

Standard Operating Procedure for De-densification  
Magnetic Resonance Research Center

1. MRRC personnel should will work at home if at all possible unless their work requires them to be physically present at the MRR.
2. All personnel will be reminded to stay at least 6 feet apart, wear masks and wash hands frequently.
3. Waiting room on lower level (NL 03) will have chairs placed at 6 feet intervals. The remaining chairs will be stacked in the corner and secured with cable zip ties.
4. Magnet console rooms will require that technologist and research personnel stay 6 feet apart and wear masks.
5. The cognitive testing room on the lower level (NL 05) can only have 2 people in the room at a time. The 2 people must wear surgical masks and keep as far apart as possible.
6. The 2-bed recovery room in NL 15-17 can be used by 1 subject at a time. An electronic sign-up sheet will be made available to researchers.
7. Bathrooms in NL 35, NL 37, NO 116 and NO 118 will have signs asking personnel to limit occupancy to 2 people at a time, if possible.
8. The kitchen in NO 133 will have the chairs stacked and secured with yellow ties. The refrigerator, microwave and coffee machines will not be available. Only 1 person at a time will be permitted to wash hands at sink.
9. The conference room in NO 135 will have chairs placed at 6 feet intervals. The remaining chairs will be stacked in a corner and secured with cable zip ties.
10. We will follow the school policy for shared office spaces requiring that no one will have adjacent desks.
11. We will work with IT to ensure that all personnel will be able to access the computers they work with at the MRRC so that office usage will only be allowed if they are performing a research, research support, or maintenance function (as covered in the rest of the document).