

Clinical and Translational Research Center TraCS Institute	Approved by: Medical Director and Director of Nursing
SOP Title: Adverse Weather Policy	Revisions: 1/20/2016, 1/12/2022
Effective Date: 10/1/2015	Page 1 of 5

- I. **Purpose:** This policy outlines the responsibilities of Clinical and Translational Research Center (CTRC) staff, study coordinators and licensed providers (CTRC Users) who schedule and see subjects at the CTRC that may be affected by adverse weather.
- II. **Scope:** This SOP policy applies to all staff and users of the CTRC.
- III. **Applicability:** The reason for creating this policy is twofold:
 - A. Assure the safest and best possible way to provide care to research subjects at the CTRC during adverse weather
 - B. Assure the most efficient and safest way of utilizing CTRC Staff during adverse weather.
- IV. **Policy:** The CTRC will follow adverse weather conditions specified by the University of North Carolina at Chapel Hill (UNC). UNC uses three main adverse weather operating conditions: Condition 1, Condition 2 or Condition 3 as summarized below. University Employees are reminded of the University's Adverse Weather and Emergency Closing Policies located at <https://hr.unc.edu/benefits/leave-holidays/weather-emergency/>.
 - A. **Condition 1: Reduced Operations** – Current conditions may not pose severe safety risks or logistical challenges, but an event has significant potential to negatively affect – or already is affecting – local area commuting, important campus services, or the efficient functioning of campus buildings and grounds. Employees, faculty, and students should consider their own personal circumstances to determine whether to report late, leave early, or not report at all.
 - B. **Condition 2: Suspended Operations** – The University is open only for mandatory operations. Safety risks or logistical challenges are severe, and there is substantial interest to have a relatively limited number of individuals travel to or remain on campus. **Classes are cancelled; all non-mandatory operations are suspended; only mandatory employees must report to or remain work.**
 - C. **Condition 3: Closure** – Conditions pose the most severe risks to health and safety or present the most difficult logistical challenges that will severely impede the efficient and effective functioning of the University. (Examples of such conditions include a substantial number of downed trees and/or power lines, uncontrolled flooding over a significant portion of the local commuting area, risks to building stability or safety, or loss of critical utilities). **Classes are cancelled; offices and facilities are closed; only mandatory employees must report to or remain at work.**

For updates on the current adverse weather status of UNC; CTRC Staff, Licensed Providers, Study Coordinators, Research Assistants and Research Participants should utilize the information sources listed below.

- A. An email, website post and, if conditions warrant, a text message from Alert Carolina, <http://www.alertcarolina.unc.edu>. You must be signed up to receive an Alert Carolina text message. Alert Carolina will send text messages about decisions to activate or deactivate Condition 2 or Condition 3.
- B. Access online information at the following UNC websites:
 1. The Alert Carolina System homepage at <http://alertcarolina.unc.edu>
 2. The University homepage at <http://www.unc.edu>
 3. The UNC Human Resources homepage at <http://hr.unc.edu>
- C. Call 919-843-1234 (Adverse Weather and Emergency Phone Line) for recorded information and announcements about campus operations

Clinical and Translational Research Center TraCS Institute	Approved by: Medical Director and Director of Nursing
SOP Title: Adverse Weather Policy	Revisions: 1/20/2016, 1/12/2022
Effective Date: 10/1/2015	Page 2 of 5

- D. Most local television stations will report weather-related closings during severe weather events.
- E. UNC's Travelers Information System Radio, 1610 AM, near campus.
- F. UNC Transportation and Parking for information including parking lot conditions. (<http://move.unc.edu/> or <http://dps.unc.edu/2015/02/10/move-unc-edu-new-website-transportation-parking/>)
- G. Chapel Hill Transit also posts adverse weather news and routes and schedules. Refer to <https://www.townofchapelhill.org/government/departments-services/transit/service-updates-news-releases>.

V. Responsible Parties: The Director of Nursing, CTRC staff and all users who utilize the CTRC for research subject visits.

