



Policy 1: COVID-19 CMRR Staff Return to Work Guidelines

It is the policy of the Center for MR Research to provide the following COVID-19 return to work procedures for all staff members. Strict compliance with the following directives shall be observed by all staff while in the workplace.

Procedure

A. Prior to Arrival at the Office

1. Do **NOT** report to work if you have any of the following symptoms (regardless of severity) or you answer "Yes" to any of the below questions:
 - Fever
 - Chills
 - Cough
 - Shortness of breath/difficulty breathing
 - Muscle pain
 - Weakness or Fatigue
 - Sore throat
 - New loss of taste or smell
 - Diarrhea
 - Have you had a COVID-19 positive result < 30 days ago?
 - Have you been exposed to someone with suspected or confirmed COVID-19?
2. Please check the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) for the most up to date symptom list.
3. If you have any of the above symptoms or have been exposed to someone with suspected or confirmed COVID-19:
 - Notify the Center director (Dr. Zhou, 312-413-0088, xjzhou@uic.edu)
 - Call University Health Services at (312) 996-7240 (press 9 for the COVID-19 option) for further instructions prior to coming into the office OR
 - Self-report to University Health Services by completing the [Staff Submission of Possible COVID-19 Exposure Form](#).
4. If your symptoms are life threatening, please seek immediate medical attention.

B. Arrival at the Office

1. All staff must enter the Harrison facility through the front main entrance and are required to wear a mask covering both nose and mouth. If you do not have a mask, one will be provided by the front desk staff.
2. All staff entering the Harrison facility must be temperature screened for fever before being allowed to start their workday.

3. A **NO** visitor policy is currently in place at AIC. When / if visitor restrictions are lifted, all visitors will be required to wear a mask covering both nose and mouth, enter through the front entrance, and be temperature screened.
4. Center staff entering through the back entrance must comply with the following procedure:
 - Wear a mask covering both nose and mouth prior to entering the building.
 - Place on a pair of gloves and take your temperature with the staff designated touchless thermometer located within the locked cabinet located above the kitchenette sink. The keys are in the drawer closest to the refrigerator.
 - Follow the instructions posted on the cabinet door to take your temperature.
 - Record the date, your name, and temperature reading on the sign in sheet located in the cabinet for each workday.
 - When you are done, please place the thermometer and sign in sheet back in the cabinet, lock the cabinet and place the keys back in the drawer.
 - The back entrance is for **STAFF ONLY**.
5. Any temperature reading **under 100.4°F** is cleared to resume their normal workday.
6. All staff should wash their hands with soap and water for 20 seconds or sanitize their hands with hand sanitizer upon entry.
7. Please practice proper **"social distancing" of at least 6 feet** when navigating through the common workplace areas to your office.
8. If your temperature reading is **100.4°F or higher**, you may **NOT** report to work. Please notify the following:
 - Center director (Dr. Zhou, 312-413-0088, xjzhou@uic.edu)
 - Call University Health Services at (312) 996-7240 (press 9 for the COVID-19 option) for further instructions prior to coming into the office OR
 - Self-report to University Health Services by completing the [Staff Submission of Possible COVID-19 Exposure Form](#).
9. Any staff member with a fever will also be asked to submit their name and UIN in compliance with the UIC ESHO temperature screening policy.

