



**MATTHEW GFELLER SPORT-RELATED TRAUMATIC BRAIN INJURY RESEARCH CENTER
 COVID-19 (SARS-CoV-2) RESPONSE
 UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

A. GFELLER CENTER PERSONNEL — GENERAL GUIDELINES

A.1. General Guidance

The Matthew Gfeller Center at the University of North Carolina at Chapel Hill (UNC) has performed a site-specific and activity-specific risk assessment to identify and mitigate risks associated with the implications of COVID-19 on our ongoing research operations. Our risk assessments and mitigation measures were dependent on:

- The procedures performed
- Identifying hazards involved in the process and/or procedures
- The competency level of the personnel who perform the procedures
- The laboratory equipment and facility
- The resources available

All Matthew Gfeller Center personnel will be required to complete the UNC Environment, Health, and Safety COVID-19 Safety Training (please enter cgoerger@email.unc.edu as your secondary notification email address when completing the post-training test):

<https://apps.fo.unc.edu/ehs/training/protecting-the-carolina-community-from-covid-19/>

Current Matthew Gfeller Center/CSRA breakdown is as follows*:

# of graduate students	5
# of postdocs	2
# of research staff	6
# of visiting scientists	0
# of undergraduate researchers	4

* These values do not represent the clinicians normally in the Matthew Gfeller Center to support ongoing clinical operations (e.g., concussion clinic, Brain & Body Health Program, etc.).

A.2. Daily Health Screening

Early COVID-19 detection can prevent spreading the virus to center faculty, staff, students, patients, and study participants. Matthew Gfeller Center personnel must monitor their health daily. Before leaving home for work, all Gfeller Center personnel must check themselves for symptoms using the UNC COVID-19 screening checklist as follows:

- Do you have **new muscle aches** not related to another medical condition or another specific activity (e.g. due to physical exercise)?
- Do you feel like you may have a **temperature of greater than 100.0°F**?
- Do you have **sore throat** not related to another medical condition (e.g. allergies)?
- Do you have a **new or worsening cough** that is not related to another medical condition?
- Do you have **shortness of breath** that is not attributable to another medical condition?
- Do you have **recent (<5 days) loss of smell and taste**?
- Do you have new onset of **vomiting or diarrhea** not related to another medical condition?

If you answered 'yes' to any of the questions above, our community standards require you to not attend work, class, or other campus activities. Instead, all affected personnel should:

1. Contact the UNC Health Respiratory Diagnostic Center, the University Employee Occupational Health Clinic (UEOHC; 919-966-9119), or Campus Health Services (919-966-2281) and act on their instructions. (This requirement does not apply to persons with symptom(s) known to be attributable to an existing condition unrelated to COVID-19 infection).
2. Any individual who has tested positive for COVID-19, who has been referred for testing or who is awaiting test results, should notify **Candice Goerger (o: 919-962-2195; c: 717-951-4517; cgoerger@email.unc.edu)** that the UEOHC has advised them not to report to work.

A.3. Personal Protective Equipment

Face masks

Each person working in the Matthew Gfeller Center must wear a University-approved and provided face mask when in the presence of others and in common areas or public settings where physical distancing measures are difficult to maintain. These face masks should cover your mouth and nose.

Individuals who are solely occupying one of the office spaces in the Matthew Gfeller Center do not need to wear a mask while in their office alone.

Disposable face masks will be provided to Matthew Gfeller Center personnel working on campus. It is expected that each employee uses a mask for two days. If an individual's work duties require more frequent disposal and replacement of masks, please notify **Candice Goerger (o: 919-962-2195; c: 717-951-4517; cgoerger@email.unc.edu)** and those needs will be accommodated. If the mask becomes damaged or visibly soiled, the face mask should be replaced. Disposable face masks are not meant to be laundered.

Matthew Gfeller Center personnel may wear their own cloth masks or face coverings if they prefer. Cloth masks or face coverings should be washed daily, and the fabric design or pattern should be appropriate for the workplace.

