**HREB Checklist**

**COVID-19 Adjustments to In-Person Human Subjects Research**

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|  | 1. Lab Specific Procedures | Provide a detailed description of lab specific protocols to address COVID-19 issues. What specific procedures will be used in your lab to meet COVID-19 requirements? Provide a description of the interactions the lab personnel will have with the research participants including: setting up equipment, giving instructions, using physiological monitoring devices, monitoring progress, and debriefing. |
|  | 2. Training | What type of COVID-19 practices training will be required for researchers? All SUNY New Paltz employees must complete NYForward Employee Training to return to work. |
|  | 3. Health Screening | How will you screen participants and research personnel? Describe the procedures for temperature and health questionnaire screens. Include a copy of your health questionnaire screen.  You should specify the contingencies for the case when someone fails the screening. |
|  | 4. Contact Log | You must keep a log of everyone who enters and interacts in your research lab space. You need to record the time (of entry and departure) and date for everyone who enters and interacts in your research lab space. You should also record any researchers or other personnel participants may have had contact with. |
|  | 5. COVID-19 Information Sheet | You must provide an information sheet about COVID-19 and its related risks to research participants. You must use the HREB template. |
|  | 6. Social Distancing | What is your plan for keeping a minimum of 6 feet between participants and researchers?   * How many people will share the space at a time? * How will informed consent and instructions be given? * Where will participants wait for the study to begin? * How will you stagger start times? * How much time will be scheduled between participant appointments? |
|  | 7. Masks | Describe your procedures for having all participants and research personnel wear appropriate face coverings.  Will participants be required to wear face masks throughout the entire study? If not, why not?  What procedures will be in place if a participant or researcher arrives without a mask? |
|  | 8. COVID Personal Protective Equipment (PPE) | Describe the PPE that will be used in your research for participants and research personnel. Indicate what PPE the research lab will provide and what PPE participants and research personnel will be expected to bring with them. If participants and research personnel fail to bring their face masks, will you provide masks for them or will you ask them to leave? Will you require gloves? Will research personnel use face shields? Will there be plexiglass barriers set up between the participant and researcher? |
|  | 9. Common Equipment | You must include your procedures for disinfecting equipment used in your research study. Equipment includes, computers, electrodes, equipment to measure physiological responses, eye tracking equipment, etc... Who will be responsible for disinfecting the equipment? How will this be done after each participant? |
|  | 10. Sanitizing Lab Space/Rooms | How will you clean and sanitize the lab space between participants, including desks, chairs, door knobs, light switches, etc...? |
|  | 11. Handwashing/ Hand Sanitizer | Describe your plan for handwashing and providing hand sanitizer. Will you require participants and research personnel to wash their hands prior to beginning the research study? How will you make hand sanitizer available in your research lab and waiting areas? Research personnel should be able to direct participants to the nearest place to wash their hands before and after the research study. |