

CENTER FOR THE STUDY OF RETIRED ATHLETES (CSRA)  
COVID-19 (SARS-CoV-2) RESPONSE  
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

**A. CENTER FOR THE STUDY OF RETIRED ATHLETES GENERAL GUIDELINES**

**A.1 General Guidance**

The Center for the Study of Retired Athletes (CSRA) 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 current ongoing clinical and 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 CSRA personnel will be required to complete the UNC Environment, Health, and Safety COVID-19 Safety Training (please enter [cgoerger@email.unc.edu](mailto: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/>

**A.2 Daily Health Screening**

Early COVID-19 detection can prevent spreading the virus to center faculty, staff, students, patients, and study participants. CSRA personnel must monitor their health on a daily basis. Before leaving home for work, all CSRA personnel must go through the Daily Employee Screening on Qualtrics (Appendix A).

***If personnel answered “yes” to any of the questions on the Daily Employee Screening, they are not to attend work, class, or other campus activities. Candice Goerger also gets an email notification that an employee has marked “yes”. See Appendix A for more information.***

**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: 919-962-2017; c: 717-951-4517; [cgoerger@email.unc.edu](mailto:cgoerger@email.unc.edu)) that the UEOHC has advised them not to report to work.

### **A.3 Personal Protective Equipment**

#### **Face Masks**

It is the expectation that all CSRA personnel wear a University-approved and provided face masks when in the presence of others and in common areas or public settings where physical distancing measures are difficult to maintain. The face masks should be worn to cover your mouth and nose.

Disposable face masks will be provided to CSRA 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:919-962-2017; c: 717-951-4517; [cgoerger@email.unc.edu](mailto: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 masks are not meant to be laundered.

CSRA personnel may wear their own cloth masks for 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.

CSRA personnel do not need to wear a mask or face covering when they are the sole occupant of the 2205 office space.

CSRA personnel are expected to not touch their face after removing the mask or face covering and should wash their hands for at least 20 seconds with soap and warm water. 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, hand sanitizer that contains at least 60% to 90% alcohol should be used.

## **Face Shields**

In testing conditions where physical distancing may not be completely possible (e.g., balance testing, neuropsychological testing, Sensory Organization Test, etc.) CSRA personnel will be expected to wear a full plastic face shield.

## **Gloves**

Gloves are not required unless physical distancing is not completely possible, and you will be in physical contact with patients or study participants. These will be provided and should be disposed of 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 5<sup>th</sup> floor North entrance located just outside the CSRA office

The door accessing the CSRA office will also be closed and locked at all times.

## **A.5 Shared Equipment**

CSRA clinical and research work may involve the frequent use of shared equipment (e.g., neurocognitive test computers/laptop, iPad, Sensory Organization Test, etc.) While UNC is increasing the cleaning frequency of common/public spaces, it is the responsibility of faculty, staff, and students to share the responsibility of cleaning and sanitizing high-traffic areas and surfaces within CSRA.

Cleaning and disinfecting supplies will be provided in each laboratory by UNC for this purpose. All occupants of research facilities should wipe clean all high-touch surfaces at the beginning and end of each 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 CSRA Office with individual equipment for these cleanings to be appropriately documented.

CSRA 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 CSRA Community Standards

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 whenever possible.

Hand hygiene throughout the day is critical, especially after touching public surfaces (e.g. doorknobs, railings, desks, equipment), sneezing, 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, hand sanitizer that contains at least 60% to 90% alcohol should be used.

Housekeeping crews will continue to clean office and workspaces with CDC/Environmental Protection Agency recommended cleaning supplies and according to CDC guidelines, as updated. CSRA 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 CSRA Office:

- Staggered work schedules, such that employees start and end at different times during the day, limiting the number of people in the CSRA office at any one time. (Only 1 person at a time in the office)
- Alternating schedules, such that workspaces have only partial onsite staffing at any one time, and the remaining personnel are working remotely. **Candice Goerger** (o:919-962-2017; c: 717-951-4517; [cgoerger@email.unc.edu](mailto: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, if needed.

- Limiting large 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
CSRA Office		1	0

### **A.8 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 Center for the Study of Retired Athletes may be revoked.

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

## **B. HUMAN SUBJECTS RESEARCH**

### **B.1 Administrative Considerations**

As the Center for the Study of Retired Athletes 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 CSRA's plan to appropriately increase research volume and the Office of the Vice Chancellor for Research's guidance.

