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1 PURPOSE

- 1.1 To established Human Research Protection Program (HRPP) Quality Assurance and Evaluation (QA&E) procedures for on-site review activities and is based on the [Returning to Research at Rutgers Guidelines](#) (RRRG).
- 1.2 RRRG states that Local (in-state) travel to field sites or other research facilities is permitted, provided that these guidelines are followed to the extent possible.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 POLICY

- 3.1 Personnel should remain at home to the extent their responsibilities allow. When an onsite task is unavoidable, we will follow Rutgers Guidelines (RRRG).
- 3.2 All review activities that can be done remotely must be done remotely. Those activities that have to be done in-person and on-site should be completed in the shortest amount of time possible.
- 3.3 For review conducted in facilities under the control of an entity other than Rutgers, the HRPP QA&E Team will comply with the policies of that third party and with applicable law in that jurisdiction, in addition to the Rutgers guidelines.

4 RESPONSIBILITIES

- 4.1 HRPP QA&E Team are responsible for following all applicable requirements for on-site meetings and reviews during a Pandemic.

5 PROCEDURE

- 5.1 Prior to the review, the HRPP QA&E Team will schedule the review and inform the study team of the precautions outlined in the RRRG guidance and stated below:
- 5.2 Wear face coverings whenever inside a university building or other research facility.
- 5.3 Maintain 6-foot physical separation between all individuals. In the rare cases in which this is not possible, we will keep to the shortest time possible.
- 5.4 Work together with investigators to de-density research facilities to no more than one person per every 150 square feet.
 - 5.4.1 In-person meetings will be arranged by incorporating the de-density population shifts schedules of the facility if applicable.
 - 5.4.2 Clear directions will be requested to avoid or reduce incidental encounters with other people (e.g. passing in a hallway) during on-site visits. For example, information of passenger elevators usage and limiting the number of people in other common areas and restrooms will be obtained prior to visits.
- 5.5 Use appropriate protective equipment, such as individual PPE, as required by the specific nature of the activity.
- 5.6 Avoid contact with “high-touched” surfaces such as door handles, light switches, drawer handles and alike.
 - 5.6.1 Equipment such as portable scanner and stationaries will be brought by the HRPP QA&E Team.
 - 5.6.2 When unavoidable situations arise that we need to utilize equipment and/or surfaces in the shared space on site, we will clean with appropriate disinfectants provided by the university, both before use begins and after it is completed.



**SOP: HRPP QA&E Team – PAM Review In-Person/On-site
Review – For Emergency Preparedness**

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- 5.7 Practice good personal hygiene. Hand sanitizers will be utilized at all times, cover coughs and sneezes, and wash hands for at least 20 seconds with antibacterial soap whenever possible onsite.
- 5.8 In effort to limit time exposure, any tasks that are not necessarily in-person will be conducted virtually (e.g. the exit interview).

6 MATERIALS

- 6.1 12.002 (HRP-025) – SOP - Routine and Directed (For-Cause) PAM Review.
- 6.2 12.006 (HRP-025d) – SOP - Exit Interview PAM Routine and For-Cause Review.

7 REFERENCES

[Rutgers Returning to Research at Rutgers Guidelines](#) (RRRG): [COVID-19 Information | Rutgers University](#).