Matthew Gfeller Center personnel must not touch their face after removing the mask and must wash their hands for at least 20 seconds with soap and warm water after removing the mask. Matthew Gfeller Center personnel should proceed downstairs one level to the restrooms in Stallings (fourth floor). Handwashing stations or hand sanitizer dispensers will be installed throughout the buildings, particularly near elevators, restrooms and common areas. If soap and water are not readily available, use a hand sanitizer that contains at least 60% to 90% alcohol.

Face shields

In testing conditions where physical distancing may not be completely possible (e.g., transcranial Doppler, pupillometry, etc.), personnel will be expected to wear full plastic face shields. These face shields will be provided and considered Shared Equipment (see below).

Gloves

Gloves are not required unless physical distancing is not completely possible. You must wear gloves if you will be in physical contact with patients or study participants. These will also be provided and should be disposed and replaced after each use.

A.4. Building/Center Access

Stallings-Evans Sports Medicine Center will keep all exterior doors locked and secured. This includes the 5th floor North entrance located just outside the Matthew Gfeller Center.

The doors accessing the Matthew Gfeller Center will also be closed and locked at all times.

A.5. Shared Equipment

Matthew Gfeller Center research work may involve the frequent use of shared equipment (e.g., Senaptec Sensory Station, Sensory Organization Test, neurocognitive test computers/laptops, etc.). While the University is increasing the cleaning frequency of common/public spaces, it is the critical responsibility of faculty, staff, and students to share the responsibility of cleaning and sanitizing high-touch surfaces within the Matthew Gfeller Center (e.g., light switches, doorknobs).

Cleaning and disinfecting supplies will be provided in each laboratory by the University for this purpose. All occupants of research facilities should wipe clean all high-touch surfaces at the beginning of the workday, at the end of the workday and at least four additional times daily. Shared equipment should be cleaned and wiped before and after each use by the person who has used/administered it. Cleaning logs will be posted in the Matthew Gfeller Center common areas and with individual equipment (including face shields) for these cleanings to be appropriately documented.

Matthew Gfeller Center personnel should wipe down commonly used surfaces before and after use by employing EPA-registered 60% to 90% alcohol solution cleansers (follow the manufacturer's recommendations for use, such as dilution, contact time, and safe handling). These will be provided for this purpose, as available. These surfaces include any shared-space equipment such as copiers or printers, as well as coffee makers, desks and tablets, light switches and doorknobs.

A.6. Matthew Gfeller Center Community Standards

First and foremost, the greatest community standard we can implement is one of mutual respect for the health and safety of those we work with. When on campus, all individuals should maintain appropriate physical distancing, which is at least six feet.

Hand hygiene throughout the day is critical, especially after touching public surfaces (e.g. doorknobs, railings, desks, equipment) after sneezing or coughing, after using the bathroom, and before and after eating. Handwashing stations or hand sanitizer dispensers will be installed throughout the buildings, particularly near elevators, restrooms and common areas. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% to 90% alcohol.

Housekeeping crews will continue to clean office and workspaces with CDC/Environmental Protection Agency recommended cleaning supplies and according to CDC guidelines, as updated. Matthew Gfeller Center personnel should, however, take care to wipe down commonly used surfaces before and after use. EPA-registered 60% to 90% alcohol solution cleansers will be provided for this purpose, as available. These surfaces include any shared-space equipment

such as copiers or printers, as well as coffee makers, desks and tablets, light switches and doorknobs.

All individuals are encouraged to avoid face-to-face interaction whenever possible and communicate with colleagues and supervisors using the extensive range of available networking applications (e.g., Zoom, Microsoft Teams, FaceTime, etc.).