## **B.2 Participant Access to the CSRA Office**

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 Consent and Screening**

Consent and screening of research study participants prior to arrival to campus will be conducted in a multi-step process as follows:

1. Consent Process (as described per study IRB) will take place 3-4 weeks prior to arrival for in-person visits. All IRB approved consents forms must be prefaced with a copy of UNC's COVID-19 Information Sheet (provided by the IRB).
2. 2 days prior to a scheduled face-to-face visit, research personnel must confirm the participant's upcoming appointment and perform a telephone wellness screening using the COVID-19 Screening Questions in CSRA's REDCap Database (Appendix B). If the research participant is traveling with an informant or caregiver, they must also be screened.
3. No more than 24 hours prior to a scheduled face-to-face visit, research personnel must perform a telephone wellness screening using the COVID-19 Screening Questions in CSRA's REDCap Database (Appendix B) to assess changes, if any. If the research participant is traveling with an informant or caregiver, they must also be re-screened to assess any changes.

## **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. CSRA personnel must screen all study participants and their informants or caregivers that may be traveling with them using the COVID-19 Screening Questions in CSRA's REDCap Database (Appendix B) before allowing them to enter the North Entrance to Stallings-Evans Sports Medicine Center or into any CSRA research space. This screening process will take place at the start of each day during the course of the in-person visits.

Study participants and their informants or caregivers must be masked prior to entry into the building. Anyone who fails the in-person screening will be immediately isolated in a private room and will not be allowed to continue with the research study. The visit will be rescheduled for a later date.

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 prior to arrival (described above) and re-screening upon arrival (described below). The COVID-19 Information Sheet does not need to be signed, but we do need to record the conversation took place.

### **B.5 Interacting with Study Participants**

CSRA personnel are expected to maintain the same community standards when interacting with study participants. This includes physical distancing when possible, 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., balance testing, neuropsychological testing, etc.), full face shield and glove use should also be employed.

### **Testing (specifically neuropsychological testing in the Gfeller Conf Room)**

CSRA personnel will abide by the following standards while conducting testing procedures for research purposes:

- Maximize efficiency of testing sessions to minimize time in office.
- Minimize testing where contact of materials is needed.
- “Clean” vs. “dirty” side of the room (including folders of paper- clean and dirty)
  - No touch of “dirty” forms for 24 hours or wash hands immediately after handling.
- Cleaning of manipulative stimuli with disinfecting wipes and/or separating them for cleaning after the assessment.
- Repeated use of hand sanitizer and hand washing during the session as needed (e.g., touching face, sneeze, cough, etc.).
- Gloves should be discarded and replaced in any instance where hands would have been washed or sanitized.
- Laminate or use of plastic sleeves for stimuli or cards for easy cleaning.
- Consider using orally administered measures of visual information processing to maximize social distancing and minimize contact with materials.

- Place garbage can close to patient with plastic liners for easy removal.
- Separate pencil/pens for participants and examiner.
- Use of stimulus pens when using iPad or when touching surfaces to following along with stimuli.

At the end of the testing session CSRA personnel and study participants are not to shake hands or engage in physical contact. All parties should be mindful of social distancing when exiting the room.

After the testing session CSRA personnel will be responsible for the following in regard to cleaning and disinfecting the room and testing materials used:

- Clean room, furniture, contact surfaces, materials, etc. using approved disinfectant and cleaning supplies.
  - Timing of cleaning- may benefit from at least a 30-minute waiting period before cleaning to minimize airborne droplets
- Wash hands or use of hand sanitizers after handling forms (e.g. when scoring) and/or allow a 24 hour waiting period before handling forms touched by the study participant.

### **C. VISITORS**

Visitors to the Center for the Study of Retired Athletes 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 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 CSRA. 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 help 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 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 CSRA may be revoked.

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

# Appendix A

## CSRA Staff/Visitor COVID-19 Daily Screening

iQ Score: Great

▼ Default Question Block Block Options ▼

Q12 This daily screening form is to be used by the Center for the Study of Retired Athletes staff, research assistants, and visitors/guests only. If you are a study participant, please contact a member of our staff to obtain the appropriate link to your study-related online screening form.

Q1 Last Name

Q13 First Name

Q17 Enter today's date:

Q3 Are you currently feeling ill?

Yes

No

■ Q4 Do you currently have any of the following?



