

Instructions for Off-Campus In-Person Research

For latest updates: <https://uwaterloo.ca/coronavirus/research-information>

Amendments or New Applications

1. An amendment or new application should be submitted AFTER the Request to Resume On-campus Research involving Human Participants has been submitted to researchqueries@uwaterloo.ca. Once you have submitted your signed documents to Research Queries you can submit your amendment or application.
2. Ensure that details regarding the location being used and parking lot access for participants are arranged so that they can be included in your study materials for participants
3. Follow guidance from Application Steps for In-Person Research on how to complete the amendment or new application

Procedures before participant comes to study location

1. Re-contact participants to inform them the study they had been participating in will be restarting. Use the Re-consent Script (email and/or phone) to ask if they are interested and willing to continue taking part in the study.
2. Send email to interested participants with COVID-19 ICL. Request them to print a copy, if possible, to bring to their visit. Add your new ICL for the participants to review for the study if applicable. Consider adding original ICL for participants to consult for reference.
3. Study Reminder email/phone call the day before to ensure that participants screen themselves for COVID-19 symptoms with the online screening assessment the day they are scheduled to visit the study location. Provide answers to any questions about the COVID-19 ICL.

Procedures during participant's visit

1. Be available for phone call from participant or support person (parent) when they arrive at the pre-arranged location. Ask them to wear their mask when meeting the researchers. Bring questionnaire for screening participants BEFORE they enter the building. Also bring COVID-19 ICL and a new mask in a ziploc bag if required. Children under the age of 5 are not required to wear masks indoors. However, one should be available if the participant chooses to wear it.
2. Wear appropriate PPE (masks, gloves) while greeting participant.
3. Weather permitting, perform screening questionnaire outside but in an area with some privacy so that the participant's answers are not overheard. Remain at a minimum 2m/6ft distance. If required, this can be completed within the building lobby.
4. Ask participant and support person if they were able to bring the COVID-19 ICL with them and did they have any questions
 - If they did not bring letter provide a copy and to read

- Explain sanitizing procedures that have been put in place
 - Explain study procedures
 - Ask if there are any questions
 - Ask if they are comfortable proceeding with the study
 - i. If yes, ask to sign the acknowledgment, sign and date and complete the contact tracing page
 - ii. If no, thank them for their time and ask them to fill out the contact tracing page before they leave
5. If no issues arise during the screening, then escort participant and support person to study space – make no stops unless participant or support person must use the washroom
 6. Ask participant and support person to wash or sanitize hands
 7. Review and sign updated study ICL if applicable. Consider reviewing original ICL if it has not been updated.

Managing Contact Information for Public Health and Safety

Ensure all research personnel know where the contact tracing forms should be stored and are able to access the storage area. Ensure that the secure area is separate from the study data.

All contact tracing forms should be kept for **30 days** from the participant's last visit. After the required days they should be securely destroyed.