This document provides guidance to researchers who wish to conduct in-person human subjects research either on or off campus. Note: All work that can be done remotely must continue to be done remotely.

**Risk Mitigation Form Submission**
Researchers must submit the [COVID-19 Risk Mitigation Plan Form](#) prior to resumption of in-person research visits. For on-campus research, please contact your division to confirm the building is accessible and that a capacity plan has been implemented *before* completing the form.

**Divisional Contacts:**
- Arts: Stephanie Moore, scmoore@ucsc.edu
- BSOE: Ann Criss, acriss@ucsc.edu
- Humanities: Amy Bruinooge, abruinoo@ucsc.edu
- PBSci: Sarah Barron, sbarron@ucsc.edu
- Social Sciences: Kyle Eischen, kesichen@ucsc.edu

**Pre-Screening**
All subjects attending a scheduled appointment for research-related purposes must be pre-screened via telephone prior to their in-person visit. Using the pre-screening checklist below, if the subject has not had or been ordered to any of the listed conditions, the in-person visit may proceed. However, the study participant will be required to have additional in-person screening upon arrival and all risk mitigation protocols must be adhered to. If the subject has had or been ordered to any of the listed conditions, the research must terminate the in-person visit. Study personnel are responsible for maintaining a record of completed pre-screening checklists for all study participants. Audits to ensure compliance may occur. Adult participants should answer pre-screening questions for themselves. Parents/legal guardians should answer pre-screening questions for minors.

*All UCSC faculty, staff and students much complete [UCSC Health Check self-screening](#) each day before conducting research.*

Pre-Screening Checklist for Research Subjects by phone prior to AND at the time of arrival on campus. The subject may participate in a research visit only if they have not:
- Had a positive COVID-19 test in the past 30 days.
- Had contact with a person with a positive COVID-19 test in the past 14 days.
- Had a fever, cough, headache, diarrhea, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, loss of smell of taste in the past 14 days.
- Been ordered to quarantine or self-isolate by physician or government.

**Research Visits**
Goal: To transition to a hybrid model for the conduct of human subjects research, including a combination of in-person and virtual visits, that allows appropriate adherence to study-specific requirements for all study subjects regardless of the type of study, while at the same time adhering to recommended physical distancing guidelines and considering the necessity of face coverings. This applies to all research space. Study teams must be aware of, and comply with, policies and strategies for physical distancing and PPE utilization.
1. **Scheduling**: Appointments should be scheduled to ensure adequate time in between in-person visits for cleaning/disinfection of the study space and any applicable equipment.

2. **Face Coverings and other Personal Protective Equipment (PPE)**: Use of face coverings should follow all guidance/policies provided by the CDC. Use of other PPE (e.g., face shields, safety goggles/glasses, gowns, gloves) should be in accordance with policies in effect for specific research procedures. If a study requires a participant’s mask be removed, others should wear gloves and protective eyewear in addition to wearing a mask and maintain a distance of 6 feet or more.

3. **Physical Distancing**: Ensure that physical distance (6 feet or more) between individuals is maintained for the entirety of the visit. At this time, UCSC policy allows one person per 250 square feet of lab or research space, one person per bay, and a minimum of six feet of distance maintained between individuals at any given time, including in public/shared/common spaces.

4. **Check-in/Waiting**:
   - Ask subjects to check in via phone call to the study team who will coordinate the subjects’ entry into the facility.
   - When subjects call to check in, let them know that they have the option of waiting in their car until the study space is available. Study team will call the subject when the room is ready.
   - Continue symptom screening upon arrival.
   - Every subject (> 2 yrs old) will be asked to wear a face covering upon arrival.
   - Hand sanitizer needs to be available, and soap and water, if possible.
   - Arrange waiting room seating/study space to allow for proper physical distancing.
   - Utilize separate entrances and exits as possible.
   - Once the subject has left the study space/lab, the space/lab must be immediately disinfected following standard precautions.

Additional Considerations for Off-Campus in-person research visits

- Transportation to/from the work site needs to be done with a single individual per vehicle, unless the individuals share a household.
- If equipment/supplies/samples are needed from a campus location prior to work, this will need to be scheduled in coordination of on-going activities in a building.
- [UCSC travel policies](#) apply.