	Yes	No
New muscle aches	<input type="radio"/>	<input type="radio"/>
Temperature >100F	<input type="radio"/>	<input type="radio"/>
Sore throat	<input type="radio"/>	<input type="radio"/>
New or worsening cough	<input type="radio"/>	<input type="radio"/>
Shortness of breath	<input type="radio"/>	<input type="radio"/>
Recent loss (<5d) of smell/taste	<input type="radio"/>	<input type="radio"/>
Vomiting or diarrhea	<input type="radio"/>	<input type="radio"/>

■ Q5 Current temperature (if known)



■ Q6 In the last 2 weeks, have you been in contact with someone who has tested positive for COVID-19?



- Yes  
 No

■ Q9 Have you traveled outside of the US in the past 14 days?



- Yes  
 No

■ Q8 Have you been tested for COVID-19 and are awaiting results?



- Yes  
 No

■ Q7 Have you tested positive for COVID-19?



- Yes  
 No



**Display This Question:**

If Have you tested positive for COVID-19? Yes Is Selected



■ Q10 Enter the date you tested positive for COVID-19:



Display This Question:  
If Have you tested positive for COVID-19? Yes Is Selected

Q11  
How long (in days) have you been without symptoms related to your COVID-19 diagnosis?

Add Block

Block 2 Block Options

Display This Question:  
If Are you currently feeling ill? Yes Is Selected  
Or Do you currently have any of the following? - Yes Is Greater Than or Equal to 1  
Or In the last 2 weeks, have you been in contact with someone who has tested positive for COVID-19? Yes Is Selected  
Or Have you traveled outside of the US in the past 14 days? Yes Is Selected  
Or Have you been tested for COVID-19 and are awaiting results? Yes Is Selected  
Or Have you tested positive for COVID-19? Yes Is Selected

Q23  
**STOP. Do not come to work.**  
You answered Yes to one of the questions in the Daily Health Screening.

If you are a **staff member or employee**, please contact the UNC Health Respiratory Diagnostic Center, the University Employee Occupational Health Clinic (UEOHC; 919-966-9119).

If you are a **student**, please contact Campus Health Services (919-966-2281).

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).

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 that the UEOHC or Campus Health has advised them not to report to work. Contact information:

- Office: 919-962-2017
- Cell: 717-951-4517
- E-mail: cgoerger@email.unc.edu

Add Block

End of Survey Survey Termination Options...



**COVID19 Screening**

Study ID	_____
Date/Time	_____
First Name	_____
Last Name	_____
Participant Type?	<input type="radio"/> Former NFL Player <input type="radio"/> Informant/Caregiver
Screening Timepoint	<input type="radio"/> 2 Days Prior to Arrival <input type="radio"/> 24 Hours Prior to Arrival <input type="radio"/> In-Person Visit Day 0 <input type="radio"/> In-Person Visit Day 1 <input type="radio"/> In-Person Visit Day 2 <input type="radio"/> Other (if needed)
Are you currently feeling ill?	<input type="radio"/> Yes <input type="radio"/> No

**Are you currently experiencing any of the following?**

	Yes	No
Fever, temperature of greater than 100F	<input type="radio"/>	<input type="radio"/>
Shortness of breath or trouble breathing that is not attributable to another medical condition	<input type="radio"/>	<input type="radio"/>
New or worsening cough that is not related to another medical condition	<input type="radio"/>	<input type="radio"/>
Runny nose not related to another medical condition	<input type="radio"/>	<input type="radio"/>
Recent loss or reduction in your sense of smell or taste	<input type="radio"/>	<input type="radio"/>
Sore throat not related to another medical condition	<input type="radio"/>	<input type="radio"/>
Nausea or vomiting not related to another medical condition	<input type="radio"/>	<input type="radio"/>

Diarrhea

New muscle aches not related to another medication condition or another specific activity (e.g. due to physical exercise)

---

Participant/Informant's Current Temperature (taken in-person by research personnel only) \_\_\_\_\_

---

In the last 2 weeks, have you been in contact with someone who has tested positive for COVID-19?  Yes  
 No  
 I don't know

---

Have you tested positive for COVID-19?  Yes  
 No

---

When did you test positive for COVID-19? \_\_\_\_\_

---

How long have you been without symptoms related to your COVID-19 diagnosis? \_\_\_\_\_

---

Have you been tested for COVID-19 and are awaiting results?  Yes  
 No

---

Have you traveled outside of the US in the past 14 days?  Yes  
 No