A.7. Personnel Scheduling

We will use several methods to limit population density and maximize workspace safety. In addition to providing masks and sanitizing/disinfecting supplies, we will also be considering and employing the following strategies in the Matthew Gfeller Center:

- Staggered work schedules, such that employees start and end at different times during the day, limiting the number of people in the center at any one time.
- Alternating schedules, such that workspaces have only partial onsite staffing at any one time, and the remaining staff are working remotely. **Candice Goerger (o: 919-962-2195; c: 717-951-4517; cgoerger@email.unc.edu)** will be charged with ensuring appropriate coverage and managing office density.
- Reconfiguring workstations to provide for spatial separation and making arrangements to move workspaces or add barriers to allow for physical distancing.
- Limiting face-to-face meetings and gatherings as much as possible. The risk of viral transmission increases with density, so where possible, our meetings will be held using Zoom, Microsoft Teams, FaceTime or other available electronic resources, or by phone.
- Encouraging employees working on site to communicate with colleagues and supervisors by phone, email or some other electronic format. If meetings must take place in-person, employees should wear face masks or facial coverings and maintain physical distancing community standards.

Guiding us in our staffing and scheduling will be the following data:

Location	Total sq.ft.	Max capacity	Participants*
Matthew Gfeller Center	1200	6	3*
STAR Heel Lab	1055	5	1
NeuroVision Lab	400	2	1

* Note that more participants can be accommodated but only in the unlikely scenario where the center is vacated by its full-time staff/personnel. Baseline testing stations will be set up in Stallings-Evans and may allow additional sq.ft. to accommodate greater number of concurrent participants.

The Matthew Gfeller Center is separated into individual office/testing spaces with floor to ceiling walls and entry doors. Our plan is to house 1 person in each of the three areas designated as “office” in the floorplan (see Appendix E.1), and 1 each in the ‘testing’ areas. This leaves the conference room and the open area to host additional study participants or center personnel if needed. Despite these allowances which are permitted given the ability to close doors to each of the spaces, we still plan to have no more than 5 staff on hand at any given time until further notice.

B. HUMAN SUBJECTS RESEARCH

B.1. Administrative Considerations

As the Matthew Gfeller Center begins to increase the volume of research conducted on campus in a phased, safe, and sustainable way, please remember the following:

- Studies for which the IRB approved modifications to conduct study visits/procedures via virtual/phone/remote formats need to continue to conduct procedures as modified.
- Any new studies being submitted to the IRB for initial approval should include virtual/phone/remote formats for as many procedures as possible.
- Ensure you have knowledge of and adherence to the Matthew Gfeller Center's plan to appropriately increase research volume and the Office of the Vice Chancellor for Research's guidance.

B.2. Participant Access to the Matthew Gfeller Center

All study participants must arrive for testing outside the North Entrance to the Stallings-Evans Sports Medicine Center (the door vis-à-vis the Matthew Gfeller Center and Center for the Study of Retired Athletes). All participants must be greeted by the personnel who will be responsible for their assessment and testing procedures. Participants must be screened before they are permitted to enter the building (see below).

B.3. Participant Screening

Screening participants will be conducted in a two-stage process as follows:

1. Prior to a face-to-face visit
 - a. Matthew Gfeller Center research personnel must confirm the participant's appointment and perform a telephone wellness screening no more than 24 hours prior to the scheduled visit.
 - b. This wellness screening will include providing the study participant with a copy of UNC's COVID-19 Information Sheet.
 - c. Study participants should be reminded to bring and wear their mask or they will not be permitted to enter Stallings-Evans/Gfeller Center
 - d. This screening review should be completed and documented in the research record.
2. Upon arrival
 - a. The participant and anyone required to attend the visit with them must be rescreened by Matthew Gfeller Center research personnel before the study visit begins (i.e., to confirm there are no symptoms, no fever, etc.).
 - b. Study participants and anyone required to attend the visit must be masked prior to entry into the Matthew Gfeller Center. ***No participant is permitted inside Stallings-Evans/Gfeller Center if they do not have a mask.***
 - c. Anyone who fails rescreening will be immediately isolated in a private room. Details follow in next section.

If you need to screen subjects for coronavirus or COVID-19, this is not considered a "research activity" and can be done without IRB approval, provided you are not using these data for research purposes. A copy of the COVID-19 Information Sheet is appended to these policies. Current IRBs using this appended version need not seek IRB approval. If a study requires the appended version to be modified in any way, IRB modifications will be required. Please discuss with your study PI prior to initiating any actions.

