

Checklist for Researchers – Return to In-Person Human Participant Research

This checklist is for Yukon University researchers to assist with the planning and implementation of in-person research during the COVID-19 pandemic. Please refer to the [Guidelines and Requirements for Research Involving Human Participants Under COVID-19 Restrictions](#) for the detailed approval processes and requirements.

Required Clearance / Approvals (listed in Order)

- Justification for in-person research rather than remote methods
- Safe Research Plan (see guidelines and template)
 - Preparation of Safe Research Plan
 - Submission to Academic Unit and Associate Vice President (AVP) Research Development
 - Approval/Clearance
- Submit for Research Ethics Board Approval
 - Option A: Amendment to Previously Approved Study
 - Safe Research Plan
 - REB Study Modification Request Form
 - Revised REB application with relevant COVID-19 statements
 - Revised Consent form(s) with relevant COVID-19 statements
 - All other revised research materials
 - Option B: New Study Submission
 - Safe Research Plan
 - New REB application with relevant COVID-19 statements
 - Consent Form(s) with relevant COVID-19 statements (see [YukonU REB informed consent COVID-19 template](#))
 - All other revised research materials
- Submit for Final Division/Department Approval - Notify the AVP Research Development of Departmental clearance and REB approval; Request final approval

Pre-Study Visit Preparation

- Safety Training: ensure all researchers have completed training
 - [Coronavirus Preparedness for Employers and Employees](#) (Workplace Safety and Prevention Services)
 - Canadian Centre for Occupational Health and Safety – Pandemic Planning: Reopening for Business. <https://www.ccohs.ca/products/courses/pandemic-reopening/>

Consent (or re-consent) study participant – provide participant with approved consent form (COVID-19 appendix included) for their review. Obtain documented consent prior to study visit.

COVID-19 screening of participant

- Confirm phone number or email address for Public Health tracing. Must be done 24 hours prior to scheduled visit.

Personal Protective Equipment (PPE), Administrative Controls, Engineering Controls in place. Procure PPE; ensure physical barriers or policies/practices are prepared per SRP.

Day of Study Visit

COVID Screening (Participant and Research Personnel) - confirm screening has been completed before allowing in-person visit to proceed. Do not proceed if any participant is exhibiting symptoms of COVID-19, has had close contact with individuals with COVID-19, or has been told by health official to self-isolate.

Adhere to approved YukonU Safe Research Plan and REB protocols