

## CTRC STANDARD OPERATING PROCEDURE-

### Process for notifying the CTRC when a research participant has a new positive COVID-19 + PCR test after a study visit

**Purpose:** To define procedures for the reporting new positive COVID-19 PCR results to the UCH CTRC for a research participant that had a study visit on the CTRC

**Audience/User:** All CTRC Users

**Applicable Protocols:** All protocols utilizing any CTRC Space or CTRC Staff

**If a research participant has a new positive COVID-19 PCR test within 72 hours of a study visit on the CTRC:**

- The study clinician must notify Dr. Tom Campbell, COVID Officer and Medical Director of the UCH CTRC, ([THOMAS.CAMPBELL@CUANSCHUTZ.EDU](mailto:THOMAS.CAMPBELL@CUANSCHUTZ.EDU)) and Diane Branham, CTRC Nurse Manager ([DIANE.BRANHAM@UCHEALTH.ORG](mailto:DIANE.BRANHAM@UCHEALTH.ORG)), immediately upon learning of the positive result.
- NOTE-If the participant has been tested for COVID-19 by PCR at UHealth, Epic will display a banner/flag which reads, "Suspected COVID-19 virus infection" until the results of the PCR test are entered. Do not report to Dr. Campbell and Ms. Branham until a positive result is confirmed by the study physician.
- The study team must answer the following questions in an email to Dr. Campbell and Ms. Branham as soon as possible.
  1. Who is the study clinician on the protocol?
  2. Protocol number?
  3. Protocol PI?
  4. MRN of the participant?
  5. Participant's last name/first name?
  6. Date of the study visit in the CTRC?
  7. How long was the participant on the CTRC?
  8. List all of the rooms in the CTRC that the participant entered during their stay (including the bathroom, if applicable).
  9. Where did the participant have the COVID-19 test?
  10. What was the date of the test?
  11. A) Was the pre-appointment symptom COVID-19 screen completed by the research team for this participant 24-72 hours before the CTRC visit?  
b) Did the participant report any symptoms or exposures?
  12. Was the participant wearing a mask or face covering when she s/he arrived in the CTRC?
  13. Was the participant without a mask at any time during the visit? If yes, please provide reason and the amount of time without a mask.
  14. At any time during the visit, was the research team without [appropriate PPE](#) suitable for the visit? If yes, please describe.
  15. Please provide the names of all individuals that were within 6 feet of the participant during the visit and their appropriate time they spent within 6 feet of the participant.

Additional Resources-[COVID-19 Employee and Provider Exposure and Return to Work](#) Algorithm for details.