

Before a Visit in the Outpatient (OP) CTRC

SCHEDULING PARTICIPANTS TO MINIMIZE CONTACT WITH STAFF AND OTHER PARTICIPANTS

- Research teams are required to screen all participants for symptoms of COVID-19 in advance of a scheduled research visit. It is recommended that the screening occur 24-72 hours prior to the scheduled appointment. The following questions must be asked:
 - Have you had a diagnosis of COVID-19 in the last 30 days?
 - Have you been in unprotected contact (within 6 feet for > 15 minutes), or caring for someone who was diagnosed with COVID-19 in the last 30 days and were not wearing personal protective equipment?
 - Have you had any of the following symptoms in the last 72 hours (not related to hay fever or seasonal allergies)?
 - Fever (100.4 or higher)
 - New Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - New Headache
 - Sore throat
 - New loss of taste or smell
- If the answer to any of the above questions is, “Yes,” the research visit must be canceled immediately. Please notify the [Scheduler Team](#) to remove the visit in Epic.
- Participants are allowed to have one support person accompany them to the UCH OP CTRC and remain with them during their appointment when physical, cognitive or emotional support is needed to reasonably complete the research visit. No other visitors will be allowed.
- Research Teams must complete the number of study staff [REDCap survey](#) before 9am the day prior to the visit. If the survey isn’t completed, the visit will be canceled.
- Participants should be instructed to wear a face covering to their appointment and keep that covering on at all times, except when instructed to remove it by the study or CTRC staff.

On the day of a Visit in the Outpatient (OP) CTRC

SAFETY MEASURES THAT WILL BE ADOPTED

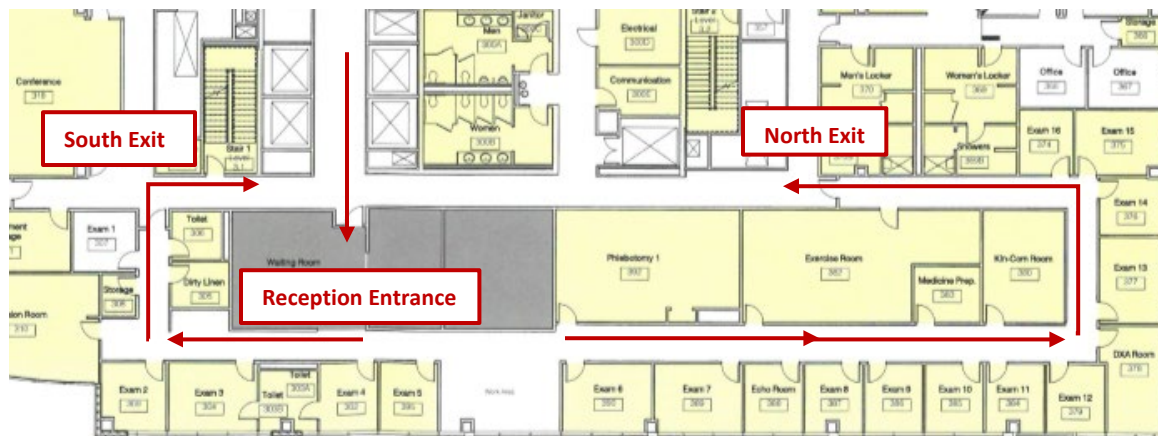
General Safety Measures

- Research teams should only enter the UCH OP CTRC space if they are required to perform a face-to-face participant encounter. Only team members on the OP [CTRC entry list](#) will be allowed admission on that day.
- Research team members must be wearing a wristband in the color for that day, issued at one of the designated [CU-AMC check-in points](#).
- UHealth employees must use the UHealth mobile app to complete the pre-shift questionnaire and record their daily attestation. UCH employees will take and record their own temperature within 30 minutes prior to shift start or prior to entering the facility and log into the UHealth mobile app to complete the pre-shift questionnaire and record their attestation. UCH

employees who report a fever or possible COVID-like symptoms will contact the employee health hotline at 720.787.3321 for further instructions. The CTRC Nurse Manager will verify that UCH employees have completed the attestation for each shift.

- Research teams are expected to follow all UCH OP CTRC Reactivation procedures. Failure to follow UCH CTRC procedures may result in loss of UCH CTRC access for investigators and/or their research staff.

ANTICIPATED ROUTES OF TRAVEL OR TRAFFIC FLOW IN THE BUILDING



Participant Check-in Procedure –Please allow up to 15 extra minutes for check in to accommodate our new safety procedures:

- Research participants **must be wearing a face covering** when they arrive at the Leprino Building and asked to wait in the lobby on the first floor and maintain 6’ social distancing.
- If a study staff member will be at the visit: Study Staff will meet the participant in the lobby, ensure they are wearing a face covering and it is worn correctly. If the participant does not have a face covering, study staff must provide one at that time. Study staff will then call the UCH OP CTRC front desk (720-848-6666) to get clearance to bring the participant to the 3rd floor.
 - Once permission is received from the UCH OP CTRC front desk, the participant will be escorted directly to the Check-in desk via the elevator, making sure that social distancing is maintained at all times, including in the elevator.
- If UCH CTRC staff are conducting the visit and study staff will not be present: The participant will call 720-484-6666 and a UCH CTRC staff member will meet the participant in the first-floor lobby, check their face covering and escort them directly to the OP CTRC check in desk via the elevator.
 - If the participant does not have a cell phone, they should proceed directly to the 3rd floor check-in area. Floor decals have been placed in the clinic waiting room and in the hallway to encourage social distancing.
- Staff and participants are to walk directly from elevators to the CTRC front desk following the blue footprints on the floor.
- On arrival at the UCH CTRC OP front desk, check-in and repeat symptom screening will take place and the participant will be escorted directly to their visit location.
- Only one participant may be at the check-in desk at a time. Additional staff and/or participants should wait outside of the UCH CTRC OP reception space, in the hallway, where the floor is marked with floor decals at six-foot increments to ensure proper social distancing while waiting.

- If the participant answers, “Yes” to any of the screening questions, a UCH CTRC staff member will:
 - Please a facemask
 - Call the study physician or PI and relay the information directly to them.
 - Have the participant follow-up with their PCP.
 - Cancel the remainder of the study visit.
- Participants will be given a parking voucher at the time of check-in to eliminate the need to stop at the front desk on exiting. The UCH CTRC will ask UCH Parking Office to provide a 3-day supply of reusable, paper parking vouchers to allow for a rotating 3-day cycle to minimize potential viral transmission.
- Participants will be roomed as soon as possible upon arrival to maximize social distancing and vacate the reception area.
- Participants needing drinking water: Only the CTRC Staff will access the drinking fountain and fill cups. Single-use, disposable plastic cups will provided by the UCH CTRC.

After the Visit in the OP CTRC

Participant Check-Out Procedure

- Participants will **NOT** report to the front desk before leaving the UCH OP CTRC clinic.
- The UCH CTRC or study staff member who is with the participant at visit conclusion will call the front desk for check out and will direct the participant to the nearest north or south exit. The exit options are 1) the door on the north side of the clinic (Room 15/374) or 2) the door south side of the clinic (Room 1/307).
- The UCH CTRC or study staff member with the participant at visit conclusion will disinfect desk areas, keyboards, equipment, door handles and any other working surfaces per [guidelines](#) before exiting the exam room. Please not the use of hospital approved [Disinfectants](#) and the [Ambulatory Room Turnover Workflow](#).