

Guidelines for the Gradual Transition from Coronavirus-Related Emergency Operations to Basic Operations

3.0 Tesla Skyra Fit Scanner Area

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Change History

Date	Version	Author(s)	Description of change
24.04.2020	1.0	Antje Els, Dave Hübler, Laura Böhmert, Ariane Filmer, Carl Herrmann	First draft of document
27.04.2020	1.1	Thoralf Niendorf	made minor modifications
01.05.2020	1.2	Thoralf Niendorf	Added text to make sure that only masks are used which are MR safe

Guidelines for working at the 3.0 Tesla Skyra Fit scanner area

Volunteer studies are not permitted until further authorization from MDC.

Objectives:

- To start *basic operations mode* at the 3.0 Tesla scanner area¹
- To follow safety guidelines with respect to personal safety, especially concerning COVID-19 prevention

General plan of operation and safety measures:

- Re-establishing basic operations mode will follow a 2-step procedure, starting with calibration tests and phantom experiments first.
- There are no known timelines, it depends on the current state of affairs (MDC, local authorities).
- Face masks should be used at all times (provided by the MDC).² **Please make always sure that only mouth and nose masks are used which are MR safe.**
- Change reusable masks every day, wash at 60 degrees and dry completely before using again
- The number of people allowed to be present in 3.0 Tesla operator room is restricted to 2 persons at any given time. No visitors are allowed, except for emergency cases.
- Keep a distance of at least 1,5- 2,0 m to each other.
- Phoning operator room (4539) allowed
- Persons should communicate with the person taking over the scanner to avoid unnecessary procedures (e.g. change of RF coils) and to take into account the exposure times of disinfectants to be effective
- Essential personnel, mainly the security officer, will always have the power to enter the lab, in agreement with the person present at the 3.0 Tesla scanner area.
- The simultaneous use and touch of surfaces areas (e.g. keyboards, patient table, coils etc...) by the present persons should be minimized
- If possible, certain tasks involving touching of surfaces should be allocated between two persons and not switched during working
- Before leaving the 3.0 Tesla scanner area used/touched surfaces and objects (e.g. keyboards, patient table, coils, door handles etc...) should be disinfected with appropriate disinfectant
- Self-explanatory instructions of disinfection measures (including which surfaces and objects should be disinfected, which disinfectant to use and its effective exposure time) should be attached clearly visible at the inside of the doors of the operator and patient preparation room, as a guide and reminder
- Please book your scanner session in a realistic time frame and bindingly (this also means cancelling your slot in the calendar if you don't need it) and let people, who booked after you, know if you need more time

Step A (Time-line: ca. 1-2 weeks)³

Allowed operations:

- Starting up electronics
- Calibration tests
- Phantom experiments

Step B (Time-line: unknown depends on current MDC guidelines and local authorities)

Allowed operations:

- volunteer studies can be incorporated in the week's plan (compliance B.U.F.F. guidelines for volunteer studies) and need to be coordinated with NaKo exam schedule to avoid contact between volunteers

¹ Defined as area including scanner room, operator room, electronics room and patient preparation rooms

² Personal ones maybe be used until we receive the face masks

³ For now we do not know the duration of each step