

## **Guidelines for VUIIS Facilities and Cores Reopening - Phase 2**

- These guidelines are intended to provide guidance for all VUIIS members and users of VUIIS facilities. They may be revised according to circumstances.
- Nothing in these guidelines should be construed as circumventing guidance from VUMC administration or state or city regulations.
- It is anticipated that operations will evolve in a phased manner consistent with institutional guidance, and the specific operating procedures below are intended to cover transition to Phase 2 effective June 11th.
- Everyone is expected to be familiar with the current guidelines and COVID-19 policies of VUMC.
- Remote working is expected of all non-essential personnel when possible. Visits to the building should be limited only to activities essential for research that cannot be reasonably delayed (lab use etc.)
- Under no circumstances can areas within the building be occupied at more than 75% normal capacity, and that applies to each shared space and labs.

### **[1] General Building and Access for VUIIS Personnel and Facility Users**

- Entry into the VUIIS building requires screening through designated VUMC locations where screening stations have been set up as per the VUMC COVID-19 policy. Daily screen sticker must be visible at all times. Anybody without the daily screening sticker must exit and go through screening.
- Entry into the building must occur from the basement tunnel. The front doors will remain locked. Please do not use the front doors. The rear entry by the Post Office allows access to the elevator and then via card swipe to VUIIS space. The entrance from the tunnel at the front does not require a card swipe during day time hours.
- Face masks should be worn in all public spaces and inside the VUIIS building until you are in a closed office or lab space. If you do not have a mask available, we can provide one.
- Elevator use
  - Only one person may be in the elevator at a time - use stairs when possible. If the elevator is already occupied, please wait.
  - Hand sanitation stations will be at each elevator, please use before pushing the buttons on the elevator or touching other surfaces
  - Use stairs when possible. Be considerate that others may have to reach higher floors.
- Social distancing remaining 6 feet apart must be observed at all times
- Use best practices of avoiding others in Hallways, bathrooms and other spaces where the 6 ft rule may not be possible
- Office Spaces
  - Office spaces housing 2 people should not have both present. Occupants of 2-person offices should coordinate office use with each other to maintain social distancing. Working shifts or different days is one solution.
  - Office spaces with 3 or more people will need to arrange their occupancy to maintain social distancing. Occupants will need to reserve space when essential.

- Alternative spaces have been identified in the event they are needed and a reservation system will be set up to schedule spaces one day at a time.
  - 3<sup>rd</sup> floor back hallway – space for 4 people
  - 3<sup>rd</sup> floor conference room – space for only 1 person
  - 2<sup>nd</sup> floor classroom – this will be made available as needed
- Group meetings of up to 10 people may take place only in the classroom maintaining appropriate distancing.
- Bathrooms – should host only one person at a time. Until signage is available, do not enter bathroom if it is found occupied.

**Graduate Students** – Graduate students should come to VUIIS only to acquire data or other essential purpose and then return home. They should not occupy shared spaces if distancing cannot be achieved. It is expected that all graduate students coming into VUIIS have been cleared by their advisor through the appropriate approval channels dictated by each department, school, and dean(s).

## **[2] CORE OPERATIONS**

### **Human Imaging Core**

#### **General Notes**

- Phase 2: PET/CT and 3Ta/3Tb MRI – will be available to perform scanning of human subjects with technologist support.
- Use of the scanners for development or scanning of phantoms or other objects will be allowed after hours or during times when no human participants are in the scanning environment to ensure minimal overlap with study participants.
- All scans on human subjects will be performed by a licensed technologist to ensure appropriate sanitization procedures.
- Requests for HRpQCT, 7T, OCT, NIRS, will be considered on a case-by-case basis.

