**ACH MR Research Centre Relaunch (Stage 2) – Information for Investigators**

Last Updated November 2, 2020 (highlighted text indicates new information)

This information can also be found on the [CAIR website.](https://cumming.ucalgary.ca/research/child-adolescent-imaging/relaunch-stage-2-information)

The ACH MR Research Centre (MR Centre) has received approval from AHS to proceed to Stage 2.

The following research is now permitted at the MR Centre, starting September 14, 2020 (hereby designated as “ACH MRI Centre Stage 2”):

* All active research studies can begin scanning, with expected volume of 10-15 scans / week based on historical volumes.
* New studies can also be requested.
* A 30-minute gap between sessions is required to allow time for cleaning and disinfection. Please keep this restriction in mind when booking (and this rule has been enforced in the Calpendo calendar).
* The use of the mock scanner is now approved as of October 2, 2020.

Please note that via this approval, only access to areas of the MR Centre other than the 3T area itself and designated waiting areas is granted. That is, research personnel and participants are granted access to the 3T for their session only and must leave the MR Centre upon completion of the study session. Access to other spaces in the ACH footprint is separate from access to the MR Centre and studies must be authorized to use non-MR centre spaces through other channels. If you require access to other spaces in ACH, apart from the 3T area, waiting room or Mock Scanner, please review [this document for approval instructions (PDF).](https://cumming.ucalgary.ca/sites/default/files/teams/82/research/Checklist%20and%20Contacts%20for%20Clinical%20Relaunch%20Plan%20Oct19%202020%20v8.pdf)

Access to the MR Centre is through the Diagnostic Imaging main entrance.

A member of the research team must meet participants at the main entrance and escort to the MR Centre. Room will be the waiting room B1-541 (access code 41693).

**Further Regulations for Research Activities at the MR Centre**

***COVID screening and advanced preparation (DI & Mock Scanner access)***

* Research assistant calls participant 2 days before scan to confirm process of entering the hospital with participant as well as completes AHS DI outpatient screening protocol for symptoms or exposure to COVID-19.
* Consent and assent forms must be modified to advise participants of risk and COVID exposure.
  + High Field Development Program Consent Forms have been modified to reflect COVID exposure and risk and have received CHREB approval. [Adult Consent Form (DOC)](https://cumming.ucalgary.ca/sites/default/files/teams/137/Adult_Consent_Development_sep2020_clean.docx) | [Parent Consent Form (DOC](https://cumming.ucalgary.ca/sites/default/files/teams/137/Parent%20Consent%20Form_Development_sep2020_clean.docx))
* Email the list of participants that will be on-site the day before their arrival to the following individuals – their names will be available to screeners at the front doors.
  + Barbara Fox - Barbara.Fox@albertahealthservices.ca
  + Conny Betuzzi - Conny.Betuzzi@albertahealthservices.ca
  + Jill Woodward - Jill.Woodward@albertahealthservices.ca
* No COVID-19 positive patients permitted on research or mock scanner.
* Screening for COVID-19 / influenza as part of MR screening by means of a checklist. This should be part of phone screening 1-2 days prior to scan day, as well as on the day of the scan.
* Research personnel must also use the [COVID-19 self-assessment tool](https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx) on the day of the session.
* Explain to participants/guardians in advance about our preparations and their assumed risks re COVID-19, using a standard disclosure.
  + The “Information for Families” page on the CAIR website now includes a COVID procedures section for families and participants.
  + [Example of risk disclosure script (DOC)](https://cumming.ucalgary.ca/sites/default/files/teams/137/COVID-%20Screening%20Script_0.docx)
* Immunocompromised or otherwise high-risk participants, as determined by the research facility medical director, would be considered ineligible to be scanned unless the visit was combined with a clinical visit and deemed clinical necessary for patient management.

***Participant interaction and procedure***

* *These points are summarized in a* [*COVID-19 Procedure Checklist PDF*](https://cumming.ucalgary.ca/sites/default/files/teams/137/COVID%20checklist.pdf)
* Staff must record the date and arrival time of community members visiting ACH in a contact tracing log to be kept by the PI or staff delegate.
* Only the minimum number of people required to safely complete the study should be on site
* Please do not ask participants to arrive between 9-9.30 or 1-1.30 to avoid congestion at the main entrance.
* Ideally, researchers should meet participants near the admitting desk, so researchers don’t have to be re-screened.
* Face masks and appropriate hand hygiene is mandated for anyone entering the facility as per the AHS continuous masking policy.
* Cloth masks are acceptable until an AHS surgical/procedure mask is provided. Participants and families obtain these at front entrance screening

