# CTRC COVID-19 Specific FAQ’s and Helpful Information

**Table of Contents**

- What to Do If You Are Feeling Sick
- Hours of Operation
- Building Badge Readers
- Permissible Participant Visits (Additional Considerations Specific to Human Subject Research)
- Extended Use Mask Policy for Staff & Study Personnel
- Eye Protection: Wear Eye Protection with any Participant Encounter
- Employee/Provider Pre-shift Health & Wellness Screening
- Visitor/Companion Restrictions
- Participant Prescreening
- Participant and Companion Masks
- Patient Care Room Limit Updates
- Participant Check-In Process
- Triage Process and Rooming
- Exam Room Cleaning
- Dry Erase Board & Blocking of Rooms
- Participant Checkout Process
- Appointment Reminder Email
- Requesting ECGs, and POC Pregnancy, Glucose & Urine Testing
- Phlebotomy
- Blood Volume and Times
- Specimen Processing & Storage Facility (Room 1035)
- Processing Specimens
- Specimen Storage and Transport
- Respiratory Samples
- Symptomatic Participants & Companions
- Enhanced Cleaning in the CTRC
- Hand Hygiene & Glove Usage
- Practicing Physical Distancing
- Coordinator Meal Breaks
- Provider Workrooms
- Conference Room (Workspace, Meal Breaks and Trainings/Meetings)
- Research Participant Snacks & Nourishment Room
- Clean Utility Room
- Linen and Paper Products
- Tours of the CTRC, Monitor & Site Qualification Visits
- Patient Transportation
- Internal Route from Memorial Hospital to Burnett-Womack
- Additional Resources
CTRC COVID-19 Specific FAQ’s and Helpful Information

Follow Universal Pandemic Precautions, wash your hands frequently and properly, and do not come to work if you are sick! Symptom monitoring:

- All research faculty, employees and trainees must conduct a daily self-monitoring of COVID-19 symptoms before coming to campus

- No individuals may report to campus if they:
  - Are experiencing any symptoms of COVID-19
  - Have tested positive for COVID-19
  - Have been referred for COVID-19 testing and are awaiting results

- Any individual who has experienced symptoms or tested positive for COVID-19 may not return to campus for any reason until approved to do so by UNC EOHC

- If you have questions about your wellness, you are advised to contact a health care provider, University Employee Occupational Health Clinic or by calling 919-966-9119

---

Hours of Operation

Normal hours of operation resumed on June 8th, 2020. At this time, there are no plans to offer weekend options or additional hours outside of those listed below. Changes in hours of operation will be communicated through the CTRC News Listserv.

- Monday – Thursday: 7:30 am – 5 pm
- Friday: 7:30 am – 1 pm

---

Building Badge Readers

Front entry doors into the Burnett-Womack building will be open or “on green” for most of the day. Badge access will be required at all other times. Badge readers located in the CTRC will automatically turn “green” during the hours of 7:20 am to 5 pm Monday – Thursday and from 7:20 am – 1 pm on Friday. Badge access will be required outside those hours.

---

Permissible Participant Visits (Additional Considerations Specific to Human Subjects Research)

On May 25, 2021, OHRE announced the COVID Consent Information Sheet has been discontinued/withdrawn and was no longer required for in-person interactions with participants. Every study PI should review and carefully consider the expected benefits vs. risks for study participants to
determine if the study should continue with direct contact visits or assessments in the context of COVID-19. Study activities that can be completed remotely, should be (as approved by the IRB) in order to limit the amount of time spent interacting directly.

---

**Extended Use Mask Policy for Staff and Study Personnel**

As part of the continuing efforts to keep our patients and co-workers safe, a new ear loop mask will be provided each day for all staff and providers working in the CTRC until further notice. Masks will be available on a cart located outside of room 1045 (Conference Room).