Additionally, for studies requiring multiple visits, the COVID-19 Information Sheet does not need to be provided at every visit; once is sufficient. However, all participants will be screened upon

arrival (per Step 2 above). The COVID-19 Information Sheet does not need to be signed, but we do need to record the conversation took place.

B.4. On-site Participant Health Screening

Early COVID-19 detection can prevent spreading the virus to center faculty, staff, students, patients, and study participants. Matthew Gfeller Center personnel must screen all study participants before allowing them to enter the North Entrance to Stallings-Evans Sports Medicine Center or into any Gfeller research space.

- a. Take and record temperature for study participants and those accompanying them.
- b. Matthew Gfeller Center research personnel must check all study participants and those required to accompany them for symptoms using the UNC COVID-19 screening checklist by asking them the following:
 - Do you have new muscle aches not related to another medical condition or another specific activity (e.g. due to physical exercise)?
 - Do you feel like you may have a temperature of greater than 100.0°F?
 - Do you have sore throat not related to another medical condition (e.g. allergies)?
 - Do you have a new or worsening cough that is not related to another medical condition?
 - Do you have shortness of breath that is not attributable to another medical condition?
 - Do you have recent (<5 days) loss of smell and taste?
 - Do you have new onset of vomiting or diarrhea not related to another medical condition?
- c. Provide a mask and appropriate PPE if the study participant and those accompanying them do not have one

If the study participant or individuals accompanying the participant answered 'yes' to any of the questions above, please do not allow them to enter the facility and immediately isolate the individual.

B.5. Interacting with Study Participants

Matthew Gfeller Center personnel are expected to maintain the same community standards when interacting with study participants. This includes maintaining physical distancing, wearing appropriate PPE, and ensuring that test equipment/surfaces/shared equipment are disinfected before and after use. When performing tasks requiring close contact (e.g., transcranial Doppler setup, pupillometry, etc.), full face shield and glove use should also be employed. Each study involving human subjects research participants in the Gfeller Center or in its affiliated research spaces will need to generate a study-specific cleaning schedule, detailed PPE needs, and other considerations related to conducting that study within the overarching guidelines set forth in this policy. These procedures must comply with the COVID-19 policies employed by those laboratories (e.g., Applied Physiology Lab).

C. VISITORS

Visitors to the Matthew Gfeller Center should include only researchers who may be using our equipment, research subjects as allowed under the OCVR "Resuming Research" guidance and in compliance with the norms it establishes, or University employees who need access to the research spaces for operating reasons. If the presence of visitors makes it impossible to comply with the social distancing standards, they should not enter until personnel have left in sufficient numbers to allow compliance.

We anticipate that visitors, guests, and collaborators will need to enter the Matthew Gfeller Center. As stated above, we ask that you limit face-to-face meetings and gatherings as much as possible. The risk of viral transmission increases with density, so where possible, our meetings will be held using Zoom, Microsoft Teams, FaceTime or other available electronic resources, or by phone. When this is not possible, we must subject our visitors to the same screening completed on our human subjects research participants (as identified in Sections B.3 and B.4 above).

D. OVERSIGHT

Research facilities and buildings will be monitored periodically to ensure required safety measures are being practiced. Anyone found to be out of compliance with these required measures will be counseled on the need for compliance with the required practices outlined in this guidance. Further instances of non-compliance may result in the employee being subject to disciplinary measures in accordance with applicable University policies, and access to resources within the Matthew Gfeller Center may be revoked.

Stay conscious of the fact that circumstances may change rapidly, and you may need to suspend operations again on short notice.

