating with you about COVID-19.

Help safeguard our campus.



Our Baycrest clients are a particularly vulnerable population. Older adults and people who have severe chronic medical conditions, like heart, lung, or kidney disease, are at higher risk. We are taking all necessary measures to keep them, and everyone at Baycrest, safe. All of our safety measures are in line with the Ministry of Health and Long-Term Care’s directives and guidelines.

If you have ANY of the following new or worsening symptoms or signs, it is imperative that you stay home:

- Fever
- Cough
- Shortness of breath
- Sore throat

- Runny nose, sneezing or nasal congestion (*in the absence of underlying reasons for symptoms such as seasonal allergies and post nasal drip*)
- Hoarse voice
- Difficulty swallowing
- New smell or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Unexplained fatigue/malaise
- Chills
- Headache
- Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?
- Have you had close contact with a confirmed or probable case of COVID-19?
- Have you had close contact with a person with acute respiratory illness?

Universal Masking All staff and visitors are required to wear a Baycrest-issued mask at all times when in common areas of Baycrest, except when eating and drinking, which should only take place in designated spaces. If a patient or resident is able to tolerate and cooperate with wearing a mask, they will be asked to do so in certain scenarios.

Universal Eye Protection Eye protection must be worn when within 2 meters or 6 feet of any client or any person who is not wearing a mask. This applies to staff, students, volunteers, designated caregivers, private companions, visitors and essential visitors.

Physical Distancing Physical distancing protocols are in place in all public areas at Baycrest. Physical distancing refers to reducing the probability of contact between persons carrying an infection and others who are not infected.

- Everyone at Baycrest must maintain appropriate physical distancing (2 metres) between themselves and others whenever possible. Visitors who are not providing essential care are required to follow this rule **at all times**.
- Tables and chairs in our eating areas have been carefully spaced to ensure physical distancing and should not be moved.
- When entering the elevator, please keep a physical distance of 2 metres (6 feet) between people. If this is not possible, please wait for the next elevator.

MRI LAB PROCEDURE SCANNER & SIMILAROR:

Scheduling Participants:

- As per normal utilizing the Research fMRI web scheduler. **Please note that you will need to leave 30 minutes (1 block) between reservations** to allow for proper sanitization of equipment and room between participants. This will ensure no overlap of Participants between appointments.
<https://www.rotman-baycrest.on.ca/index.php?section=340>
- As per Baycrest guidelines, visitors are discouraged from attending appointments with Participants at this time. Please reference the Rotman Research Institute (RRI) restart documents on Google drive. Link below for your perusal.
<https://drive.google.com/drive/folders/1R5nxToyPgoDgsSSGOJDokBK12POT4Q4u>

MR Scanner Procedure:

1. 72 hours and 24 hours prior to scheduled MRI exam date, Researcher
 - Will contact the participant and ask relevant questions as per Baycrest screening guidelines listed above.
 - Will instruct the participant to contact them directly via email or office phone should there be any change in symptoms within 24 hours of the MRI scheduled scan.
 - Will instruct participant that there are no available food concessions for visitors at Baycrest during the pandemic, therefore, please ensure that they consume the appropriate meal as necessary prior to arrival at Baycrest.
 - Confirm that the participant has been registered with RRI staff and is on the approved visitor list when entering the campus
 - Answering **yes** to any screening questions results in a cancellation of the scheduled MRI Exam.