Make sure to follow the steps listed below in this video as well as this video on simple tips to improving the fit of your mask to ensure you wear your mask correctly. You may wear a personal mask when walking into or out of the CTRC (before arriving to the CTRC or when leaving after your activities are completed). However, once you arrive to the CTRC, you must wear the new mask provided. Highlights of the policy include:

- Perform hand hygiene (hand sanitizer or wash with soap), and then put on your mask.
- Try not to touch your mask once you have it on; if you do touch or adjust your mask you should immediately perform hand hygiene.
- Masks are to be worn continuously during the shift of work, except when leaving the work areas to use the restroom or taking breaks to eat or drink.
- Masks must be removed/discarded if they become soiled, damaged, hard to breathe through, or if they have been used for 1 work shift. Wearing makeup that will come in contact with masks is strongly discouraged.
- Remove your mask by releasing the ear loops or by untying the bottom and then the upper tie and pulling away from your face. Do not remove by grasping the front of the mask.

Please remember that wearing a mask is just one component of our plans to keep everyone safe. We must also perform proper hand hygiene, and take care of ourselves and each other.

---

**Eye Protection: Wear Eye Protection with Any Patient Encounter**

UNC Health’s Universal Precautions are safe, sustainable practices that protect you from exposure to infectious agents. In order to maintain alignment with UNC Health policies, the SOM human subjects research guidelines include requirement for individuals to wear eye protection in addition to a face mask for all participant/patient encounters. It is additionally recommended that personnel wear eye protection in addition to a face mask when in close proximity to others (such as shared office space, workrooms, etc.). Universal Pandemic Precautions includes:
CTRC COVID-19 Specific FAQ’s and Helpful Information

- Eye protection, in addition to a face mask, is required for any participate interaction including consenting. It is additionally recommended that employees wear eye protection in addition to a face mask when in close proximity to others (such as shared office space, coordinator workrooms, processing lab, etc.).
  - Eye protection includes either a full-face shield, reusable frame with eye shield, over glasses safety goggles, or goggles.
  - Eye protection DOES NOT include standard prescription or reading glasses (even with side shields), contact lenses, clip-on side shields for glasses, safety glasses with side vents, safety glasses that don’t wrap around to the temples or provide complete front and side coverage.
  - Eye protection should be disinfected and reused:
    - Wipe eye protection with an EPA registered hospital disinfectant and let dry
    - Rinse with water or alcohol if residue remains
    - Replace if broken or no longer able to be cleaned.
- Eye protection is required anytime you are working in the Specimen Processing and Storage Facility (room 1035).
- Any aerosol generating procedures must be approved by CTRC leadership prior to the visit being scheduled. Aerosol generating procedures are performed with gown, respirator (N95 or CAPR), eye protection, and gloves.

Employee/Provider Pre-shift Health & Wellness Screening

As of June 1st, the CTRC will no longer require study personnel to perform pre-shift wellness screening upon arrival to the unit. However, study personnel will be required to complete a Health & Wellness Screening upon entering any UNC Health facility (i.e. going to IDS, cafeteria). Screening can be completed by reviewing symptom questions by using the University’s EHS eWellness website or UNC Health’s eWellness self-check. While wellness screenings will no longer be completed every effort should be made to continue entering the CTRC via the “Authorized Personnel Door” in the middle hallway off the front lobby of Burnett-Womack to reduce the amount of traffic in the waiting room.

As a reminder, if any of the below are present, employee/provider must immediately leave the work environment and contact Occupational Health at 919-966-9119. As much as possible, individuals should recognize symptoms prior to reporting to the workplace.

- Do you have new muscle aches not related to another medical condition or another specific activity (e.g. due to physical exercise)? (If so, temperature will be taken)
- Do you feel like you may have a temperature of greater than 100.0°F? (If so, temperature will be taken)
- Do you have sore throat not related to another medical condition (e.g. allergies)?
- Do you have a new or worsening cough that is not related to another medical condition?
CTRC COVID-19 Specific FAQ’s and Helpful Information

- Do you have shortness of breath that is not attributable to another medical condition?
- Do you have recent (<5 days) loss of smell and taste?
- Do you have new onset of vomiting or diarrhea not related to another medical condition?
- Do you have repeated shaking chills not related to another medical condition?
- Have you had close contact with a person with confirmed COVID-19 in the last 21 days before symptoms began?
- Have you tested positive in the last 21 days for COVID-19?

