

# TEACHERS COLLEGE

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# COLUMBIA UNIVERSITY

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## A Graduate School of Education, Health & Psychology

### RESEARCH SAFETY MONITOR AGREEMENT

The lead faculty investigator of each research lab or center on campus will be asked to register as a Research Safety Monitor (RSM). An additional person, typically a member of the research group personnel, can also register as an RSM. The Research Safety Monitor Agreement stipulates that the lead investigator is responsible for safety oversight, personnel safety training, and serving as the primary contact for health or safety emergencies in each on-campus research space. The Research Safety Monitor's contact information will be available to campus officials.

In addition to these steps, lead investigators are also required to communicate with the Teachers College (TC) Institutional Review Board (IRB) about their intentions to restart in-person data collection and to specify in a new IRB protocol or an IRB modification request the procedures that they plan to implement, detailing how they will manage and minimize risks associated with in-person research activities.

TC IRB will review each protocol submission on a case-by-case basis to evaluate the risk of study activities for research participants before issuing an IRB approval letter.

**Researchers may not begin any research human subjects related-activities until an IRB approval letter is received.**

For information on research during COVID-19, [click here](#). For information on a Job Safety Assessment (JSA), [click here](#).

As a designated Research Safety Monitor (RSM), please complete the following information. When completed, please upload this signed agreement in Mentor IRB/PI Documentation under “Additional Documentation”:

<b>Institution Name</b>	Teachers College, Columbia University		
<b>Name of Research Lab or Center</b>			
<b>Research Lab or Center Website</b>			
<b>Research Lab or Center Location</b>	<b>Building:</b>	<b>Room:</b>	<b>Shared or private space?:</b>
<b>Faculty Research Lab or Center Lead</b>	<b>First Name:</b>	<b>Last Name:</b>	<b>Title:</b>
<b>Alternative Research Staff Member (if applicable)</b>	<b>First Name:</b>	<b>Last Name:</b>	<b>Title:</b>
<b>Research Lab or Center Contact Information</b>	<b>Phone:</b>	<b>Email:</b>	<b>Alternative contact:</b>
<b><u>Job Safety Assessment (JSA)</u></b>	<b>Date JSA Completed:</b>	<b>Date JSA Schedule:</b>	<b>Comment:</b>
<b><u>Institutional Review Board (IRB) Protocol Numbers Associated with this Research Lab or Center</u> (e.g., #20-002)</b>			
<b>Other Comments (as needed)</b>			

As a Research Safety Monitor, you will be asked to maintain oversight of your research lab or center in multiple ways.

The following sections outline the health and safety expectations that relate to your research space. If at any time you do not feel prepared or comfortable upholding these standards within your research lab or center, please contact the Institutional Review Board (IRB) at [IRB@tc.edu](mailto:IRB@tc.edu) or 212-678-4102. **You can request access to training modules or guides at any time from the IRB office to maintain health and safety requirements within your research space.**

I, \_\_\_\_\_ (faculty lead first and last name) agree to serve as my research lab or center's Research Safety Monitor (RSM). As an RSM of my research lab or center, I agree to implement and monitor procedures as detailed in the Job Safety Assessment and in this document, including:

### **Maintain Physical Distancing Requirements and Limit Gatherings in Enclosed Spaces, as per Teachers College Campus Guidelines**

- *As of the Fall 2020 semester*, limit the total number of occupants in a lab or research center to no more than 25% of the typical occupancy
  - Adjusting hours spent on site by research personnel
  - Reducing in-office/in-lab work to accommodate social distancing guidelines
  - Stay updated on changes to campus occupancy levels by visiting the website "[Campus Life During COVID-19](#)"
- Use video conferencing or teleconferencing when possible, limit in-person gatherings (e.g. meetings, conferences); host physical meetings in open, well-ventilated spaces
- Maintain at least six feet distance from one another at all times, unless core research activities require a shorter distance (as evaluated during the Job Safety Assessment or other risk assessment and risk mitigation procedures)
- Limit shared work space.
  - Adjust work space accordingly (e.g., including physical distance, one-way systems for foot traffic, plastic shielding walls, safety and hygiene signage etc.)
- Restrict access to communal areas (e.g. vending machines, communal coffee machines)