2. Day of Scheduled MRI exam
 - Arrive to Baycrest wearing your own personal mask. This must be worn during the entire screening process. This will be swapped out for a Baycrest approval mask after successfully clearing the screening process.
 - Researcher and Participant are required to pass screening as per Baycrest screening guidelines on arrival at Baycrest.
 - Researcher will meet the participant at appropriate Baycrest entrance, after they have completed screening and registration.
 - Instruct Participant to retain the brown paper bag that the mask is in. This will be used to store their mask during the scan as it will be swapped for an MR Safe mask.
 - Researcher and Participant will arrive at the MRI suite wearing mask and will maintain a distance of 2 meters (6ft). See video below.
<https://www.youtube.com/watch?v=0ben2OPIn70&feature=youtu.be&t=10>
 - Hand Sanitization is mandatory on entry and exit from the MRI Lab, before and after contact with the Participant and before contact with any equipment in the MRI Control or Scanner Room.
 - Researcher will wear a face shield or goggles while in the MRI Lab as it will not always be possible to maintain a distance of 2 meters with the participant and Level 11 MR Operator.
 - Participant MRI Safety screening process as per usual and verification of no new COVID -19 symptoms since arrival at Baycrest by MR Level 11 Operator.
 - Researcher will instruct Participant on change process into MR Safe clothing as per norm. **The Participant should not remove their mask during the change process.**
All valuables and clothing will be secured in the participant locker. Shoes / Boots will remain on the floor on the exterior of the locker. Coats can be hung on the provided hangers and hooks. Request the Participant to retain the brown paper bag after changing. Instruct Participant to utilize the bathroom facilities, then escort participant to wait in the screening room.

3. MRI room Prep
 - Prep room with only equipment required for the specific exam.
 - All non essential equipment will be removed from the magnet room (Zone 1V).
 - Non-removable items will be covered.
 - Researcher will only access Zone 1V for set up of ancillary equipment i.e. Eye tracker, EEG or to assist with Participant, if mobility issues and in the event of an emergency.

4. MR Control and Scanner room Process Level 11 MRI Operator
 - Mask, face shields or goggles, gown and gloves will be worn by the Level 11 MRI Operator at all times when in contact with the Participant in the Zone 1V.
 - The Level 11 MRI Operator will retrieve the Participant and Researcher from the screening room at the scheduled scan table time.
 - The Level 11 MRI Operator will verify verbally the main MRI screening questions, verify that all metallic objects have been removed and the Participant has had the opportunity to utilize the washroom facilities, prior to entry to Zone 111 and 1V.
 - The Participant, Researcher and Participant will hand sanitize on entry to Zone 111 (MR Control).
 - The Researcher will proceed to set up as necessary in Zone 111.
 - The Level 11 MRI Operator will proceed with the Participant into Zone 1V (magnet room).
 - On entry the participant will be instructed by the Level 11 MRI Operator to remove their mask, place it in the brown paper bag and place the bag on the designated surface in the MR scanner room
 - **The mask is replaced with a MR safe mask ~ (Metallic nose shaper removed from Mask)**
 - Proceed as normal for MRI set up.
 - Level 11 MRI Operator will dispose of gloves, sanitize hands and remove gown, prior to leaving Zone 1V. Mask and face shield or goggles remain in place.
 - Proceed as norm with MRI scan.

5. Post MRI Scan Process Level 11 MRI Operator, Researcher and Participant
 - Level 11 Operator will hand sanitize, put on gown, gloves and remove participant from scanner.
 - The Participant will hand sanitize, remove and dispose of MR Safe mask in garbage, hand sanitize, retrieve and put on the mask from the brown paper; hand sanitize and exit the scan room.
 - Participant is handed over to the Researcher who will instruct them in removal and disposal of MR Safe clothing and paper shoes.
 - Once change process is completed, Participant will hand sanitize and be requested to wait outside the MRI Lab in the waiting area.
Researcher will don gloves; utilize cavi wipes to disinfect all skin contact surfaces in the change area; lockers will be disinfected prior to restocking with clean MR Safe clothing for next participant.
 - Researcher will sanitize hands on exiting the MRI Lab.
 - Researcher is responsible for ensuring the participant vacates the Baycrest premises on completion of all sessions scheduled for the day.