C. While at the Workplace

1. Please practice proper **"social distancing" of at least 6 feet** in all shared space areas, while conducting meetings, or navigating throughout the Harrison facility.
2. Strongly consider using alternative methods of communication such as email, telephone, Microsoft Team, WebEx, etc.
3. You will be required to wear a mask covering both nose and mouth while at the workplace especially while in all shared space areas and when proper social distancing is unavoidable.
4. All parties should wear a mask covering both nose and mouth before entering any confined space (i.e.: any single occupant office space).
5. Please avoid the sharing of computer equipment whenever possible.
6. If workstations must be shared, please follow the department cleaning and disinfecting procedures after you have completed your work.
7. Continue to follow all recommended guidelines for handwashing, avoiding touching your face, eyes, and mouth, and covering your cough and sneeze.
8. Practice personal hygiene etiquette and conduct in appropriate areas away from shared spaces.
9. Observe the CMRR policy regarding designated eating and drinking areas.
10. Do **NOT** leave or store food in common spaces (i.e.: kitchenette, office, shared spaces, etc.) for public consumption and dispose of any unused food immediately.
11. If you become ill while at work, please inform Dr. Zhou (xjzhou@uic.edu) or Aggeliki Gikas (agikas1@uic.edu) immediately and do the following:
 - Make the necessary arrangements to vacate the premises
 - Notify University Health Services at (312) 996-7240 (press 9 for the COVID-19 option) for further instructions OR
 - Self-report to University Health Services by completing the [Staff Submission of Possible COVID-19 Exposure Form](#)
 - Follow-up with your primary care physician.
12. If your symptoms require immediate medical attention, you will be directed to:
 - University Health Services located at 835 S. Wolcott Ave. # E144 (7 AM-4 PM) or
 - UIC Emergency Department located at 1740 W. Taylor St.

13. In any life-threatening case (i.e.: cardiac or respiratory distress) and /or loss of consciousness:
 - Dial 9-911.
 - State location, “980 Building, 2242 Harrison (AIC).”
 - Specify adult or pediatric depending on age of person.
 - Provide your name, telephone number, and patient name, if known, and specify that we are an MRI facility.

D. Office & Shared Space Cleaning / Disinfection Procedures

1. The disinfection protocol established during the Stay at Home Order will remain in place. Please conduct these cleaning duties on your scheduled day.
2. Each staff member is responsible for disinfecting their office space upon arrival for their shift and prior to leaving at the end of the day.
3. Please make sure to wear gloves and clean your office space with the approved cleaning supplies.
4. If you share a common phone in shared spaces, please clean the phone and receiver upon arrival and after each use.

E. MRI Suite Cleaning / Disinfection Procedures

1. Upon study completion, all used linens shall be placed into the laundry hamper and all bouffant caps, ear plugs, etc. shall be disposed of into the trash can located outside the scan room.
2. Anyone scanning subjects shall wear gloves and clean the following at the conclusion of each study and prior to placing the next subject on the table:
 - MR coil (including mirror on head coils)
 - Research equipment
 - Hand switches
 - Scan table and table control module(s)
 - All subject padding (i.e.: body pad, elbow pads, head pads, knee sponge, etc.)
 - Emergency squeeze ball
 - Cardiac leads and/or respiratory bellows
 - Step stool
 - Any other high contact surfaces between each subject with an approved disinfectant
3. The disinfectant should be applied in such a way that the all surfaces are wiped down completely wet and allowed to air dry to ensure proper disinfection.
4. Ample time should be allotted between each subject to allow for cleaning solution odors to sufficiently dissipate prior to placing the next subject in the scanner.
5. **UNDER NO CIRCUMSTANCES SHOULD THE DICHROIC MIRROR BE CLEANED WITH ANY DISINFECTANT.**

F. Cleaning and PPE Supplies

1. All staff members will be responsible for reporting the need of any additional cleaning and PPE supplies to ensure sufficient department inventory. Please contact Mike Flannery via email (mpflanne@uic.edu) with any supply requests.
2. All PPE supplies necessary to conduct subject scans need to be monitored by anyone scanning subjects and shall report the need for additional supplies prior to exhausting the supplies on hand. Please contact Mike Flannery via email (mpflanne@uic.edu) with any supply requests.

3. Please be mindful to use only the necessary PPE in order to carry out your daily duties to protect yourself and those around you as supplies are limited and many of these items are on backorder.

G. Departure at the End of Your Shift

1. Please clean / disinfect your personal workspace and any other high contact surfaces prior to leaving.
2. If it is your designated day on the department cleaning schedule, please proceed to clean the assigned areas.
3. Make sure to properly dispose of all used PPE in the appropriate trash can in your area.

Sponsor: Director

Date: 05/20_rev2