E. ATTACHMENTS

- E.1. Matthew Gfeller Center floor plan
- E.2. OHRE COVID Information Sheet
- E.3. CAS COVID Supply Instructions

F. PLEDGE

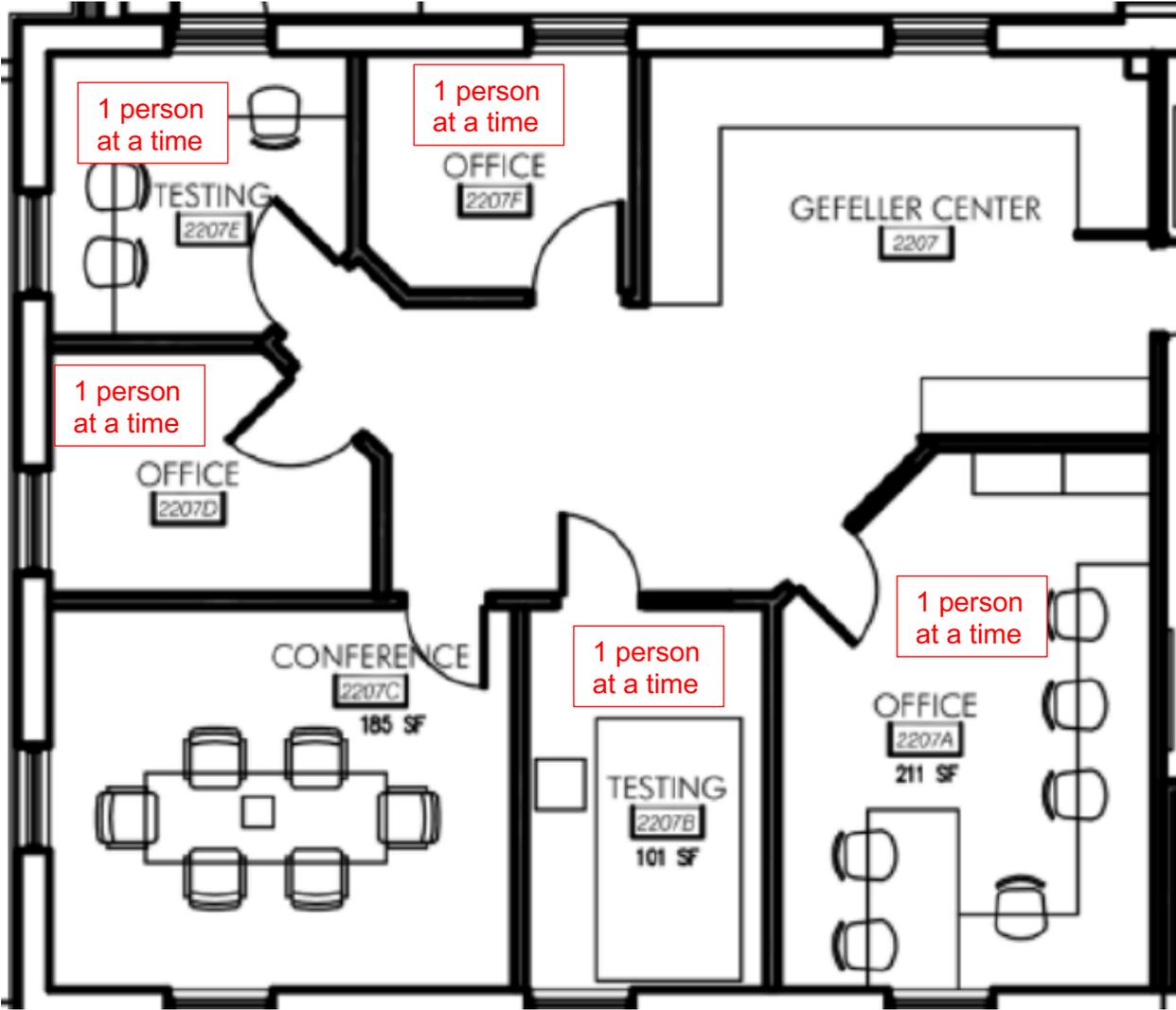
By signing below, you pledge to adhere to the policies set forth by the Matthew Gfeller Center, department, and the University regarding measures to help prevent the spread of COVID-19 to protect yourself, your peers and everyone you encounter who is working during this pandemic.

Printed name	Signature	Date
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By signing below, Matthew Gfeller Center leadership agrees to oversee the implementation of the policies set forth in this document and understands that violations of policy will be addressed through one or two warnings that will ultimately result in Human Resources action and suspension of on-site research activity for those in violation.

