

UCSF Clinical Research: Return to Work Checklist

DETERMINE WHETHER YOUR STUDY IS ELIGIBLE TO RESTART: Review the [guidelines](#) to determine if your study may resume onsite gradually while maintaining appropriate population density target in your workspace. **Category 2** clinical research that is essential to the health of participants may proceed onsite and no longer requires submission of a declaration to the Office of Research for approval. **Category 3** clinical research will begin with extreme caution to allow a gradual increase of population density. Category 3 research activities in clinical care locations should only be restarted after discussion with leadership of clinical units to ensure that research activities will not interfere with essential clinical activities, workflows, and will not complicate population density management by the health system.

General Considerations		Research Participant Attending Study Visit	
<input type="checkbox"/>	ASSESS TEAM: Query research team about interest and capacity to return to work. If you have concerns or questions, contact [INSERT NAME/EMAIL OF DEPT ADMIN CONTACT]	<input type="checkbox"/>	COUNSEL PARTICIPANTS: Discuss decision to have in-person (onsite or offsite) visit with participant. Consider that certain populations may have increased risk for severe COVID-19 infection. Share ways UCSF is protecting visitors.
<input type="checkbox"/>	DENSITY PLAN: Make a plan consistent with current guidance to have the appropriate number of clinical research workforce onsite. Collaborate with others in your space to comply. As necessary, reconfigure clinical research space. For [INSERT NAME OF BLDG/LOCATION], contact [INSERT NAME/EMAIL OF CONTACT].	<input type="checkbox"/>	SCREEN FOR COVID-19: A. All participants need to complete a health screen conducted by research staff by telephone prior to visit. B. All participants should be re-screened upon arrival for their research visit. Location dictates who screens (in-clinic visits will be conducted by clinic staff).
<input type="checkbox"/>	POST SIGNS: Ensure your clinical research work area has appropriate COVID-19 guideline signs posted. Campus Life Services has developed downloadable templates that can be printed from your local printer and placed in your immediate work area.	<input type="checkbox"/>	VERIFY CLINIC MANAGEMENT APPROVAL: Clinical research performed in clinical care locations should only be restarted after research activities have been discussed with leadership of clinical units to ensure they will not interfere with essential clinical activities, workflows, and will not complicate population density management by the health system. For [INSERT NAME OF BLDG/LOCATION], contact [INSERT NAME/EMAIL OF CONTACT].
<input type="checkbox"/>	COMPLETE TRAINING: Ensure completion of UC Learning COVID-19 and Other Safety-Related courses listed on the CRC Training site .	<input type="checkbox"/>	AEROSOLIZATION RISK: Special considerations are noted for clinical research with increased risk of aerosolization . Check your local health facility's policies on Aerosol Generating Procedures (AGP). A list of high-risk AGPs and associated PPE recommendations at UCSF Health can be found here.
<input type="checkbox"/>	COMPLETE DAILY HEALTH SCREEN: All onsite research staff must complete the Conversa-based UCSF Daily Health Screen 2 hours BEFORE entering the building. See Daily Health Screenings for more info.		
<input type="checkbox"/>	DISINFECT SURFACES: Disinfect surfaces at the beginning and end of shifts and after each participant visit using 70% ethanol. Disinfectant supplies are available at [INSERT LOCATION]. Contact [INSERT FACILITIES CONTACT] if ethanol-based disinfectant spray is needed in other areas.		
<input type="checkbox"/>	PPE: Everyone in a UCSF space is required to wear face coverings per institutional policy . Staff and participants are encouraged to bring masks from home; masks are available at [INSERT NEAREST LOCATION FOR YOUR TEAM]. Anyone entering a clinical area will be asked to replace face coverings with a surgical mask. PPE necessary for the study may be available through the 'SCM COVID Store' internal catalog on BearBuy. For specific needs, contact the UCSF Emergency Management at emer.mgt@ucsf.edu		
<input type="checkbox"/>	PHYSICAL DISTANCING: Whenever possible, there should be a minimum of 6 feet between all people, including research staff and participants, consistent with public health directives (see protocol here).		

Location and Dept-specific information in purple to be filled in by Dept/Div Management before use