Visitor/Companion Restrictions

While UNC Health’s visitor policy does allow for companions to attend certain ambulatory visits, the CTRC will continue to restrict the number of companions allowed in the CTRC outpatient unit for the foreseeable future. Given the newest SOM guidance, the CTRC has updated our policy to allow additional companions to attend research visits. However, we continue to encourage individuals who are able to come alone to do so in order to support physical distancing efforts and minimize risk. All companions will be subject to the same participant screening and mask policies as described elsewhere in this document. Highlights of the policy include:

- Up to two parents/guardians per pediatric participant
- One companion per adult participant
- No companions under the age of 18 will be allowed to visit for the foreseeable future except for non-ambulatory infants
- Companions who are over 65, pregnant or immunocompromised are discouraged from visiting
- Any companions who are allowed entry into the CTRC must pass a health screening. Companions should not visit the CTRC if they have one or more of the following symptoms—fever, cough or shortness of breath (or other symptoms listed elsewhere)—or have come into contact with a person who tested positive for COVID-19 in the last 14 days.
- Advise participants with companions that have appointments in the hospital before arriving to the CTRC that the number of entrances to the hospital will be limited and all visitors will be screened at designated entry points (currently via the Children’s and Cancer Hospital entrances).

Participant Prescreening

UNC Health requires all patients and visitors to be screened at the entrance to a facility and then rescreened at the clinic check-in desk. Because the CTRC does not have a screener at the entrance to Burnett-Womack, all study coordinators that have Epic access and the ability to create telephone encounters, must continue to document COVID-19 prescreening in Epic for CTRC outpatient visits. As a reminder, all participants can be screened up to 24 hours prior to the scheduled visit. Important note, you must be logged into Research Support or an outpatient department in order to access the Travel Screening questions. This Epic documentation notifies Front Desk Staff that screening has been
completed and alerts everyone of a possible COVID-19 infection. Please refer to the tip sheet in Epic for additional details.

If you are not able to contact the participant the day before the visit, prescreening must be completed before the participant can enter the Burnett-Womack building. This can either be completed by phone or by waiting in the lobby of Burnett-Womack for the participant to arrive. Once a negative screening has been confirmed, escort the participant to the CTRC Waiting Room and update Front Desk staff that the prescreening has been completed.

Study coordinators who do not have Epic access must still complete participant and companion prescreening (if applicable) within 24 hours. An email must be sent to the ctrcscheduler@med.unc.edu stating the prescreening has been completed and whether or not all questions have been answered in the negative.

Ask the below prescreening questions and if yes to any question, refer to PI, primary care provider or to the UNC Health COVID-19 Helpline at 1-888-850-2684 for further evaluation.

- Do you have any of the following symptoms that are new or worsening?
  - Cough?
  - Shortness of breath?
  - Loss of taste or smell?
  - Sore throat?
  - Fever or feeling feverish?
  - Repeated shaking with chills
  - Muscle pain?
  - Vomiting or diarrhea?
- Have you had close contact with a person with confirmed COVID-19 in the last 21 days before symptoms began?
- Have you tested positive in the last 21 days for COVID-19?

---

**Patient and Companion Masks**

Per the UNC Health [Universal Mask policy](#), all participants will be given a clean, single use procedure [mask](#) and instructed to wear the mask at all times while in the facility. If a companion comes with the participant, they will be given a mask to wear if they do not already have one on. Only one mask per companion is permitted and home-made or cloth masks are acceptable for companions only.

- A respiratory etiquette station has been created at the entrance to the CTRC waiting room with hand sanitizer, procedure masks with a paper bag for storage of their personal mask (if participant brought a mask from home) and instructions on how to wear the mask.
CTRC COVID-19 Specific FAQ’s and Helpful Information

- If a patient does not want to remove their personal mask, they will be permitted to continue wearing their personal mask however the clean, procedure mask MUST be applied OVER their personal mask.
- Participants and companions should wear the mask for their entire visit, even when the exam room door is closed.
- In order to conserve supplies, companions or other visitors will be provided a UNC Health mask ONLY if they have no mask or face covering; for companions, home-made or cloth masks are acceptable.
- Patients and companions may discard the mask upon leaving the facility or take the mask home.
- Vendors and others (e.g. UPS, FedEx, LabCorp) entering the CTRC are required to follow the same protocol and wear a mask at all times while on the premises. In order to conserve supplies, vendors and others will be provided a UNC Health mask only if they have no mask or face covering; for vendors, home-made or cloth masks are acceptable.
- Patients who are wearing an “N95” should remove their personal mask and don a hospital issued mask. This is because there are many N95’s on the market that are not made to current standards and can be confused with construction masks which are not necessarily the same as medical N95’s.