Printed name	Signature	Date
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E.1. Matthew Gfeller Center floor plan



E.2. OHRE COVID Information Sheet

University of North Carolina at Chapel Hill

Information about participating in a Research Study during COVID-19.

Version Date: XXXXXX

IRB Study # XX-XXXX

Title of Study: XXXXXXXXXX

Principal Investigator: XXXXXXXXXX

Study Contact Telephone Number: XXXXXX

Study Contact Email: XXXXXX

The “you” referenced in this information sheet either refers to the participant, “your child”, or the individual you are providing consent on behalf of as a legal authorized representative, as applicable.

The following information should be read as an addition to the original Consent process. Unless specifically stated otherwise in the following paragraphs, all information contained in that original Consent Form is still true and remains in effect. Your participation continues to be voluntary. You may choose not to participate or may withdraw your consent to participate at any time, and for any reason, without jeopardizing your future care at this institution or your relationship with your study doctor.

New or additional information

COVID-19 is a novel (previously unidentified) coronavirus and has been declared a pandemic due to its global spread. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and usually cause mild illness, like the common cold. Many countries, states, and local governments have implemented restrictions (e.g., physical distancing requirements, closure of public places) to attempt to limit the spread of the virus. If your community does not permit travel or otherwise limits interaction, please tell the study team. **UNC’s** permission for certain studies to continue is not intended to interfere with a person’s ability to follow their community’s requirements.

Physical distancing is the primary strategy used to prevent the spread of the virus that causes COVID-19. Physical distancing calls for people to increase the space between one another and to avoid gatherings and crowds. **The Centers for Disease Control and Prevention (CDC)** says people should maintain a distance of at least six feet from others when possible.

If you choose to continue your participation in research at **UNC**, **UNC** research personnel will do their best to follow the below recommendations described in this information sheet that were developed based on guidance from the **CDC** and in partnership with study teams, departments, and UNC’s Infectious Disease specialists. Despite everyone’s efforts, there is still the risk that you may already have or may become infected with COVID-19 and may then infect others.

COVID-19 Symptoms

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness which may lead to death. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills especially repeated shaking chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Vomiting and diarrhea

This list is from the **CDC** but may not include all possible symptoms. People experience the virus in many different ways. Please contact your medical provider if you are experiencing symptoms that are concerning to you.

Pandemics can be stressful for everyone. Fear and anxiety about a disease can be overwhelming and cause strong emotions in both adults and children. Please talk with the study team if you are experiencing COVID symptoms, fear or anxiety.

Please seek emergency medical care immediately if experiencing the following symptoms:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. **Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.**

Children and Multisystem Inflammatory Syndrome (MIS-C)

Multisystem Inflammatory Syndrome (MIS-C), is a condition in children where different body parts can become inflamed, including the heart, lungs, kidneys, brain, skin, eyes, or gastrointestinal organs. We do not yet know what causes MIS-C, however we know that many children with MIS-C had the virus that causes COVID-19, or had been around someone with COVID-19. MIS-C can be serious, even deadly, but most children who have been diagnosed with this condition have gotten better with medical care.

Contact your child's doctor, nurse, or clinic right away if your child is showing symptoms of MIS-C:

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired

Be aware that not all children will have all the same symptoms. Seek emergency care right away if your child is showing any of these emergency warning signs of MIS-C or other concerning signs:

- Trouble breathing
- Pain or pressure in the chest that does not go away
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Severe abdominal pain

What steps are the study team and UNC taking to prevent the spread of COVID?

To help prevent the spread of COVID study teams across UNC are taking the following steps:

Conducting an individual risk assessment with subjects to determine if the individual is part of a high-risk group as defined by the CDC and discussing with you if the specific research activities that may break physical distancing recommendations is in your best interest. The wellness screen will include questions about whether the you have or had COVID-19, possible exposure to the virus, possible symptoms, and about risk factors.