VI. Procedures: The CTRC will follow the below procedures when UNC declares an adverse weather condition.

A. **CTRC Outpatient Unit** – The CTRC will operate the outpatient unit based on the following adverse weather conditions declared by UNC:

1. **Condition 1** – Reduced hours of operations may be implemented. In general, the CTRC Outpatient Unit will delay opening by at least one hour and/or will close at least one hour earlier than normal hours of operation or after the last subject has been discharged.
 - a. CTRC Director of Nursing (DON) or Charge Nurse will determine and announce the abbreviated CTRC outpatient hours of operation for Condition 1. The DON or Charge Nurse will make the announcement by notifying CTRC users via email and if possible, by posting the abbreviated schedule on the main entrance door to the CTRC Outpatient Unit. The DON or Charge Nurse will do this as soon as possible after UNC announces a change in operating conditions to Condition 1.
 - b. The DON or Charge Nurse may also make the announcement prior to the official university announcement based on weather forecasts so that coordinators will have ample time to notify research subjects.
 - c. Study coordinators who need to cancel or reschedule appointments affected by Condition 1 status should contact the CTRC soon as possible by emailing the CTRC Scheduler at ctrcheduler@med.unc.edu, by calling 919-966-1437 or by using the CRMS CTRC Scheduler.
 - d. The CTRC will assume any appointment is cancelled if the research subject fails to arrive for the scheduled visit 30 minutes after the requested check-in time unless a member of the study team contacts the CTRC and advises the staff that the visit will occur as planned during the abbreviated CTRC hours of operations.
2. **Condition 2** – Closed with exceptions. Abbreviated hours of operation will be implemented if a Condition 2 is announced during business hours.
 - a. CTRC Director of Nursing (DON) or Charge Nurse will determine and announce the abbreviated CTRC outpatient hours of operation for Condition 2. The DON or Charge Nurse will make the announcement by notifying CTRC users via email and if possible, by posting the abbreviated schedule on the main

Clinical and Translational Research Center TraCS Institute	Approved by: Medical Director and Director of Nursing
SOP Title: Adverse Weather Policy	Revisions: 1/20/2016, 1/12/2022
Effective Date: 10/1/2015	Page 3 of 5

entrance door to the CTRC Outpatient Unit. The DON or Charge Nurse will do this as soon as possible after UNC announces a change in operating conditions to Condition 2.

- b. In the event a research subject's visit must occur during the closing and CTRC staffing is required to carry out the visit, the CTRC will work with the study team to provide the necessary staffing so that the visit can occur on the day it is scheduled. Examples include visits in which a participant will be off study if the study medication is not received, a serial PK visit in which the participant has already begun taking the study drug or if the missed visit will cause a protocol deviation.
- c. The DON or Charge Nurse may also make the announcement prior to the official university announcement based on weather forecasts so that coordinators will have ample time to notify research subjects.
- d. Study coordinators who need to cancel or reschedule appointments affected by Condition 2 status should contact the CTRC soon as possible by emailing the CTRC Scheduler at ctrcscheduler@med.unc.edu, by calling 919-966-1437 or by using the CRMS CTRC Scheduler.
- e. The CTRC will assume any appointment is cancelled if the research subject fails to arrive for the scheduled visit 30 minutes after the requested check-in time unless a member of the study team contacts the CTRC and advises the staff that the visit will occur as planned during the abbreviated CTRC hours of operations.
- f. Unscheduled visits are not permitted during Condition 2.

3. **Condition 3** – Closed with exceptions

- a. The CTRC outpatient unit will be closed for any Condition 3 status.
- b. In the event a research subject's visit must occur during the closing and CTRC staffing is required to carry out the visit, the CTRC will work with the study team to provide the necessary staffing so that the visit can occur on the day it is scheduled. Examples include visits in which a participant will be off study if the study medication is not received, a serial PK visit in which the participant has already begun taking the study drug or if the missed visit will cause a protocol deviation.
- c. Study coordinators must contact the DON or Charge Nurse by 5 am on the day of the visit to arrange for staffing when the unit is closed due to a Condition 3. This should be done by either calling 919-966-1437, by emailing the CTRC Scheduler at ctrcscheduler@med.unc.edu or by paging the Administrative Pager at 919-216-6991.
- d. Unscheduled visits are not permitted during Condition 3.