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| **3T** |
| * A member of the research team must meet participants at the main entrance and escort them to the MR Centre. * Access to the MR Centre is through the Diagnostic Imaging main entrance. * Families should wait in the designated waiting room (B1-541 access code 41693) if the parent is not in the scan suite with their child. * Only one person in addition to the tech or operator should be in the console room. The console room has a suggested 3-person limit. * For gowning, participants will be provided disposable bag, and this is put under the desk in the control room to minimize contact with locker/lock. * Since lockers will not be in use, please request that all participants leave their valuables at home. * Participants can remove their masks when being positioned in the scanner and for the duration of the scan. A clean mask will be provided upon completion of the scan. * If participants prefer to be masked, then they may use the Vanch brand with nonmetallic nose bridge (see labelled box on control room desk.) * Researchers will maintain continuous masking * After the scan, research personnel must escort the participant to the changing room and then to the exit of ACH. |
| **Mock Scanner** |
| * A member of the research team must meet participants at the main entrance and escort them to the Mock Scanner room. * Mock scanner bookings do not have access to the MR area waiting room. * Participants, family members, and/or guardians must continue masking in the Mock Scanner room throughout the entire session. * After the session, research personnel must escort the participant to the exit of ACH. |

***Cleaning***

* A 30-minute buffer will be mandated between bookings so that study groups do not overlap, and thorough cleaning can take place.
* Cleaning at end of every day of door handles, desks, workstations, control room, etc. in addition to routine cleaning procedures for MR scanner and facility. Appropriate cleaning of high contact areas between users (workstations, computers, etc.) also required.
* Cavi wipes should be used to disinfect surfaces and objects. If Cavi wipes are unavailable, Oxivir disinfectant (placed on dry wipes) can also be used.
* Any equipment that touches participants must follow strict cleaning procedures between participants.
* While MR Centre staff will perform disinfection of the area, including the changing room, it is the responsibility of research personnel to disinfect the waiting room between uses and keep all areas tidy and free of garbage.

***Staff and Students working on-site at ACH***

* Staff and students must ensure their visit is recorded by the PI or lab delegate for contact tracing purposes
  + [Contact tracing template (DOC)](https://cumming.ucalgary.ca/sites/default/files/teams/137/Tracking_Presence_TEMPLATE.xlsx)
* Before coming to ACH, each and every time you must complete the “Fit for Work” questionnaire. If you have AHS login credentials, use <https://www.ahs.ca/fitforwork> or follow the instructions in this [screening PDF.](https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-daily-fitness-for-work-screening-protocols.pdf)
* Students and postdocs must read and follow the UCalgary “Experiential Learning Guidelines.” (<https://live-risk.ucalgary.ca/risk/risk-management-insurance/services/experiential-learning>). All students must acknowledge the AHS and UCalgary guidelines, and consent to the arrangements. This should be done in writing/email to your supervisor.
* Staff **are not** permitted to use the main entrance. Staff must use the swipe card enabled entrance closest to their work area when entering and leaving the building.
* Staff should read the Return to Campus Guide for returning to on-site work as these principle for main campus should be generally followed.
* Staff and students must practice the continuous masking.
  + Please see the [Instructions (PDF](https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-hcw-masks.pdf)) for how to wear a mask, if you are unfamiliar
  + Cloth masks are acceptable until you can obtain an AHS provided mask. An AHS Mask is a surgical/procedure mask
* PIs/Managers should be made aware when you’re working outside a clinical area (e.g. 4th floor) and may schedule your access to limit persons on-site.
* Maintain 2 meter/ 6 ft distance between workers in all areas (e.g., 1 person per workstation).
* Take stairs instead of elevators when possible.
* Maintain distancing as much as possible when passing each other in hallway and common areas such as printers, stairs, and elevators.
* Avoid touching your face.

***Infection control and prevention procedures***

* Contact tracing
  + Staff must use the swipe card enabled entrance closest to facilitate contact tracing if necessary
  + It is the responsibility of the PI or their delegate to keep a log of staff and research participant visits to the site including arrival/departure date and time
    - [Contact tracing template (DOC)](https://cumming.ucalgary.ca/sites/default/files/teams/137/Tracking_Presence_TEMPLATE.xlsx)
  + Each team must have the ability to track and contact staff/participants in the event of potential exposure to COVID-19.
* Please watch this [video](https://ahamms01.https.internapcdn.net/ahamms01/Content/AHS_Website/Information_For/if-hp-ipc-donning-and-doffing.mp4) covering hygiene, handwashing and PPE donning and doffing.
* Please read the [PPE FAQ (PDF).](https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-ppe-faq.pdf) Please also see additional [information](https://www.albertahealthservices.ca/topics/Page17048.aspx) about Personal Protective Equipment (PPE).
* Cleaning at end of every day of door handles, desks, workstations, control room, etc. in addition to routine cleaning procedures for MR scanner and facility. Appropriate cleaning of high contact areas between users (workstations, computers, etc.) also required.
* Cavi wipes should be used to disinfect surfaces and objects. If Cavi wipes are unavailable, Oxivir disinfectant (placed on dry wipes) can also be used.
* Researchers involved with scanning would need to be trained in the expected IPC procedures they need to follow.