**Animal Care and Human Subjects committee COVID Safety Plan** (Jan.2021)

If you are proposing research that will be conducted face-to-face the following safety considerations must be made at this time. Muskingum University COVID-19 policies and procedures must be followed at all times (<https://www.muskingum.edu/covid-hub>). This includes but is not limited to completing the daily health self-assessment, wearing face coverings at all times, following cleaning protocols, and social distancing. Complete and append this document to your Human Subjects form.

Primary Investigator(s), Department Name, Email. (PI = Primary Investigator throughout this form.)

Researcher's Status (Check One):

 Undergraduate Student

 Graduate Student

 Faculty

 Other (Explain):

Research Assistants: List anyone other than PI or Faculty Advisor(s) who will have contact with participants. The researcher is responsible to assure that all assistants are briefed on the ethical treatment of participants and the maintenance of confidentiality.

Faculty Advisor(s) (if PI is a student), Department Name, Email:

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| **Conducting face-to face research on campus** | Clearly state in the space next to the item how you will address the issue. |
| 1. Explain why remote methods absolutely cannot be used to conduct this research.
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| 1. Describe how you will minimize face-to-face contact by way of virtual means that also maintains confidentiality. For example, will participants sign up for participation and complete informed consent forms using their email address (proof of authenticity) and complete any questionnaires via SurveyMonkey? Or will the informed consent be uploaded and discussed in Teams at which point they can electronically sign it and set up the testing session?
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| 1. How will researchers screen themselves for COVID symptoms (e.g., complete the self-health assessment)? Researchers who are not cleared will not conduct research until cleared by the University.
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| 1. How will you determine participants do not have COVID symptoms (e.g., check their self-health assessment all students are required to complete by Muskingum University).
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| 1. How will you make certain that both you and your participants wash hands or use hand sanitizer before a testing session begins and once it has been completed?
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| 1. Are face-to-face activities limited to one researcher and one participant? If not, explain why that is necessary.
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| 1. Describe any personal protective equipment that will be used by researchers and participants (e.g., gloves, face shields) in addition to the University required face coverings.
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| 1. Is the test space large enough that you can maintain 6 ft social distancing? If not, why do you need to test in that specific space instead of a larger one?
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| 1. How will you maintain 6 ft social distancing in all face-to-face activities? If you won’t, explain why that is necessary and how you will minimize the time within 6 ft of each other.
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| 1. Do face-to-face activities require sharing/exchanging objects/equipment? If so, explain why that is necessary and how you will sanitize those items between use.
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| 1. Will you use a space that is dedicated to your research during the time frame in which you are collecting data? If not, how will you sanitize the space before and after you have used the space?
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| 1. Describe how you will sanitize the research space including high touch areas before and after contact with each participant. High touch areas include but are not limited to door knobs, keyboards, chairs, tables/desks, pens, clipboards, and objects/equipment used in the procedure.
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| 1. Include a checklist that the researcher will complete listing high touch spaces that will be sanitized and how they will be sanitized (e.g. Clorox wipes or alcohol wipes).
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| 1. Does the research space have windows that can be opened to improve ventilation? If so, can they be kept open during testing? If not, how will you improve ventilation?
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| 1. Transmission of COVID-19 is a risk and must be addressed in the human subjects form section on risks and in the informed consent form. Add the following to your informed consent: “Muskingum University policies and procedures will be followed to reduce the risk of the spread of communicable diseases such as COVID-19. The participant’s name and time of appointment(s) will be kept for the purpose of contact tracing. This information will be kept separate from the data and maintained by the faculty research advisor. Consent to participate in this research indicates that you understand the risks and will follow the University’s policies and procedures.”
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| **Conducting face-to-face research off campus.** |  |
| 1. All the issues above regarding face-to-face research on campus must be addressed.
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| 1. How will you determine participants do not have COVID-19 symptoms?
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| 1. Provide documentation from the person who has the authority to approve your research at their location that they maintain at least the same safety standards as Muskingum University. A link to their COVID-19 policies and procedures would be appreciated.
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| 1. Describe how you will meet the off-site COVID-19 policies and procedures. Be specific regarding each relevant policy and procedure that differs from those given above regarding on campus research.
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| 1. Transmission of COVID-19 is a risk and must be addressed in the human subjects form section on risks and in the informed consent form. Add the following to your informed consent: “NAME OF AGENCY ORGANIZATION WHERE TESTING IS OCCURING and Muskingum University policies and procedures will be followed to reduce the risk of the spread of communicable diseases such as COVID-19. The participant’s name and time of appointment(s) will be kept for the purpose of contact tracing. This information will be kept separate from the data and maintained by the faculty research advisor. Consent to participate in this research indicates that you understand the risks and will follow the policies and procedures.”
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