Procedures before participants arrive:

1. For ongoing studies where participation was paused, re-contact participants to inform them the study they had been participating in will be restarting. You should confirm participants are interested and willing to continue taking part in the study.

2. For new and ongoing studies, prior to a participant arriving, these individuals need to be made aware of the University’s vaccination requirements and screening procedures (for on-campus studies) along with the COVID-19 related risks and safety precautions that have been put in place.
   - Templates are available to explain these requirements and procedures to study participants. These include:
     - Email Scripts for on- and off-campus studies
     - Telephone Scripts for on- and off-campus studies
     - COVID-19 ICL for on- and off-campus studies (adults and children)
       - If possible, the COVID-19 ICL should be printed by the participant/parent, signed, and brought to the study visit.

3. The study information letter should be shared with participants prior to their study visit, to reduce the chance of someone traveling who is not interested or ineligible to participate.
   - Prescreening and/or reviewing the eligibility criteria prior to the study visit is recommended but this must be done securely and privately (i.e., verbally/telephone, virtually/Zoom/MSTeams, encrypted email, Qualtrics/secure website) and study data must only be collected after the participant has consented to take part in the study.

4. A study reminder email/phone call the day before is recommended to ensure participants screen themselves for COVID-19 symptoms the day of their scheduled study visit and have received and understood the University’s vaccination information and requirements (for on-campus studies).
   - Templates are available to explain these requirements and procedures to study participants. These include:
     - Participant vaccination confirmation guidance

Procedures during a participant’s visit:

1. Be available for a phone call from the participant or support person (parent) when they arrive at the pre-arranged parking lot location. Ask them to put on their mask before coming into the building.
   - If the participant (and support person) has not completed the Campus Check-In (on-campus studies) or the COVID-19 screening (off-campus studies), they need to do this BEFORE entering the building.
   - Bring a copy of the COVID-19 ICL and a new mask in a ziploc bag for the participant (and support person) to wear.
   - Children under the age of 5 are not required to wear masks indoors. However, one should be available if the participant choses to wear it.
2. Wear the appropriate PPE when greeting the participant.
3. Perform the study pre-screen/eligibility questionnaires outdoors, if possible, and in an area with privacy so that the participant’s answers are not overheard. Remain at a minimum 2m/6ft distance, whenever possible.
4. Ask the 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 the letter provide a copy and ask them to read the letter.
   - Explain the sanitizing procedures that have been put in place.
   - Explain the study procedures.
   - Ask if there are any questions.
   - Ask if they are comfortable proceeding.
     i. If yes, ask the participant (and support person) to check the acknowledgment, sign, and date the letter and complete the contact tracing page.
     ii. If no, give your thanks for their time and ask they complete the contact tracing page before they leave.
5. If no issues arise, escort the participant (and support person) to the study space – make no stops unless the participant (or support person) must use the washroom.
6. Ask the participant (and support person) to wash or sanitize hands.
7. Ask the participant to review and sign the study ICL if this has not been done.

**Managing contact information:**
Ensure the research team knows where the contact tracing forms, and vaccination documentation is securely stored, and they can access this information if needed. Ensure this information is stored separately from the study data.