

Phase 2 – Reopening of CAMRI

Below are some talking points about Best Practices for resuming operations in a post-peak COVID-19 situation as safely as possible:

- Any user/employee/research subject entering CAMRI but wear a mask at all times.
 - Researchers, guests and visitors must provide their own mask to enter BCM. CAMRI will provide a once-use disposable surgical mask and other appropriate PPE.
 - ANYONE entering Baylor campus will be screened and must comply with Baylor COVID-19 policies
- There must be a minimum of 30 minutes in between user sessions to allow for disinfecting of area and equipment.
 - Disinfectant supplies and gloves will be provided by CAMRI
 - Documentation must be completed after area has been disinfected.
 - Complete the half sheet (which is now a full sheet) and leave it in the purple folder in the scan room.
 - Each user will be responsible for disinfecting both control room and scan room.
 - Trash cans will be provided outside each scan room to discard used PPE.
- Added signage throughout CAMRI to notify users of new policies regarding cleanings, masks, social distancing, etc.
- Human subjects and phantoms can be scanned during this phase. No animal studies.
 - Phase 2 reopening form has been created for users. Each user is required to download form from CAMRI wiki/website and submit to camri-staff@listserv.bcm.edu for scheduling imaging appointments.
 - PI must get orange badge for himself/herself and their lab members.
 - Non-Baylor users will need to email camri-staff@listserv.bcm.edu for Baylor access.
 - CAMRI is requiring additional information on research subjects and non-Baylor visitors to comply with contact tracing policies.
 - Users must screen their subjects prior to them coming to Baylor. CAMRI will provide a screening form on their wiki.
 - CAMRI will provide security with information on non-Baylor users and visitors 48 hours prior to scheduled imaging session. Weekends not included. Users must submit this information for participants and non-Baylor users 48 hours prior to scheduled imaging session.
 - All scheduled scanning sessions must be completed by 6pm Mon-Fri to allow for cleaning and data transfer.
 - No scheduled scanning on nights, weekends or holidays
 - Users will NOT use iLab to schedule appointments during Phase 2.
 - All studies must be scheduled through email requests (camri-staff@bcm.edu). Email should include the following info:
 1. Scanner needed (MR4 or MR5)
 2. Date
 3. Time and duration of scan (must be in 30 minute increments. Minimum is 1 hour)

4. Investigator's name
 5. BCM account number
 6. Name of employee coming to use MR
 7. Name of subject
 8. Ancillary equipment needed (i.e. stimulus computer, BOLDscreen, button boxes, head coil type)
- Only 1 research subject and 1 employee/user can enter CAMRI scan suites at scheduled appointment time. (So....no extra people in CAMRI). No exceptions (this is for subjects 18yrs and older)
 - For children 17 years and under, 1 parent/adult may accompany them to CAMRI. (See CAMRI child policy).
 - Only 3 research subjects per day, per scanner. BCM investigators will have priority with outside PIs scheduled as time permits.
 - **Research team (PI or lab member) will have to meet their research subject at the security desk entrance and escort them to CAMRI. The research team is also required to escort that same subject out of the building.** Make sure your subject has appropriate contact information for your lab should they need assistance at security check point.
 - Conference rooms and testing rooms will be open for minimal use. Reservation is required via email at camri-staff@listserv.bcm.edu. User is responsible for disinfecting entire room after use.
 - Small Conference Room – 2 people
 - Large Conference Room – 3 people
 - CAMRI break room will be open for use, but only 1 person allowed in this room at a time. Signage for cleaning this space after use will be posted in several locations.
 - Users need to be level 2 trained. Level 1 users and Training will resume October 1, 2020.
 - Rescheduling and cancellation policies will need to be amended for each phase.
 - Phase 2 Policy – All scheduled scanning appointments will be charged the full rate unless cancelled/rescheduled 24 hours before the start of the scheduled scan. No exceptions. All cancellations/rescheduled requests should be sent to CAMRI through their email alias, camri-staff@listserv.bcm.edu
 - The July 1 pricing change will go into effect as announced in January. Pricing will be:
 - \$500/hr for human subjects or human phantoms
 - \$175 for phantoms or tissue samples
 - All employees, students, and faculty that can work at home, should remain at home. CAMRI offices should be available for essential work only.

Questions, comments or concerns can be sent to camri-staff@listserv.bcm.edu