

## COVID Reopening Phase I – Heritage Medical Research Clinic Operations (June 6<sup>th</sup>, 2020)

The below table details the operations of HMRC during phase I of reopening. Please note that HMRC operates under the directives of the provincial authorities, AHS and the University. If you have questions, please consult the accompanying [Q & A document](#) or contact [hmrc@ucalgary.ca](mailto:hmrc@ucalgary.ca).

	Booking a Visit	Pre-Screening	Building Access	Admittance to HMRC	While being in HMRC	PPE	Parking	Comments
Study Participants (local)*  *Study participants based in Calgary or who have travelled to Calgary by car.	Research visits for studies with a <a href="#">critical research designation</a> can be booked by emailing the booking request to <a href="mailto:hmrc@ucalgary.ca">hmrc@ucalgary.ca</a> . Please note that visits will be booked so social distancing can be observed. We do anticipate to book up to 10 patients per day and no more than 2 patients at any given time).	When notifying a study participant of a booked visit, coordinators are required to pre-screen study participants for COVID related symptoms.	Building access remains restricted. Study participants have to be met by a study staff member at the door, provided with a mask and escorted into the building.	Research participants will need to remain outside the HMRC entry doors until they have been screened by a HMRC staff member.	To ensure social distancing, study participants will be taken to a clinic room on arrival and will remain there.	Medical grade mask (provided)	Parking for study participants is provided in front of the TRW building and in the service lot up the road.	
Study Participants (out-of-town)*	Research visits for studies with a <a href="#">critical research designation</a> can be	When notifying a study participant of a booked visit, coordinators are	Building access remains restricted. Out-of town study participants will	Research participants will need to remain outside the HMRC	To ensure social distancing, study participants will be taken to a clinic	Medical grade mask (provided)	Parking for study participants is provided in front of the TRW building	

<p>*Participants who have travelled via air travel from a location in Canada to Calgary (Note: Anyone who has travelled internationally has to self-quarantine for 14 days.)</p>	<p>booked by emailing the booking request to <a href="mailto:hmrc@ucalgary.ca">hmrc@ucalgary.ca</a>. Please note that visits will be booked so social distancing can be observed. We do anticipate to book up to 10 patients per day and no more than 2 patients at any given time).</p>	<p>required to pre-screen study participants for COVID related symptoms.</p>	<p>need to be met by a study staff member at the TRW entrance door, provided with a mask and escorted into the building.</p>	<p>entry doors until they have been screened by a HMRC staff member.</p>	<p>room on arrival and will remain there</p>		<p>and in the service lot up the road.</p>	
<p>Study Participants (COVID recovered patients 14-28 days post symptoms)</p>	<p>Research visits for studies with a <a href="#">critical research designation</a> can be booked by emailing the booking request to <a href="mailto:hmrc@ucalgary.ca">hmrc@ucalgary.ca</a>. Please indicate when a visit is for a COVID recovered patient. Please note that the patient will need to be symptom free for 14 days before coming to HMRC. All visits for COVID recovered patients</p>	<p>When notifying a study participant of a booked visit, coordinators are required to pre-screen study participants for COVID related symptoms. COVID recovered patients have to be symptom free for at least 14 days before coming to HMRC.</p>	<p>Building access remains restricted. COVID recovered study participants will need to be met by a study staff member at the TRW entrance door, provided with PPE and escorted into the building.</p>	<p>Research participants will need to remain outside the HMRC entry doors where they will be screened by a HMRC staff member.</p>	<p>To ensure social distancing, study participants will be taken to TRW5D60 on arrival and will remain there.</p>	<p>Medical grade mask, gown and facial shield (provided)</p>	<p>Parking for study participants is provided in front of the TRW building and in the service lot up the road.</p>	

	who are 14-28 days post-symptoms will be booked into TRW5D60.							
Accompanying family members	Accompanying family members are limited to pediatric patients or study participants who require support while in HMRC.	N/A	Building access remains restricted. Family/friends have to be met at the door and escorted into the building.	Family members will need to remain outside the HMRC entry doors until they have been screened by a HMRC staff member.	To ensure social distancing, permitted family members will be taken to a clinic room on arrival and will remain there with the study participant.	Medical grade mask (provided)	Parking for accompanying family and study participants is provided in front of the TRW building and in the service lot up the road.	
Research Team Members located in HMRC	When booking a study visit, please indicate how many study team members will be present during the visit.	Anyone planning to enter HMRC is asked to complete a self directed <a href="#">screening questionnaire</a> prior to their arrival at HMRC. If the answer to any of the questions is YES, we ask staff to stay home. If the answer to all questions is NO, staff can enter HMRC and are asked to leave a copy of their completed questionnaire at the HMRC	Building access remains restricted to those staff who are on the critical research designation list (please email <a href="mailto:hmrc@ucalgary.ca">hmrc@ucalgary.ca</a> to determine if all your research team members are on the HMRC critical research designation form)	See instructions under pre-screening.	Research team members are asked to see study participants in the allocated clinic room. HMRC staff will manage clinic rooms and will ensure rooms are cleaned in between patients.	PPE as required for the study procedure (HMRC will provide the required PPE to study staff on arrival).  NOTE: If study staff choose to come to HMRC outside of a study visit, they are NOT provided with PPE. It is recommended to wear a mask if social	Parking is available for UC staff who have parking privileges on site and who are on the critical research designation list (parking codes were emailed out by parking services to those individuals).	The U of C directive for staff to limit their presence on campus remains in place. We discourage presence in HMRC unless a research team members is supporting a study visit or is meeting with a monitor.

