

Martinos Center for Biomedical Imaging  
David Cohen MEG Laboratory  
STANDARD OPERATING PROCEDURE  
Safety Practices in Response to Covid 19

**COVID Screening:**

1. Within 24 hours of the subject's scheduled visit to the Martinos Center study staff will **confirm subject's Covid status** in EPIC if the subject is an MGB patient. If subject is Covid positive or is presumed to be Covid positive, the scan will be canceled and rescheduled per consultation with a Martinos NP
2. **Within 24 hours of the visit and upon arrival to building 149, study staff will perform Covid Screening** with subject (**Appendix A**) and, if applicable, with the accompanying guardian. If the subject/guardian answers "yes" to any of the screening questions, the scan will be canceled and rescheduled per consultation with Martinos NP

**General:**

1. Subject will check-in at the entrance of building 149 where they will apply hand sanitizer, don a new face mask and take the paper bag provided for storage of the mask
2. In the lobby, study staff will again ask the subject and, if applicable, accompanying guardian, the Covid 19 screening questions
3. To shorten the visit as much as possible, study staff will explain safety and study procedures remotely prior to the visit. If there are other questionnaires or forms specific to the study, these should also be completed remotely and per Partners Human Research Quality Improvement Program guidance. **It is strongly encouraged that PIs and team members take the "Virtual Visits" class offered by the DCR. For more info go to: <https://learn.partners.org/courses/5656>**
4. The number of people present for the scan will be limited to the subject and two study staff people. In the case of minors and disabled persons, the subject's legal guardian may also be present.
5. Subjects must wear the face mask provided by MGB at all times unless otherwise instructed by study staff such as during application of the MEG cap
6. Study staff will wear gloves for clinical procedures, remove gloves after completion, wash and sanitize hands. Gloves shall not be worn for the duration of the visit, as they can spread germs.

7. Other than scrubs, only PPE provided by the institution may be used in the building. Staff and subjects are not allowed to use PPE brought from home.
8. All persons present for the visit will maintain a distance of at least six feet from each other whenever possible.
9. The door to the MEG may be open during the visit to increase air circulation
10. There will be no less than 15 minutes between the end of one scan and the start of the next to allow for thorough sanitizing
11. After the scan study staff will sanitize all equipment and surfaces touched by staff and/or the subject or others. These items include but are not limited to the MEG helmet, button boxes and other stimulation devices, goggles, pen of Polhemus digitizer, HPI coils, keyboards, mice, arms of chairs, door handles, intercom buttons, cabinet handles and light switches. The scanner itself will also be disinfected.

**Equipment:**

- 1) Procedural masks available in lobby of building 149
- 2) Safety Goggles
- 3) Gloves
- 4) Virex spray
- 5) Paper towels

