



Colorado Clinical and Translational
Sciences Institute (CCTSI)

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS



Children's Hospital Colorado

CHCO CTRC OUTPATIENT CLINIC SPACE

3rd Floor Ambulatory Clinic – CTRC

This link contains all relevant CHCO resources and should be reviewed daily before coming to work for updates:

<https://childrenscolorado.sharepoint.com/sites/affiliate/CHRE/Pages/Reactivating-Clinical-Research.aspx>

Limiting number of employees accessing the Specimen Processing Rooms:

- Only work requiring a physical presence in the specimen processing room will be conducted.
- Room B3542 (Hallway D Processing Room) will be staff by a CTRC Nursing Core Team member.
 - This will be for the processing of simple research specimens for all studies occurring that day.
 - Only 1 CTRC team member will be in this room at a time
- Room B3482 (Ambulatory Back Hallway Processing Room), Room A4330 (NICU Processing Room), and Room A9481 (9th Floor Processing Room) will be utilized for complex processing and specimens that require special handling.
 - This room will be scheduled directly by study staff through CHCO Research Scheduling as a “Resource”
 - Only 1 person will be in a room at a time

Shared Equipment:

- **Stadiometer and Scale** – This equipment can be used by one participant and team member at a time. This equipment will be wiped down with Oxivir wipes after each use.

Clinical Research Staffing: Current schedule for Clinical Research is stated as follows. These are modifications to limit staff on campus based on essential need and University and Children’s Hospital policies.

- CTRC Nursing will be limited to up to 20 participants scheduled on Tuesday, Wednesday and Thursday, and will staff up to 5 nursing Core staff per day. Extra opening days will be added as needed, dictated by research volume.
- All tasks that can be conducted remotely will continue to be conducted remotely. If you do not need to be in the CTRC clinic space for a specified face to face participant encounter, please do not enter the space. Study teams will be encouraged to reduce the number of study personnel needed at a visit. If one person can be delegated to do all tasks at the visit, that is the best practice and when possible, schedule multiple visit for a



Colorado Clinical and Translational
Sciences Institute (CCTSI)

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS



single coordinator on the same day so that you are entering the facility less days per week.

Social Distancing in Shared Spaces -

<https://childrenscolorado.sharepoint.com/sites/affiliate/CHRE/Pages/Reactivating-Clinical-Research.aspx>

- **CTRC Workrooms** - CTRC Nursing Core employees in workrooms will remain 6 feet apart. Rooms B3585 (CTRC Workroom 1) and B3684 (CTRC Workroom 2) will accommodate up to 3 people at a time, the nursing station will accommodate up to 3 people at a time. These rooms will not be accessible to non CTRC staff.
- **Drop-In Workstations** - Non CTRC staff will conduct Epic documentation and charting at the workstations in participant rooms or remotely as there will be limited space for non-CTRC staff in the clinic area.
Two workstations will be available in the D&E Alcove, and two workstations in B3524

Clinical Research Safety

PPE Guidance – Reference the COVID 19 Official Policy for most current guidelines

<https://childrenscolorado.sharepoint.com/sites/affiliate/CHRE/Pages/Reactivating-Clinical-Research.aspx>

- Check all organization and building specific entry requirements before going to work, guidance changes frequently so it is your responsibility to check for updates prior to each workday and report to work accordingly.
- All staff members who will be working in the Outpatient Pavilion should obtain a mask as enter the building each day. The CTRC will not be issuing face masks for study staff. Study staff should collect and use masks in according with CHCO guidelines:
<https://childrenscolorado.sharepoint.com/sites/affiliate/CHRE/Pages/Reactivating-Clinical-Research.aspx>
- When in standard precaution (non-isolation) patient rooms with a face shield
 - Clean and disinfect outside of face shield with hospital approved disinfectant between patient use
 - It is not necessary to clean and disinfect the inside of the face shield. Face shields are assigned to individuals, and staff members should wear a mask under the face shield.
- Staff are to disinfect desk areas, keyboards, equipment, door handles, pipettors, centrifuge lids, freezer/refrigerator handles, etc., and any other working surfaces before and at the end of each shift with Oxivir wipes



Colorado Clinical and Translational Sciences Institute (CCTSI)

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS



- Any samples for CTSC Core Lab brought by nursing, research coordinators, or PIs for processing and/or analysis are to be placed on the workbench in the entrance of the laboratory. CTSC Core Lab staff must be notified by phone 78209 prior to sample drop off and once in the laboratory.
- Six feet of social distancing will apply between all staff members in any common/shared space.
- Don't Come to Work Sick. To protect the health and safety of our team members, patients and families, do not come to work if you are experiencing any symptom(s) listed in the [Staff Working While Ill or Exposed Policy](#). Instead, complete [this online survey](#) and contact the Sick Line (720-777-4251) to report your illness. (Also call the Sick Line to report confirmed or suspected COVID-19 cases in close household contacts.)

Shared spaces:

- Workrooms will have a maximum capacity of 3 people with a 4th that can enter to access microwave and refrigerator. CTSC workrooms will have three desk chairs available with the other chairs removed. Each workroom has three desktop computers for use with the others marked "Do Not Use".
- The Clinical Research Nursing station has three chairs and three workstations with the other workstations marked "Do Not Use"
- Restrooms are located in a hall that is 6 feet wide, provide suitable distance if waiting for restroom.
- Staff are to disinfect any shared space or equipment immediately before and after use.

Return to work summary:

- You will need to wear a cloth face covering as you enter CHCO
- Only enter through the employee entrance
- You will scan a QR code and complete a RedCap survey prior to entering the building
When you enter, you will have your temperature taken
- You will be issued a face mask if you will be in a clinical area
- If you are in a non-clinical area, you will continue wearing your cloth face covering
- **Don't come to work sick – Reminders –**
 - If you don't feel well, stay home!
 - If you feel ill, contact your supervisor for guidance
 - Complete the daily health assessment and wellness check
 - Wear the appropriate face mask for the area you will be working
 - Follow 6 ft social distancing
 - Clean and disinfect any and all equipment that you use