Checklist for Face-to-Face Human Subjects Research
As of August 14, 2020
Subject to Change to Support Public Health

Face to face research with human participants may resume if approved by the UTSA human subject subcommittee. The subcommittee will consider the following items in conducting a risk-benefit analysis:

- Determine how you will **meet requirements set by the interview or research site**, such as local health authorities, the university, or the business location.
- Consider how participants will be **escorted during their visit** and describe how the risk of exposure will be reduced during their participation in the research study. Describe how **traffic flow** will be managed in order to maintain social distancing.
- Consider **conducting meetings outside** or in **large spaces** to support sufficient room for social distancing.
- Describe how you will **explain to participants** the mitigation strategies to reduce the risk of infection. Communication should occur during enrollment (prior to the face-to-face visit) and during the scheduled visit.
- Include signage such as COVID-19 symptoms, the Roadrunner Recovery "Do Your Part"
- **Document health screening** of participants and research staff. Consider the protocol if a research staff member becomes ill and cannot continue the scheduled visit.
- **Consider asking visitors to remain in a separate area** during the research visit.
- **Tracking** of everyone that has come into contact with research staff in the event contact tracing is necessary.
- Determine the level of **protective equipment** needed based on the ability to social distance, disinfect spaces, allow for air exchanges in shared rooms and between participants, and handling of shared items and equipment. Consider the size of the room, flow and movement of individuals through the space, and duration of the time together.
- Determine the level **of protective equipment** needed during all points of contact with participants and research staff (e.g., recruitment, observation, direct contact, shared computers or papers).
- Ensure that you have protective equipment available for your participants and anyone else they bring with them (e.g., family members).
- Determine frequency of **disinfection** and assign roles to research staff. Disinfect all items that could be touched by participants and research staff before and after the participant's visit. This includes door handles, light switches, equipment dials, headsets, microphones, recording devices, computer keyboards, tablets, pens, and clipboards.
- **Transportation** of research staff. Ride shares and carpooling must be considered in terms of the duration of the shared space and the degree to which social distancing can be maintained.
- Describe what you will do to end the participant's involvement if they:
    - refuse to comply with your procedures (e.g., not wear a mask or maintain social distance)
    - appear ill
- Describe how participants or guardians can end participation if uncomfortable with research at any time.
- Consider that post-approval monitoring is available for IRB members to provide guidance during the research process (e.g., consenting). They are able to visit the space prior to participant visits and observe interactions with participants to provide assurance to researchers that protocols incorporate appropriate safety measures.