If the subject would like to participate but is in a high-risk group as defined by the CDC including those over the age of 65, live in a nursing home or long-term care facility, or who have underlying medical conditions, particularly if not well controlled, they should discuss if study activities can be safely delayed with the study team or if participation should continue.

1. Prior to a face-to-face visit, research personnel must confirm your appointment and perform telephone wellness screenings no more than 24 hours prior to the scheduled visit.

- a. You and anyone required to attend the visit with you must be rescreened by front desk staff or research personnel upon arrival before the study visit begins (i.e., to confirm there are no symptoms, no fever, etc.). You and anyone required to attend the visit must be masked upon arrival at the clinic/research site. Anyone who fails rescreening will be immediately isolated in a private room. Clinical study personnel will be contacted and recommendations from **Infection Prevention** regarding referral for testing should be followed. You may be responsible for cost of testing, and treatment of COVID-19 unless this is specifically part of the study you are participating in or otherwise covered. The study specific consent form will cover this if applicable.
2. During face-to-face visits, research personnel and you should maintain a physical distance of 6 feet whenever possible, wear a facemask and eye protection, and perform hand hygiene before and after face-to-face interaction with all participants.
3. Interactions should take place in an outdoor setting, if possible.
4. Research personnel have developed and implemented a regular schedule for frequently cleaning and wiping touched surfaces and objects (e.g., door and cabinet handles, faucets, light switches, keyboards, and other frequently touched objects) with an approved disinfectant or disinfectant wipes. Research personnel will also follow routine surface decontamination of common equipment like instrumentation and computers. Disinfecting any surfaces that may be thought to be contaminated and use an approved disinfectant such as a 1:10 dilution of bleach or 60% to 90% alcohol solution.
5. Research that involves participants of 10 or fewer individuals in a group, such as a focus group, is allowed. Seating should be arranged to allow 6 feet between group members, and all focus group participants must wear masks.
6. If research involves travel or overnight stays, accommodation and meals should allow for adequate physical distancing (6 feet or more) wherever feasible. Vehicle occupancy should be limited to no more than two people in a standard car, with open windows while travelling, if possible. Vehicle occupants should wear masks.
7. Some locations may have additional safety procedures. If your visit is at such a location, the study team will describe what to expect when they call to confirm your study visit.

If you feel as though the above precautions are not being followed please either talk with the study staff, **submit an anonymous request through Ethics Point by calling 1-866-294-8688, or reach out to the UNC OHRE IRB at 919-966-3113.**

You should receive a copy of this form when possible. Please discuss with your study team, ask all questions you may have, and confirm whether you would like to continue your participation. The study team may also withdraw you from the study or request to delay study activities if they have concerns about safety.

E.3. CAS COVID Supply Instructions

Instructions for Acquiring Masks and Cleaning Supplies for A&S Labs

1. **These instructions are for acquiring masks and cleaning/disinfecting supplies for research labs and spaces, not for instructional or other departmental use.** The immediate goal is to supply the requirements of research spaces as they reopen. Supplies for other phases of reopening will be handled in future announcements.
2. Our process for distribution assumes that individual PIs are responsible for acquiring supplies for their labs from our central distribution location in Chapman Hall. PIs may wish to make joint requests for single pickup, and whole departments are welcome to cooperate, but department chairs are not responsible for supply distribution.
3. For all departments other than Applied Physical Sciences, Biology, and Chemistry, a general pickup will be staged in the South Entry to Chapman with the help of Shane Brogan in Physics and Astronomy. To avoid crowds, PIs or their designees will register for time slots at the link below. The pickup point will be staffed so no key card access is needed. Please bring a tote bag or box to carry supplies.

The schedule of distributions for the week of June 1 is as follows:

Monday, June 1 10:00 a.m. – noon

Wednesday June 3 10:00 a.m. – noon

Please sign up for a timeslot here:

<https://tinyurl.com/Covid-pickup>

(Note that this URL connects to a Signup Genius that requires entering your email and may require opting out of spam emails from them)

4. Initial distributions of masks will be a 10-shift supply (five masks) for each employee in a lab. Cleaning supplies will be a 2 week supply.
5. These plans are subject to change as we refine the process.