### **Personal Protective Equipment (PPE)**

- Wear face coverings and other Personal Protective Equipment (PPE) on campus
- Liaise with the Facilities Management Office and the Office of Environmental Health and Safety on how to best acquire and dispose of Personal Protective Equipment (PPE)
- Consistently follow Job Safety Assessment (JSA) PPE recommendations and other risk assessment and risk mitigation procedures
- Provide adequate PPE supplies for all research personnel (*as needed*). If you cannot provide PPE supplies, offer guidance on how research personnel can acquire PPE
  - Submit a minor modification to IRB for any PPE, hygiene, or protocols that impact a research participant.
    - For a guide on submitting an IRB modification, [click here](#)

- Determine additional PPE to carry out research activities (based on the JSA or other risk assessment and risk mitigation procedures)
- Provide clear information to research participants about PPE standards and as appropriate, provide PPE to research participants

### **Develop and Maintain a [Hygiene, Cleaning, and Disinfection Policy](#)**

- Follow hand hygiene standards
- As appropriate, provide researcher personnel and research participants access to items that help maintain a clean and hygienic workspace
- Clean and disinfect workstations and lab equipment between each use
- Properly clean and store research equipment
- Opening windows and doors to ventilate workspace, if possible
- Properly disinfect, store and, when necessary, discard or recycle PPE
  - For information on the [Center for Sustainable Futures \(CSF\) at Teachers College](#) visit this website

### **Screening and Testing**

*During or following in-person, on-campus data collection, if a research participant states they are **experiencing flu-like systems or you observe someone who is unwell:***

- Immediately cease all in-person activities in the research group
- Ensure that participant name and contact information are recorded along with the dates and times of their presence at the study site. Securely store this information in a password protected location
- Explain to the participant that they must leave campus
- Escort them to the campus exit using the same route they followed on entry
- Advise the research participant on the nearest location to seek medical advice or care and if their symptoms persist where to get a COVID-19 test
- Ask the individual if you can contact them either via phone or email in a few days
  - Researchers or campus staff cannot compel a research participant to disclose a COVID-19 test result. However, you can follow up and inquire if the test was positive, and if the individual chooses to disclose you may securely record their self-report in a password-protected location.
- If you engaged with the participant, isolate, monitor your health, and follow safety precautions
- [Research personnel should follow procedures for an actual or suspected exposure](#)
- Submit an adverse event report to the IRB. In your report, document the steps you took and that requested to follow-up with the participant in a few days. For a guide, visit: [Adverse Event | How to Submit | Institutional Review Board](#)
  - The IRB will provide you with further information on how to follow up and document this encounter with the research participant
- Follow procedures set by the Office of Environmental Health and Safety (EHS). To contact EHS visit their website [Environmental Health and Safety](#)
- If necessary, contact the Office of Public Safety [officeofpublicsafety@tc.columbia.edu](mailto:officeofpublicsafety@tc.columbia.edu)
  - If you have an emergency or need assistance, you can contact the Office of Public Safety 24/7 at: x3333 on TC Ringcentral campus phones, or 212-678-3333 on any phone.

*Before, during or following in-person, on-campus data collection, a research participant may report a positive COVID case in the following ways:*

- By answering “yes” to having a positive test for COVID-19 or as experiencing symptoms, through the Daily Health Screening questionnaire (if the participant is a member of the Teachers College community)
- Through receipt of a COVID-19 test result
- By directly reporting that they are positive for COVID-19 to the researcher (or other campus official)

*During or following in-person, on-campus data collection, if a research participant communicates that they **tested positive COVID-19**, researchers should:*

- Immediately cease all in-person activities in the research group
- Ensure that participant name and contact information are recorded along with the dates and times of their presence at the study site
  - *This applies even if such reporting would be inconsistent with statements made in the study’s consent form*
  - *This applies even if the research is covered by a Certificate of Confidentiality*
    - In such circumstances, researchers should inform the participant of the required reporting of results
  - Securely store participant contact information in a password-protected location
- Inform the participant that with respect to issues concerning public health you [have \(limited\) mandated reporting obligations](#)
  - When required by law, information (including individually identifiable information) related to a research subject’s COVID-19 tests results may be reported to a public health authority.
    - *Language concerning (limited) mandated reporting for public health concerns is located in the IRB consent, parent permission, and assent form templates, located in Mentor IRB/Documentation.*
- Upon confirmation of a positive case on Teachers College campus, the Environmental Health & Safety team will initiate contact tracing procedures
- Anyone who interacted with the participant should self-quarantine, monitor their health, and seek COVID-19 testing
- If you are a faculty lead and designated [Research Safety Monitor in a research lab or center](#) initiate predetermined lab-specific steps to keep you and others safe
- Submit an adverse event report to the IRB. In your report, document the steps you took and that requested to follow-up with the participant in a few days. For a guide visit: [Adverse Event | How to Submit | Institutional Review Board](#) or email [IRB@tc.edu](mailto:IRB@tc.edu)
  - The IRB will provide you with further information on how to follow-up and document this encounter with the research participant
  - When communicating with anyone other than the IRB about a participant’s COVID-19 positive test, you **DO NOT** have to disclose the study title or topic. In other words, you can decouple the research participant’s involvement in a particular study from their COVID-19 status