Patient Care Room Limit Updates

The CTRC Scheduler has been modified to allow additional schedulable resources as detailed below. Study personnel should continue to schedule visits throughout the day rather than only using morning hours to assist in physical distancing when possible. Until further notice, the following changes have been implemented for our patient care rooms/chairs:

- Consult room continues to be blocked for participant visits and will be used as a Provider Workroom until further notice to decrease congestion in the hallway outside of the triage rooms and waiting area
- Five (5) exam rooms are schedulable for non-COVID visits, two (2) exam rooms are schedulable for COVID positive related visits
- Exam Room 8 (Family Resource Room) is schedulable
- Four (4) infusion chairs are schedulable
- Two (2) extended stay rooms are schedulable
- One (1) subject can be scheduled in the Procedural Care Suite (1046) at any given time with certain exceptions
Participant Check-In Process

Participants should be advised to enter the left most outer doors when entering the Burnett-Womack building unless handicap access is needed. Signage and floor decals have been installed in the lobby area to instruct participants on the mask and visitor policies. Participants and companions will be required to perform hand hygiene and don a new mask at the respiratory etiquette station located outside the entry door before they are permitted into the waiting room. All doors leading into the waiting room will be propped open to decrease touching of door handles.

Additional measures that have been implemented in the Waiting Area:

- The sneeze guard located at the front desk will remain until further notice
- Social distancing floor decals will remain to help remind waiting participants and companions to be mindful of physical distancing
- Some chairs have been relocated
- Frequent disinfecting of seats, chair arms and other high touch surfaces by front desk staff.
- Removal of all magazines and books

Triage Process and Rooming

In general, one CTRC team member will be assigned to triage each day. Other nursing staff will assist if available. If not in use, Coordinators are permitted to use an empty triage room to obtain their participants vital sign measurements if trained to do so.

Once the participant has been checked in and the triage process completed (if applicable), Triage Staff will continue to assign a room on the designated dry erase board based on the request entered in the Scheduler and immediately escort the participant to the room rather than having the participant return to the waiting room to wait for the coordinator. For visits that require them, the printed Epic labels will be given to the participant.

In the event the participant needs to be consented first, the coordinator will escort the participant back to the waiting room to be placed in line to get vital sign measurements in order of the request and remind the participant to adhere to social distancing signs while waiting. The coordinator should also notify the Triage Staff that the participant is ready for vitals. In the event the participant is concerned about waiting in the area, the participant may remain in the exam room until CTRC staff are available to obtain measurements. CTRC staff will then escort the participant to a triage room when one is available.
Exam Room Cleaning

Study coordinators are required to clean patient care rooms after each visit by wiping down all surfaces with provided Sani-Wipes including the exam table and high touch surfaces such as keyboard, mouse and phone (if applicable) and pull new exam table paper at completion of visit. Chairs and tables should be returned to their original locations. In the event time does not permit cleaning a room after use, please notify the Charge Nurse to assist.

Dry Erase Board & Blocking of Rooms

Coordinators will continue to erase their name from the board at the end of the visit. Please adhere to your room reservation times as this impacts others waiting to use rooms. Rooms cannot be held for a participant who has yet to arrive for their visit unless permission has been granted by the Director of Nursing or the Charge Nurse.

Participant Checkout Process

Participants should leave the unit through the waiting room following the directional floor arrows to limit contact with participants who may be arriving for their appointment. Coordinators are responsible for signing out their participants on the sign-out sheet located at the Front Desk or in the Coordinator Workroom. The sign out time will then be recorded in CRMS by CTRC Staff.

Participants are not permitted to exit the unit through the middle hallway leading to the door that states “Authorized Personnel Only” even if they are escorted by staff. Participants can exit the unit to the hospital via the tunnel only if they are being escorted by a member of the study team.