B. **CTRC Research on Location:** The CTRC will conduct Research on Location (ROL) visits during conditions 2 or 3 as follows:

1. **Condition 1** – Abbreviated hours of operation may be implemented – in general the CTRC outpatient unit will delay opening by one hour and/or will close one hour earlier than normal hours of operation.

Clinical and Translational Research Center TraCS Institute	Approved by: Medical Director and Director of Nursing
SOP Title: Adverse Weather Policy	Revisions: 1/20/2016, 1/12/2022
Effective Date: 10/1/2015	Page 4 of 5

- a. ROL off Campus – The CTRC will cancel any off-campus ROL visits. It is the responsibility of the study coordinator to reschedule the cancelled appointments.
 - b. ROL on Campus – Study coordinators should call the CTRC to confirm if the appointment will take place as planned. For visits that take place outside of the main hospital campus (i.e., Marsico Hall) it is the responsibility of the study coordinator to contact the area to ensure the area is open.
 - c. ROL within the Hospital – Study coordinators should call to confirm the visit time with CTRC staff for the ROL visit.
2. **Condition 2** – Closed. All ROL visits regardless of location will need to be rescheduled.
 3. **Condition 3** – Closed. All ROL visits regardless of location will need to be rescheduled.
- C. **CTRC Inpatient Unit:** The CTRC will conduct inpatient visits as detailed below. In the event an admission needs to be canceled or delayed, the study coordinator should contact the CTRC as soon as possible by emailing the CTRC Scheduler at ctrcscheduler@med.unc.edu, by paging the Administrative Pager at 919-216-6991 or by calling the inpatient mobile nurse phone at 984-974-8906.
1. **Condition 1** – Normal hours of operation
 2. **Condition 2** – Reduced operations
 - a. If the subject(s) is already admitted, the CTRC will staff the inpatient unit irrespective of the condition level until the last subject has been discharged from the study. The inpatient unit will then close until the condition level is a 1 or until the university announces that normal operations have resumed.
 - b. If the inpatient unit is closed and a Condition 2 is announced, the planned admission will need to be rescheduled to a different date when the condition level is at a 1 or until the university announces that normal operations have resumed.
 3. **Condition 3** – Closed
 - a. If the subject(s) is already admitted, the CTRC will staff the inpatient unit irrespective of the condition level until the last subject has been discharged from the study. The inpatient unit will then close until the condition level is a 1 or until the university announces that normal operations have resumed.
 - b. If the inpatient unit is closed and a Condition 3 is announced, the admission(s) will need to be rescheduled to a different date when the condition level is at 1 or until the university announces that normal operations have resumed.
- D. **Utilization of the CTRC Outpatient Unit during Closures**
1. Investigators and Coordinators can utilize the CTRC outpatient unit when closed by using their UNC photo ID badge to gain entrance. CTRC users will have access to the waiting room, triage, exam rooms and specimen processing. It is highly recommended to verify badge access prior to utilizing this option.
 2. As a reminder, McLendon Lab offers research phlebotomy venipuncture services for all age ranges. Please contact Phlebotomy Services at 984-974-5446 for locations and hours of operation. See the quick reference tip sheet “Ordering Imaging and

Clinical and Translational Research Center TraCS Institute	Approved by: Medical Director and Director of Nursing
SOP Title: Adverse Weather Policy	Revisions: 1/20/2016, 1/12/2022
Effective Date: 10/1/2015	Page 5 of 5

Phlebotomy” found at <https://apps1.research.unc.edu/crms/researchcentral/> for details on how to use this service.

VII. Additional information:

- A. UNC’s Adverse Weather Policy at <https://hr.unc.edu/benefits/leave-holidays/weather-emergency/>
- B. Alert Carolina System homepage at <http://alertcarolina.unc.edu>