- Researchers will be asked to follow procedures set by the Office of Environmental Health and Safety (EHS). To contact EHS visit their website [Environmental Health and Safety](#)
- Follow campus guidelines: [Campus Life During COVID-19](#)
  - If you need assistance, contact the Office of Public Safety [officeofpublicsafety@tc.columbia.edu](mailto:officeofpublicsafety@tc.columbia.edu)
    - If you have an emergency or need assistance, you can contact the Office of Public Safety 24/7 at: x3333 on TC Ringcentral campus phones, or 212-678-3333 on any phone.

### **Training and Preparedness**

- Ensure all personnel have completed training on how to adequately put on, take off, clean (*as applicable*), and discard/recycle PPE, including but not limited to, appropriate face coverings
- Ensure that adequate signage is posted throughout the research space to remind individuals to:
  - Cover their nose and mouth with a mask or cloth face-covering when six feet of social distance cannot be maintained

## Research Safety Monitor Agreement

I \_\_\_\_\_ (first and last name), as Research Safety Monitor for

\_\_\_\_\_ (name of research lab or center), affirm that:

- I have reviewed and understand these guidelines and procedures, and will implement them.
- I have participated in a Job Safety Assessment by the Office of Environmental health and Safety, and will implement the guidelines and procedures identified as a result of that assessment.
- I will communicate with research personnel about instructions, training, safety and hygiene practices in the research space, and ensure that they also implement health and safety guidelines and procedures identified during the Job Safety Assessment.
- I will work with the Office of Facilities Management to support hygiene and cleaning protocols.
- I understand that my designation as Research Safety Monitor and my contact information will be available to the Office of Environmental Health and Safety, the Office of Facilities Management, the Office of Public Safety, the Office of Human Resources, the Institutional Review Board, the Office of Student Affairs, and the Office of the Provost.
- I understand that I will be responsible for ensuring that required safety and/or hygiene practices are observed in my research group, and that I will be contacted by any of the above offices if breaches of such practices occur.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Safety information, Guidelines, and Resources

- Teachers College [Preparedness website](#)
- [Teachers College Institutional Review Board](#)
- [Novel Coronavirus \(COVID-19\) | Department of Health](#)
- [Coronavirus Disease 2019 \(CDC\)](#)
- [Safety and Health Topics | COVID-19 \(OSHA\)](#)

If you have questions about these procedures, please contact the appropriate department:

<b>Department Name</b>	<b>Phone</b>	<b>Email</b>	<b>Web</b>
Office of Environmental Health and Safety	(212) 678-6640	ehs@tc.columbia.edu	<a href="https://www.tc.columbia.edu/environmentalhealth/">https://www.tc.columbia.edu/environmentalhealth/</a>
Office of Facilities Management	(212) 678-3010	olsen@tc.columbia.edu	<a href="https://www.tc.columbia.edu/facilities/">https://www.tc.columbia.edu/facilities/</a>
Institutional Review Board (IRB)	(212) 678-4104	IRB@tc.edu	<a href="https://www.tc.columbia.edu/institutional-review-board/">https://www.tc.columbia.edu/institutional-review-board/</a>
Office of Public Safety	(212) 678-3111	publicsafety@tc.columbia.edu	<a href="https://www.tc.columbia.edu/publicsafety/">https://www.tc.columbia.edu/publicsafety/</a>
Office of Human Resources	(212) 678-3175	hr@tc.columbia.edu	<a href="https://www.tc.columbia.edu/human-resources/">https://www.tc.columbia.edu/human-resources/</a>
Office of Student Affairs	(212) 678-3083	tpr4@tc.columbia.edu	<a href="https://www.tc.columbia.edu/student-affairs/">https://www.tc.columbia.edu/student-affairs/</a>