**Checklist for direct contact with participants**

Prior to scheduling a participant visit:

[ ]  Confirm the study has received permission to proceed with direct contact with study participants in the setting of COVID-19 from the SOM Clinical Research Review Committee ([view the Research Readiness dashboard](https://www.med.unc.edu/crso/research-readiness/)).

[ ]  Confirm the planned activities are in accordance with the Departmental plan to limit capacity to 50% or less.

[ ]  Confirm the IRB application has been updated to reflect the current/planned methods and that appropriate approvals are in place.

[ ]  Consider all measures that can be taken to minimize the duration and proximity of direct contact with participants.

Prior to day of the scheduled visit:

[ ]  Review the COVID information sheet and risk assessment. Confirm and document that the participant wishes to continue with the study visit.

[ ]  Complete and document the advance participant wellness check (within 24 hours of the visit).

[ ]  Remind of the participant of the current visitor policy.

[ ]  Confirm your plan for obtaining necessary PPE for staff and participant.

[ ]  If you will be in departmental space, confirm your presence will fit within the 50% capacity requirements.

[ ]  If you will be in clinical space, confirm your presence will not adversely impact clinical workflows.

[ ]  Ensure plan for having the employee wellness screening completed and documented by appropriate responsible party.

[ ]  If the study activities will include procedures, ensure alignment with clinical guidelines (e.g. COVID-19 testing or additional cleaning procedures).

Day of the study visit:

[ ]  Complete and document employee wellness screening.

[ ]  Obtain and don appropriate PPE.

[ ]  Perform and document participant wellness screening.

[ ]  Review the COVID information sheet and risk assessment. Confirm and document that the participant wishes to continue with the study visit (if not performed prior to visit or if participant wishes to discuss further).