		reception. Printed copies of the questionnaire are available at the HMRC reception.				distancing cannot be observed.		
Research Team members not located in HMRC	<p>When booking a study visit, please indicate how many study team members will be present during the visit.</p> <p>If your team has obtained their own critical research designation, please provide the approval to HMRC.</p>	<p>Anyone planning to enter HMRC is asked to complete a self directed <a href="#">screening questionnaire</a> prior to their arrival at HMRC. If the answer to any of the questions is YES, we ask staff to stay home. If the answer to all questions is NO, staff can enter HMRC and are asked to leave a copy of their completed questionnaire at the HMRC reception. Printed copies of the questionnaire are available at the HMRC reception.</p>	<p>Building access remains restricted to those staff who are on the critical research designation list (please email <a href="mailto:hmrc@ucalgary.ca">hmrc@ucalgary.ca</a> to determine if all your research team members are on the HMRC critical research designation form). If your team has obtained their own critical research designation, please provide the approval to HMRC.</p>	<p>See instructions under pre-screening.</p>	<p>Research team members are asked to see study participants in the allocated clinic room. HMRC staff will manage clinic rooms and will ensure rooms are cleaned in between patients.</p>	<p>PPE as required for the booked study procedure (HMRC will provide the required PPE to study staff on arrival).</p>	<p>Parking is available for UC staff who have parking privileges on site and who are on the critical research designation list (parking codes were emailed out by parking services to those individuals).</p>	<p>The U of C directive for staff to limit their presence on campus remains in place.</p>

<p>Monitors (local)*</p> <p>*Monitors based in Calgary or who have travelled to Calgary by car.</p>	<p>At this stage, monitors are not permitted in the designated monitoring areas in HMRC. If a monitor needs to come on site, a research team can offer their designated cubicle space in HMRC. Monitors will need to be with a study coordinator for the full duration of their visit.</p>	<p>Anyone planning to enter HMRC is asked to complete a self directed <a href="#">screening questionnaire</a> prior to their arrival at HMRC. If the answer to any of the questions is YES, we ask monitors to stay home. If the answer to all questions is NO, monitors can enter HMRC and are asked to leave a copy of their completed questionnaire at the HMRC reception. Printed copies of the questionnaire are available at the HMRC reception.</p>	<p>Building access remains restricted. Monitors have to be met at the door and escorted into the building.</p>	<p>See instructions under pre-screening.</p>	<p>Research team members are asked to take visiting monitors to their office area and assign them a cubicle.</p>	<p>It is recommended that local monitors wear a mask if social distancing cannot be observed.</p>	<p>Parking for monitors is provided in front of the TRW building and in the service lot up the road.</p>	<p>Remote monitoring is still encouraged.</p>
<p>Monitors (out-of-town)*</p> <p>*Monitors who have</p>	<p>At this stage, monitors are not permitted in the designated monitoring areas in HMRC. If a monitor</p>	<p>Anyone planning to enter HMRC is asked to complete a self directed <a href="#">screening questionnaire</a> prior</p>	<p>Building access remains restricted. Monitors have to be met at the door, asked to put on a</p>	<p>See instructions under pre-screening.</p>	<p>Research team members are asked to take visiting monitors to their office area and</p>	<p>Out of town monitors who travelled to Calgary by air are required to wear a</p>	<p>Parking for monitors is provided in front of the TRW building and in the service lot up the road.</p>	<p>Remote monitoring is still encouraged.</p>

<p>travelled travel via air from a location in Canada to Calgary. (Note: Anyone who has travelled internationally has to self-quarantine for 14 days.)</p>	<p>needs to come on site, research team. can offer their designated cubicle space in HMRC. Monitors will need to be with a study coordinator for the full duration of their visit.</p>	<p>to their arrival at HMRC. If the answer to any of the questions is YES, we ask monitors to stay home. If the answer to all questions is NO, monitors can enter HMRC and are asked to leave a copy of their completed questionnaire at the HMRC reception. Printed copies of the questionnaire are available at the HMRC reception.</p>	<p>mask and escorted into the building.</p>		<p>assign them a cubicle.</p>	<p>mask (NOT provided).</p>		
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