



Western Oregon UNIVERSITY

WESTERN OREGON UNIVERSITY INSTITUTIONAL REVIEW BOARD POLICY

Policy Name:	Face-to-Face Research During the COVID-19 Pandemic					
Policy #:	2001	Policy Section:	Research Policies			
Approval Authority:	Dean of Graduate Studies and Research		Adopted:	9.21.20	Reviewed:	
Responsible Party:	Chair, IRB		Revised:			
Responsible Office:	Office of Graduate Studies and Research / IRB		Contact:	Emily Vala-Haynes, valahaynese@mail.wou.edu		

1. Policy Statement

This policy addresses protocols related to face-to-face research during the COVID-19 Pandemic.

2. Reason for Policy

In March 2020 all face-to-face human subjects research was suspended due to the COVID-19 Pandemic. In accordance with the US Health and Human Services Office for Human Research Protection and Oregon's Higher Education Coordinating Commission (HECC), face-to-face research may be permitted if it does expose participants to increased risk.

3. Who Should Read this Policy

- a. Investigators at Western Oregon University
- b. Members of the Western Oregon University Institutional Review Board
- c. Administration at Western Oregon University, including the President, Vice Presidents, Deans, Division Chairs, and Department Heads

4. Resources

- a. [WOU Office of Graduate Studies and Research Guidelines](#)
- b. [OHA-HECC Guidance for Research Activities](#)
- c. [Oregon OSHA Guidance](#)

5. Definitions

- a. None.

Note. All policies are subject to amendment.

6. The Policy

To conduct face-to-face research with human subjects, principal investigators must address each of the following:

- a) Indicate that you have reviewed and understand obligations related to COVID-19 guidance and information applicable to your research, including:
 - i) [WOU Office of Graduate Studies and Research Guidelines](#)
 - ii) [OHA-HECC Guidance for Research Activities](#)
 - iii) [Oregon OSHA Guidance](#)
- b) Explain why the proposed research must be conducted face-to-face at this time and cannot be done remotely.
- c) Explain how you will meet each of the following safety criteria:
 - i) Research will be performed in compliance with WOU's social distancing [policy](#): and [forthcoming] symptom reporting requirements: both researchers and participants must wear face coverings (and additional PPE if required in the guidance above), and maintain at least 6 ft physical distancing at all times.
 - ii) Research will be performed while adhering to improved cleaning protocols following [Oregon OSHA guidance](#).
 - iii) Research takes place locally--indicate distance to research site and precautions taken while traveling, following the WOU COVID-19 [Guidelines](#) for Research-Related Travel.
 - iv) Researcher and participant names and contact information are logged daily for contact tracing purposes. Implications for confidentiality are addressed in the consent form.
- d) List and provide contact information for all individuals on the research team.
- e) Provide an assessment of the risk for research participants, specifically as it relates to COVID-19. In doing so, please refer to the WOU IRB resource on [Understanding and Assessing Risk](#).
- f) List all locations/spaces required for the research activity.
- g) Describe the logistics related to how the research will be carried out in the above spaces/locations.
 - i) How will individuals enter and exit the space?
 - ii) What tools will be used to indicate time in/out?
 - iii) Who will carry out required additional cleaning?
 - iv) What mitigation strategies are in place to avoid coming in close contact with others using the same or neighboring spaces?
 - v) How will researcher and participant information be logged for contact tracing? Please submit the form being used for this purpose.