



## **COVID-19 Protocol Safety Submission Review Form for Human Subjects Research Projects Involving Face-to-face Interactions**

### **PURPOSE**

Queens College recognizes the importance of research for faculty and students, however, careful steps must be taken as we prepare a return to in-person human subjects research in the wake of the COVID-19 pandemic. As a result, human subjects research activity that involves face-to-face interactions will be considered on a case-by-case basis through the process outlined below.

### **INSTRUCTIONS**

All research involving direct, in-person human subjects research must be submitted to and receive 1) department chair approval; and 2) approval from the school's dean. Once the dean has approved the project, 3) they will present it to the Queens College Ad Hoc Working Group on Reopening for approval.

Your submission must include 1) a copy of your human subjects research protocol; and 2) your answers to the questions listed in the form below.

### **NOTE REGARDING REQUIRED IRB REVIEW**

This submission process DOES NOT replace IRB review. Once you have received the 3 approvals mentioned above, an IRB Ideate application must be submitted and approved before any human subjects research activity is initiated. Please include documentation of approval from the Queens College Ad Hoc Working Group on Reopening as a pdf attachment to your IRB application. Please note that any modifications to prior-approved protocols will also require IRB review and approval. Principal Investigators must submit new applications and amendments to existing protocol via the Ideate system at <https://ideate.cuny.edu/home/>.

### **COVID-19 SAFETY SUBMISSION REVIEW FORM QUESTIONS**

**Your human subjects research submission must include your research protocol and answers to questions #1-7 below and attestation that the safety protocol in #8 will be followed.**

1. Please describe how researchers will maintain social-distancing, density of people in particular spaces, masks and other protocols to minimize risk of transmission.
2. Please list all study personnel that will be physically coming to Queens College campus. Provide a schedule that details the dates and times research personnel and human subjects will be coming to Queens College campus for what procedures and on what days. (this includes overlap, i.e., how many people are in at one time).
3. Please state the project enrollment for the entire study (the total number human subjects expected to participate in the entire study).
4. Please describe how human subjects will enter campus (via the main security gate). Will research personnel meet participants at the gate?
5. If you have activities that involve closer contact, such as placing recording caps on participants, how will you deal with risk of transmission at those times, etc.? You might preface your plan with an explanation of why this can only be done in person, as well as its significance to you (e.g., preliminary data for grant, especially untenured or those consider going up for promotion in the relatively near future, completing work already funded via external grants, etc.).
6. Please provide a brief assessment of the risk and liability. For example, bringing in older adult subjects is riskier than school age children, but the latter has the issue of parental consent. In making a plan, remember that it is intended to mitigate and limit risk of COVID-19 transmission and with human subjects, there are extra risks and liability. Your plan should address these risks so that those reviewing the plan can feel that personnel and participants are reasonably protected against risk of transmission.
7. From the list below, please select the category or categories that most closely describe your research.
  - Externally funded, deadline-driven work requiring stipulated deliverables (grant/contract deadlines) that must be conducted on site or in the field (with documentation of deadlines) (regardless of researcher rank or tenure status; includes any required research staff)
  - Externally funded research that must be conducted on site or in the field (with award documentation) (regardless of researcher rank or tenure status; includes any required research staff)
  - Research by graduate students who are near degree completion (with advisor or area head support/presence per college requirements)
  - Untenured faculty research (with department chair/program head support)
  - Research requiring season-specific sample collections
  - Tenured Associate Professors and Full Professors (with department chair/program head support);
  - Graduate Students and Postdoctoral Research Associates (with advisor/mentor support)

**In addition to answering the questions above, please attest that you abide by the safety protocol outline below. If your project is approved, please incorporate your answers to questions # 1-7 above and copy and paste the safety protocol in #8 into your IRB Ideate application.**

#### 8. SAFETY PROTOCOL

- a. All research personnel will wear a nose and mouth covering mask while traveling, on-campus, and/or interacting with human subjects and/or other research personnel, and wash hands/use sanitizer (including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more ethanol and 70% or more isopropanol for areas where hand washing is not feasible) upon arrival on campus.
- b. Research personnel will limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
- c. Research personnel will instruct human subjects to wear a face covering during face-to-face interactions and will not engage in any in-person interaction unless all parties involved are wearing face coverings.
- d. Research personnel will instruct human subjects that a distance of six feet must be maintained between all individuals and ensure that this is adhered to.
- e. Research personnel traveling to campus via public transportation travel will make an effort to travel at off-peak times.
- f. Research personnel will maintain their personal health log in accordance with the Queens College Approved Research Reopening Plan.
- g. Researchers personnel will follow all other requirements outlined in the Queens College Approved Research Reopening Plan, Queens College safety guidelines, New York State Guidance.