#### **Scheduling**

- Phase 2: Self-scheduling for PET/CT and 3Ta/3Tb will be resumed using the iLab beginning on June 15<sup>th</sup>.
- Technologists will monitor the scheduling requests placed in iLab and may request slight modification in scan times to allow sufficient time/space between scans for sanitization and entry/exit of previous groups.
- All groups will remain outside VUIIS until their scan time. We encourage you to arrive no more than 5 minutes before your scheduled scan time, understanding that there may still be a delay due to sanitization requirements. When you arrive, please call 3Tb (615-936-7253), 3Ta (615-322-5073), or PET (615-875-3699) to let our technologists know that you have arrived and where you are. Technologists, when complete with the previous scan will come to meet you and escort you back to the scanner.

## Screening

- All research participants, caregivers, and research staff will be screened daily as per VUMC policy. If any member of the research team or participant does not have the daily screening sticker, they will not be allowed into VUIIS
- Remote metal screening should be performed by investigative team and the screening code provided to technologist for review prior to visiting VUIIS.
- Participant screening:
  - No known COVID-19 positive subjects, subjects with pending COVID-19 test results because of symptoms, or subjects with reported symptoms consistent with COVID-19 are eligible for research imaging at this time.
  - If a research subject has a history of a positive COVID-19 diagnosis and has recovered, the principle investigator **MUST** inform the VUIIS imaging staff to validate that the subject is eligible for imaging.
  - If a potential research subject tests positive for COVID-19 prior to imaging, they will be ineligible for imaging until they meet **ALL** of the following criteria for research imaging:
    - The research study is a minimum of 7 days following diagnosis **AND**,
    - They are fever free for 72 hours without medication
  - If a potential research subject lives with an individual who has tested positive for COVID-19 or has test results pending, they will be ineligible for imaging until:
    - All pending test results are confirmed to be negative, **OR**
    - 14 days have passed since the resolution of that individuals symptoms including fever without medication, **OR**
    - They have confirmed to have self-quarantined from the sick individual for 14 days from the onset of symptoms.
- In accordance with VUMC visitation policy, Phase 2 will allow for 1 additional caregiver to be present during the scans. We will provide a safe and distanced location for the caregiver to wait for the completion of the scan. Summary: 1 technologist, 1 researcher, 1 participant and 1 caregiver allowed in the scan suite. Social distancing is maintained during the entirety of the scan.

## Separation

- Each scanner allows social distancing and investigative staff and technologists will remain at least 6ft separation during the duration of the scan.
- Only one scan group will be allowed in the scan environment per scan session to avoid contact between groups.
- Any interaction requiring less than 6ft will be minimized and only for the duration necessary to perform the scan or procedure. In all instances, masks will be worn by VUIIS staff, investigative staff, participants and caregivers.

## Sanitization

- All sanitizable surfaces will be sanitized with purple-top wipes before and after each scan. This includes the couch, pads, coils, squeeze ball, PPU leads, button boxes, etc.

- Linens will be changed before each individual and placed in the laundry bag after each scan. No reuse of linens will be allowed
- All scan staff and research staff will be expected to wear appropriate cloth/surgical masks as dictated by current Radiology guidelines.
- In concert with the universal masking policy, all participants and caregivers will wear a mask during their visit. If a participant does not have a mask, VUMC will provide a mask at the screening stations prior to coming to VUIIS. For MRI scans, please be aware that many disposable surgical masks have a metallic nose bridge and should either be removed or MR compatible mask be utilized.
- There will be increased delay between scans for sanitization and some scan starts may be delayed. Technologists will account for this time when scheduling scans.
- All staff will wear gloves when interacting with participants and dispose of gloves before using equipment. Staff will perform hand hygiene before and after each participant interaction.

## **CENTER FOR SMALL ANIMAL IMAGING**

### **General Notes/Scheduling**

- When not scheduled to perform scans or other laboratory procedures, all staff should work remotely when possible. Only staff performing procedures should be in the lab environment.
- User driven scanning and other laboratory procedures are done at the discretion of the PI.
- New projects/trainings will be approved only if they can be started within the boundaries of the VUMC COVID-19 guidance.
- All requests for imaging in any room will require advance approval from authorized VUIIS personnel
- To avoid a large number of users in the CSAI area at once, all requests for imaging in any room must be done at least 3 days in advance. Imaging schedules will be coordinated and centralized by CSAI staff. You cannot image unless you receive an approval from an authorized CSAI member.