Appointment Reminder Email

Front desk staff will email appointment reminders a day ahead of a scheduled visit to confirm the visit and to verify prescreening has been completed. The email will also include the following reminders:

- The coordinator will be requested to confirm the visit and verify participant(s) prescreen has been completed
- A reminder that study personnel must complete a wellness screen prior to entering any UNC Health facility (i.e. picking up medication from IDS Pharmacy, visiting a cafeteria)
- Information on the current visitor policy
- Screening Reminders:
Any subject who screens positively to question #2, #3 or #4 (in Epic) should be referred to the UNC Health COVID-19 HelpLine at 1-888-850-2684 or their primary care provider for additional screening and further instructions. For a positive answer to question #2, the PI or designee (MD, NP, or PA) must contact the patient to perform additional screening to determine if the patient is at high risk for COVID-19 and if the CTRC visit should continue or be rescheduled. If PI is unable to perform additional screening, the CTRC visit must be canceled. If the PI or designee determines symptoms are not clinically significant for a possible COVID-19 infection, he/she must provide a justification to Janette Goins, CTRC DON, as to why the visit must continue before the subject arrives to the CTRC. This can be done by either calling 919-843-1070 or by emailing janette_goins@med.unc.edu.

- Regardless of phone screening, any subject WILL be rescreened on arrival to the CTRC.
- Subjects will be given a clean, single use procedure mask and instructed to wear the mask at all times while in the facility.

### Requesting ECG’s; and POC Pregnancy, Glucose & Urine Testing

No changes in the current workflow.

### Phlebotomy

Both blood drawing chairs can be used if the need arises. CTRC nursing staff may assist with blood draws when available however priority is given to high intensity nursing visits. As a reminder cleaning the area between participants, may add an additional 10 – 15 minutes onto the participant’s wait time depending on the time of day. As a reference, the average blood draw time from start to finish pre-COVID was 15 minutes on average.

If wait times become too long, coordinators can escort participants to one of McLendon Labs’ Blood Collection Centers. The closest center is on the 1st floor of Memorial Hospital at the top of the escalator. McLendon Labs offers the research phlebotomy services for minimal cost. Refer to the studies billing coverage analysis for current pricing and the tip sheets on Research Central for further information on how to use this service.

Additionally, all chairs have been returned to the blood draw waiting area. However, in the event the participant is concerned about waiting in the area, they may remain in the exam room until the CTRC phlebotomist or nurse is available to draw the blood samples in the room or at the blood drawing station.
Blood Volume and Times

Study coordinators should refrain from entering the Phlebotomy Room to inquire about blood draw times and volume. Draw times will be written on the outside of the biohazard bag label and recorded in Epic. Unless a lab requisition was provided to document total volume (e.g. ID group), coordinators should independently determine blood draw volumes by using the tube volume indicated on each tube drawn to determine total volume once the draw has been completed.

Specimen Processing and Storage Facility (Room 1035)

As a reminder, the lab space is a clinical specimen processing lab only. As such, chemicals are not to be used or stored in the lab or other areas of the unit without written permission from the university’s Environmental, Health and Safety office. Once approved the Safety Data Sheet must be placed in the binder labeled “SDS” in the lab. There is not a chemical fume hood or biosafety cabinet (BSC) located on the unit.

- The middle table should not be used to process specimens.
- The ID lab technician should only be in the lab when processing samples.
- Coordinators can use the centrifuge in the Serial Processing Room (1039) when the main lab has reached capacity, however, check with Charge Nurse to verify availability prior to using.
- The computer workstation should only be used when absolutely necessary, and only for short periods of time.
- Continue to dispose of unused urine in the closest bathroom (amounts > 50 mLs), otherwise urine specimen cups can be disposed of in the red biohazard waste bin after ensuring lid is tightly closed and placed back in the clear biohazard bag.
- Boxes or other containers should not be left on the floor in the specimen processing room so that housekeeping can clean the space.
- Follow the CTRC’s Lab Etiquette Guidelines and EHS polices when using the area. No open toed shoes, food or drinks will be permitted.