6. Post MR Scan Room Process Level 11 Operator:
 - Will dispose of used linen as per normal.
 - Will dispose of PPE as per PPE removal and disposal process guidelines
 - Will don gloves; utilize cavi wipes to disinfect all skin contact surfaces, scanner table & controls, side rails, coils, emergency squeeze ball, physiological monitors, side carts, sponges, etc.; Dispose of soiled gloves and cavi wipes; an hand sanitize; once scan table is air dried, collect fresh linen; make up table; prep room for next exam; exit and secure scan room.
 - Will don gloves; utilize cavi wipes to disinfect all skin contact surfaces in the Control Room and Screening Room. Chairs; counters, keyboards, desk surfaces; handles, pens, clipboards etc.

MR Simulator Procedure:

7. 24 hours prior to scheduled Simulator appointment, Researcher:
 - Will contact the participant and ask relevant questions as per Baycrest screening guidelines listed above.
 - Will instruct the participant to contact them directly via email or office phone should there be any change in symptoms within 24 hours of the Simulator appointment.
 - Will instruct participant that they are no available food concessions for visitors at Baycrest during the pandemic, therefore, please ensure that they consume the appropriate meal as necessary prior to arrival at Baycrest.
 - Answering **yes** to any screening questions results in a cancellation of the scheduled Simulator session.
8. Day of Scheduled Simulator Session
 - Arrive to Baycrest wearing your own personal mask. This must be worn during the entire screening process. This will be swapped out for a Baycrest approval mask after successfully clearing the screening process.
 - Researcher and Participant are required to pass screening as per Baycrest screening guidelines on arrival at Baycrest.
 - Researcher and Participant will arrive at the MRI Lab wearing mask and will maintain a distance of 2 meters (6ft). See video below.
<https://www.youtube.com/watch?v=0ben2OPIn70&feature=youtu.be&t=10>
 - Hand Sanitization is mandatory on entry and exit from the MRI Lab, before and after contact with the Participant and before contact with any equipment in the MR Simulator Room
 - Researcher will wear a face shield or goggles while in the MR Simulator as it will not always be possible to maintain a distance of 2 meters with the participant.
 - Proceed as normal with Simulator session.
9. Simulator Room Prep
 - Prep room with only equipment required for the specific exam.
 - All non essential equipment will be removed from the Simulator room.
 - Non-removable items will be covered.

10. Post MR Simulator Process Researcher and Participant

- Researcher will assist Participant off the Simulator table, Participant will hand sanitize and be requested to wait outside the Simulator room in the waiting area.

11. Simulator Room post session process Researcher:

- Will dispose of used linen as per normal
- Will don gloves; utilize cavi wipes to disinfect all skin contact surfaces, simulator room table, counters, keyboards, desk services, ancillary equipment. Dispose of soiled gloves and cavi wipes; hand sanitize; once simulator table is air dried, collect fresh linen and make up table.
- Will sanitize hands on securing and exiting the simulator room.
- Will collect the Participant and is responsible for ensuring the Participant vacates the Baycrest premises on completion of all sessions scheduled for the day.

December 02, 2020_Rev 1 February 16th, 2021

Baycrest Resources

- **RRI restart documents on Google drive**

<https://drive.google.com/drive/u/0/folders/1R5nxToyPgoDgsSSGOJDokBK12POT4Q4u>

- **PPE Quick Reference guide**

Refer to COVID19 Client Care Procedures for details

<http://intranet3/Safety/COVID19Update/ClientCareProcedures.aspx>

- **Personal Protective Equipment (PPE)**

- [When to Wear PPE](#)
- [PPE Use and Conservation Strategy](#)
- [Face Mask Instructions](#)
- [Face Mask Instructions \(No Shield\)](#)

<http://intranet3/Safety/COVID19Update.aspx>

- **Putting on PPE (Baycrest) Video**

https://www.youtube.com/watch?v=rigmW0uhZns&feature=emb_title

- **Removing PPE (Baycrest) Video**

https://www.youtube.com/watch?v=GxSL1Cu2ATA&feature=emb_title

- **Visiting Baycrest ~ Screening Process**

<http://intranet3/Safety/COVID19Update.aspx#visiting>

<https://www.baycrest.org/Baycrest/Coming-to-Baycrest/Patient-Visitor-Safety/COVID19-Information#activescreening>