### **Separation**

- MR Scanners – no more than two people at each scanner and maintaining social distance and/or wearing masks and PPE if 6 ft cannot be observed
- MicroPET/CT room - No overlap between groups allowed in this room.
  - NO more than 4 people in the room at a time; social distancing guidelines (6ft separation) and PPE requirements (including wearing masks) must be strictly followed
- User run scanners – manager will control the scheduling thru iLab as there are multiple user run scanners in the same room
  - In rooms with multiple user run modalities (AA-2107 and AAA-2103), we will only be allowing one scan session at a time. For AA-2107 and AAA-2103 iLab now requires users to also reserve the room that they're imaging in and so will not allow another user to schedule time on another instrument in the same room at the same time.

- To help control this, there is now a restriction set in iLab that will require core approval before your reservation is confirmed. The exception to this is MR since the MR areas are sufficiently spread apart.
- Tissue culture and Animal Prep rooms (AAA-2103 and AAA-2107 respectively) will also be allowing only one procedure at a time and should be scheduled accordingly. This will now be done via iLab
- Chemistry Lab and Molecular Biology – Social distancing and the use of PPE within those labs is essential.

### **Sanitation**

- Using Sporicidin towelettes (or spray onto paper towel), CSAI core staff will disinfect all commonly touched surfaces daily in imaging and animal prep areas. Other VUIIS research staff will do the same in areas that they commonly use on the 2<sup>nd</sup> floor or F1200 areas.
- Users (or core staff as applicable) should also disinfect with Sporicidin before and after each scan. This includes imaging beds/platforms, nosecones, handles, benchtops, desktops, keyboards, etc.
- All core and other research staff will be expected to wear appropriate PPE per VUMC COVID-19 and VEHS guidelines.

### **Radiochemistry Core**

#### **General Notes**

- Priority will be given to VUIIS PET research scans over other requests during this time.
- When not scheduled to perform productions or other laboratory procedures, all staff should work remotely when possible.
- Only staff performing procedures should be in the lab environment.
- All core personnel will wear masks on site.

#### **Scheduling**

- All radiochemistry production requests will continue to be done through iLab while working closely with Anna, Jarrod and Brooklyn to ensure all requests can be accommodated within the following framework:
  - YY Cheung and staff will continue to provide a rotation schedule to allow efficient use of time while maintaining physical distancing
  - Maximum 2 productions per day; most likely 10-11 AM, 2-3 PM delivery.
  - Productions to be done in Lab 1276 and if feasible Lab 1275.
  - Workflow of 2 productions per day will be coordinated to ensure safe distancing.

#### **Separation**

- All personnel will remain at least 6ft separation for the duration of the production(s).
- Any interaction requiring less than 6ft (e.g. QC for [11C] tracers) will be minimized and only for the duration necessary to complete the production batch record. For such a situation masks must be worn.
- Only one person can be stationed at any one time on cyclotron, module, LFH, QC, Biotrax computer

#### **Sanitization**

- Using Sporidicin towelettes (or spray onto paper towel), radiochemists will disinfect all commonly touched surfaces daily in Lab 1276 and if necessary Lab 1275.
- All delivery carts will also be disinfected with Sporidicin before use.
- All radiochemists will be expected to wash their hands and arms before wearing appropriate PPE per VUMC COVID-19 and VEHS guidelines or to conduct any form of aseptic process in the LFH.

**RF Lab, Low Field Lab and Machine Shop**

- Are subject to the same rules regarding screening, occupancy and social distancing
- Hand sanitation stations will be positioned at the entrance to these areas. Please use prior to entry.
- Any use of the workshop equipment must be approved by Mr. Gary Drake
- The RF lab may not have more than 2 occupants.