Processing Specimens

Centrifugation

- Blood samples from asymptomatic subjects are expected to present a low risk for infection, but as an additional precaution, it is recommended to wait as long as possible before opening the lid of centrifuge after centrifugation (e.g. up to 20-30 minutes) has been completed to allow aerosols to settle.
- After centrifugation, individual buckets should be opened behind the benchtop shield only.
CTRC COVID-19 Specific FAQ’s and Helpful Information

- Observe routine safety precautions including visual inspection of tubes before removing samples from buckets to ensure tubes are not broken.
- Respiratory samples are more high risk and are not to be processed in the CTRC as they require a biosafety cabinet.

Minimum Personal Protective Equipment (PPE)

- Gloves
- Mask
- Benchtop shield
- Lab coat or use of disposable arm sleeves (provided by CTRC, located in a labelled drawer in room 1035)
- A mask and eye protection must be worn even when processing a sample behind a benchtop shield

COVID-19 known positive samples cannot be processed in the CTRC. Currently the IBC has restricted processing (which includes aliquoting) of potential and confirmed COVID-19 samples to BSL-2+ containment, requiring use of a Biological Safety Cabinet (BSC) and additional PPE and procedural/administrative controls such as SOP’s and training.

Specimen Storage & Transport

When transporting specimens in the CTRC, samples must be placed in a sealed container with a biohazard label. Urine samples should be double bagged. Specimens from COVID units can be stored in the CTRC if they are properly marked and maintained under a double lock.

**Note – Per University EHS COVID-19 positive respiratory samples must be transported by hand, samples should not be sent via the tube station.

Respiratory Samples

CTRC leadership continues to follow University EHS and Hospital Epidemiology’s current policies to determine what type of respiratory samples can safely be collected from asymptomatic patients and what cleaning procedures will need to be performed once the visit is completed. As these guidelines change periodically, contact janette.goins@med.unc.edu for approval prior to obtaining these types of samples in the CTRC.
Symptomatic Participants and Companions

Any participant who screens positive at check in will either be asked to wait outside the Burnett-Womack building or immediately be placed in an exam room for isolation with the door closed. The participant will be placed on special airborne contact isolation which requires specific PPE when entering the room and additional screening will be completed before determining if the participant needs to be sent to the RDC or primary care provider for further evaluation. COVID-19 testing is not completed in the CTRC at this time.

Enhanced Cleaning in the CTRC

The CTRC has implemented enhanced cleaning procedures of high touch surfaces throughout the unit as a precaution against COVID-19. These surfaces will be cleaned and disinfected twice a day while the unit is open. When possible, coordinators and other members of the study team should temporarily vacate areas such as the coordinator workrooms so that CTRC staff can disinfect surfaces. Dry time typically takes less than 5 minutes, but please ensure surfaces are dry before using. This cleaning is in addition to standard cleaning of equipment between patient use. Highlights include:

- High touch surfaces include but are not limited to, door handles, keyboard/mouse, telephone, chair handles, water fountains, pens/markers, remotes, drawer handles and light switches.
- Bathrooms are included in the two times daily cleaning schedule. High touch surfaces such as light switches, sink and toilet handles, door handles, handrails, and changing station will be cleaned.
- Standard cleaning of the unit including bathrooms by City Wide will be completed at the end of each day.

Hand Hygiene and Glove Usage

Frequent hand hygiene, either by washing or the use of alcohol-based sanitizer, is an effective way to prevent the spread of pathogens in the healthcare setting. Please review the CDC’s “Five Steps to Wash Your Hands the Right Way” and view the CDC video on handwashing.

- All individuals should thoroughly wash their hands or use provided hand sanitizer:
  - Before entering or when exiting the CTRC
  - Before and after handling their facemask or eye protection
  - Before interacting with research participant and immediately after completing the visit
  - At least hourly
- If hand washing is not an available option, use hand sanitizer to disinfect hands. Hand sanitizer is located throughout the CTRC, including directly outside the Coordinator Workroom.
According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Hand hygiene should be performed before and after using gloves for tasks where they are indicated. Gloves should be changed when moving from one task to another to avoid cross contamination. Please do not wear gloves when charting, opening doors, talking on phones, etc. Even when wearing clean gloves, the perception is that the gloves are “dirty.”

