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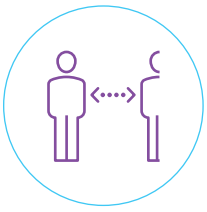
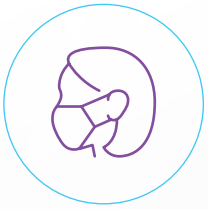
# How to Safely Reopen Your Clinical Research Sites



## RECONFIGURE SITES FOR SAFE DISTANCING

- [ ] Rearrange waiting rooms and common areas
- [ ] Implement flexible hours (such as having employees work in shifts)
- [ ] Limit face-to-face contact with patients to essential procedures
- [ ] Consider additional cross-training so fewer study staff need to interact with patients



## ALLOW FOR SAFE DISTANCING DURING MONITORING VISITS

- [ ] Require monitors to wear masks when visiting sites
- [ ] Set up private conference rooms or work areas for monitors
- [ ] Designate “drop off” areas for study records and products
- [ ] Resolve queries/action items remotely

## RETHINK SITE INITIATION VISITS

- [ ] Complete any necessary forms prior to site initiations to avoid passing paper records for signature
- [ ] Conduct training remotely when possible
- [ ] Conduct in-person training on a rotating basis for investigators/site staff

## PROMOTE GOOD HYGIENE

- [ ] Keep plenty of soap, hand sanitizer, and cleaning supplies on hand
- [ ] Instruct employees to wipe down and disinfect shared surfaces often
- [ ] Remind employees to wash hands and discourage handshakes

## CONTINUE TO ENCOURAGE REMOTE WORK WHENEVER POSSIBLE

- [ ] Conduct follow-up procedures and monitoring using phone, video or email
- [ ] Allow for remote access to study documents - request direct access to Electronic Medical Records (EMR), use a secure file-sharing system
- [ ] Use an electronic Trial Master File (eTMF) where regulatory documents can be uploaded/viewed remotely