

## **COVID-related policies**

Important IRB News and Updates:

### **COVID-19: Georgia Tech Human Subjects Research IRB Guidance for Non-Essential In-Person Restart of Research**

The following guidance document is to be used to determine how and when non-essential in-person human subjects research can restart. ALL researchers and human subject participants involved in non-essential in-person research are to use the pre-screen questionnaire/script prior to performing research activities. The information sheet listed below is to be given to ALL in-person human subject participants during the informed consent procedure.

#### **CABI Required Documents for In-Person Research**

- [CABI: COVID-19 Safety Policies](#)
- [CABI: COVID-19 CABI Staff Screener](#)
- [CABI: COVID-19 Participant Information Sheet](#)
- [CABI: COVID-19 Researcher and Participant Screener](#)

### **COVID-19: Electronic Consent, Online Data Collection, and Sending and Receiving Materials from Participant's Homes**

Electronic Signatures for Consent and Approved Online Software

- Electronic Signatures may be used in lieu of handwritten signatures for consent. If this will be done, then you will need to use DocuSign to officially document the consent process. It is recommended that you use a DocuSign PowerForm, where you can create a standard form signature that you can link to your survey. Additionally, the PI will need to apply to be a DocuSign admin via [esignature.gatech.edu](https://esignature.gatech.edu). More information can be found on the following websites:
  - <https://esignature.gatech.edu/cfeis/docusign/>
  - <https://powerforms.docusign.net/3896b491-3144-4c51-a3c2-8f78198e0f2c?env=na3-eu1&acct=7554587e-5afc-4247-8977-071ef5c80e3b>
- Online data collection (e.g., surveys, interviews, focus groups) may be conducted while using one of the following Georgia Tech approved platforms: Qualtrics, Web Ex, Blue Jeans or Teams. More information can be found on the following OIT websites:

- <https://security.gatech.edu/covid-19-guidance-working-remotely#ApprovedEndpointSoftware>
- [https://gatech.service-now.com/continuity?id=kb\\_article\\_view&sysparm\\_article=KB0023604](https://gatech.service-now.com/continuity?id=kb_article_view&sysparm_article=KB0023604)

Administrative updates:

### **Documenting lab personnel density and on-boarding of new personnel:**

There is new guidance on documentation of personnel density, certification of documentation, and on-boarding new lab personnel. This applies to lab space specifically assigned to one or more PIs.

- As a reminder, current guidelines dictate that the density of personnel in the lab at any one time should be at 50% of baseline, and never denser than one person per 150 square feet. “Baseline” is the number of full-time personnel (number of full-time graduate students and full-time employees) who have key card access to the building and lab.
- All new lab members, and existing lab members who have not done so already, must take the *Back to the Lab* training at <https://www.ehs.gatech.edu/covid-19/training>.
- PIs are required to keep documentation of personnel who have access to the lab and how density is maintained at the current level. Documentation can be in paper or electronic form. Please retain documentation until density limits are no longer in place.
- By October 2, 2020, PIs need to certify that the documentation exists and be prepared to share it upon request. To certify, go to <https://gatech.infoready4.com/#competitionDetail/1824364>. Certification will be shared with the appropriate schools, colleges, and IRI leadership.
- Please work with your building manager(s) to keep building and lab access up to date. - September 16, 2020

### **Additional information:**

[Institute Site: Monitoring Coronavirus](#) — Find up-to-date resources being provided to the broader Georgia Tech community, including a regularly-updated [FAQ](#).

[Covid-19 Daily Self-Checklist](#)

[Covid-19 Exposure Decision Tree](#)

[Covid-19 Reporting Form](#)

[Face Coverings Guidance](#)

[Covid-19 Health Information](#) (Information on how to recognize symptoms and how Georgia Tech is protecting its community)

[Covid Central](#) (Online symptom checker and portal to Covid-19 resources)

[GTRI response to Covid-19](#) (Information for researchers in the Georgia Tech Research Institute)

[Office of Sponsored Programs Coronavirus page](#) (Impact on sponsored activity at Georgia Tech)

[Research Coronavirus Response](#) (Archival information on the research ramp-down)

[Return to Campus Faculty Guidebook](#) (What faculty members should expect on campus during fall semester)

[Tech Moving Forward, Our Road to Recovery](#) (Georgia Tech's plan for returning to in-person teaching, learning and working)