Practicing Physical Distancing

As of June 1st, the requirement to maintain at least 6 feet of distance from others has been removed except when eating/drinking (per OVCR). As such many of the maximum occupancy restrictions have been removed throughout the unit except in the areas listed below. The following area has a designated maximum allowable occupancy at any given time.

- Conference Room – maximum of 6 employees
- Nourishment Room – maximum of 1 employee

Coordinator Meal Breaks

Meal breaks will not be permitted in the Coordinator Workroom at this time. However, the small refrigerator and microwave are still available to store lunches and reheat food. The conference room has limited seating available on a first come, first serve basis. The additional guidelines should also be observed:

- Individuals are encouraged to eat meals outside when possible
- If common areas such as break rooms and conference areas, etc. are used for meals, the person using them must wipe down surfaces using 70% ethanol or equivalent solution. Disinfecting wipes are available in the CTRC Conference Room for you to use.
- Physical distancing of 6 feet should always be observed when eating or drinking

Provider Workrooms

Effective immediately, room 1042 (3 workstations) will be reopened for use as the Provider Workroom and room 1042 will no longer be available for use as a workroom. The Consult Room (1036A, single workstation) will continue to be available until further notice. Additional workspaces are located in the Coordinator Workroom in room 1044 and in the smaller work area across from exam rooms 4 and 5.
Conference Room (Workspace, Meal Breaks, Trainings)

The conference room, located in room 1045, can be used as additional workspace for study personnel and for meal breaks between the hours of 11:30 am – 1 pm. The conference room can also be reserved for meetings or trainings, and a sign will be posted outside the room to notify staff to remove belongings. Note, UNC Community Standards still require allowing 6 feet of distance from others in conference rooms and other centrally-managed meeting rooms through July 31st, 2021.

Research Participant Snacks and Nourishment Room

Coordinators and research staff can continue to obtain their own snacks and water or ice from the Nourishment Room located in 1022. The door will continue to require badge access. Study personnel and CTRC staff should perform hand hygiene when entering the room before touching any surfaces including the refrigerator door and ice machine. Until further notice, no food brought from the outside or food that has been in a patient room can be stored in the refrigerator or freezer, and no refills on water or ice into a previously used container will be permitted.

Clean Utility Room

Per Infection Control guidelines, only CTRC staff can access the Medication and Clean Utility Room. Please see CTRC staff for any needed supplies.

Linen and Paper Products

Disposable paper products should be used as much as possible. Paper gowns, paper half sheets and pillowcases will continue to be stored in the exam rooms in closed drawers. Linen will only be used in a limited capacity (e.g. extended stay rooms with beds).

Tours of the Unit, Monitor and Site Qualification Visits

Tours can resume however they must be scheduled in advance with the Director of Nursing. No individual may report to campus if they are experiencing any symptoms of COVID-19, have recently tested positive for COVID-19 or been referred for COVID-19 testing and are awaiting results. Monitors and other personnel must abide by all current University COVID guidelines including masking and eye protection requirements. When possible, tours of the unit should be scheduled in the afternoons Monday – Thursday, or on Fridays.
**Patient Transportation**

Participants that require assistance may continue to request transport from the hospital to the CTRC. Participants should request transport to the CTRC’s Reception Desk by stopping by the Children’s Hospital Guest Services Desk. Guest Services will escort the participant to the 1st floor of Burnett-Womack using the back entrance through the tunnel connector from the Old Clinic.

**Internal Route from Memorial Hospital to Burnett-Womack**

Research Participants and CTRC users may utilize the internal route through Memorial Hospital by following the posted signs. This route begins at the top of the escalators near the Blood Collection Center and Pre-Care, through the Old Infirmary Clinic, past the hospital’s mail room and eventually to the back door of Burnett-Womack. Please remember that participants will need to check-in at the Reception Desk before starting the visit.

**Additional Information and Resources**

- [Office of the Vice Chancellor for Research: COVID-19 Information for Researchers](#)
- [Clinical Research Support Office (CRSO)](#)
- [Carolina Together](#)
- [Carolina Together: Travel Guidance](#)
- [COVID-19 Updates and Resources](#)