

Guidelines for Personnel BRI Recovery | Phase 2

Updated: Mar. 8, 2021

Overview:

These guidelines are intended for personnel staff during Phase 2 of BRI’s ramp-up process.

As we carefully open our research institute up, we know that we need to plan for the possibility of ramping down if we see additional waves of community spread. We must also be mindful of personal protective equipment (PPE) inventory levels, screening, masking and physical distancing measures.

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Restart Phases of Research Activities:

- Phase 1 – Activate research that does not occur in inpatient or clinical areas. Phase 1 will include regulated clinical trials, COVID-19 related research and urgent research requiring on-site equipment.
- Phase 2a – Projects that require on-site equipment and/or in-person contact with participants (cannot be virtualized) & were in the middle of data collection
- Phase 2b – Same as a) except data collection not started
- Phase 3 – Research being conducted virtually returns on-site.

Guiding Principles:

1. Adherence to government & institutional directives.
2. Safety and protection of staff, trainees, clients & families.
3. Restarting research should not hinder or impede hospital’s ability to mitigate and handle a surge and provide care.
4. Research originally permitted on-site i.e. regulated clinical trials and COVID-19 research, shall continue to resume on-site activities.
5. Research already approved for full virtual conduct shall continue to remain virtual.

6. Research requiring essential equipment accessible exclusively on-site can resume, provided no other principles are violated.
7. Research that cannot be conducted without physical distancing can resume if the appropriate infection control precautions can be implemented (e.g. PPE).
8. On-site access will be prioritized for graduate students/post-docs who are slated to complete degree requirements in the 2020-2021 academic year.
9. New recruitment for studies fulfilling these principles may commence at the discretion of the PI.
10. All research personnel, participants, vendors and visitors shall comply with the hospital's mandate for pre-screening, entry screening, physical distancing, masking and other relevant requirements.
11. No greater than the established percentage cap of the workforce shall be on-site at any given time during Phase 2. BRI reserves the right to monitor, audit and the ability to pause any research activities again.
12. Restart plan should ensure equity across research groups.

Cleaning of Workstations and Equipment:

- All personnel working on-site are expected to wipe down their workstations and any equipment they use at the beginning and end of your shift or usage respectively.
- Please ensure to use the hospital provided products to clean your workstations and any equipment.

Daily Electronic Attestations:

- At the end of each shift on-site, you are required to complete your electronic attestation at <https://www.surveymonkey.com/r/BRI-Electronic-Attestation>. This attestation will serve as a checklist to ensure you completed your on-site personnel duties prior to leaving the hospital.
- Audits will be conducted to ensure personnel are completing the attestations in a timely manner.
- **Please complete this attestation BEFORE leaving the hospital.**

Participants and Visitors:

- All participants and visitors coming to the hospital will undergo screening at the door. Please ask participants and visitors to complete the pre-screening form available on the Holland Bloorview's [home page](#) 24-hours prior to their appointment to expedite the entry process.
- Participants and visitors must adhere to the PPE directives as outlined by the hospital-at-large.
- **Researchers should anticipate potential delays due to line-ups to enter the hospital or cancellations of research visits due to failed screening.**

Standard language for communication with participants:

"Holland Bloorview Kids Rehabilitation Hospital is actively monitoring the COVID-19 pandemic and taking precautions to ensure the safety for all clients, families, staff, volunteers, and students as the situation progresses.

Clients and families coming to Holland Bloorview can expect some changes when they arrive to the hospital from what they are accustomed to. All precautions and measures implemented by the hospital have been put into place to ensure the safety of everyone in our community.

Please complete your online self-screening at

<https://redcap.hollandbloorview.ca/surveys/?s=8WNTN39RTD> 24-hours prior to attending on-site at the

hospital. If you require an exception to the family and caregiver policy, please contact jfong@hollandbloorview.ca. We will respond to your request within two (2) business days.”

- **Researchers must notify the hospital about upcoming participant visits by entering their full name, name of the caregiver (if applicable) and the name of the researcher that will meet the participant via REDCAP. Participants not on the entry list may not be permitted entry into the hospital. Information about vendors coming on-site must be entered using the same system.**
 - REDCAP Link: <https://redcap.hollandbloorview.ca/surveys/?s=9NMREYWRN7>
 - Notifications must be submitted by 11 p.m. the night before the participant’s visit.
- **Researchers must ensure there is adequate time between participant visit bookings, use of data collection rooms and shared equipment to ensure thorough cleaning before and after each occurrence.**
- **Researchers should meet their participants at the main atrium and escort them directly to the research visit to prevent wandering.** This process is being finalized by the hospital, thus may change in the near future.
 - **Participants should be escorted back to the main lobby/exit at the end of the research visit.**
- **Limitations on caregivers:** The hospital has a limited caregiver policy where two caregivers may attend a client to their visit. Additionally, caregivers accompanying a client may bring their infant under 12 months.
 - If more than two caregivers are required due to safety issues or hardships to the families, the researcher should ask the family to contact visitorrequest@hollandbloorview.ca or ask them to call 416-425-6220 ext 3115 at least 48 hours before their research visit.
- **Participant use of PPE:** Participants must wear a mask when on-site at the hospital. In the event your research protocol requires the mask to be removed, you must adhere to a minimum distance of 2-metres or have plexiglass between you and the participant.
 - **Research personnel are not exempt from the use of PPE, you must follow PPE directives at all times.**

PPE and Cleaning Supplies:

- The use of PPE at the hospital is mandatory. The type of mask provided will be determined at screening based on your plans for the work-day primarily around whether you have direct client interactions or not.
- To order from Stores: Please order PPE items via an email to #Stores at least 1-2 days in advance. Include the name and number of items required, as well as the account # to be charged. All orders placed must be picked up from Stores. For urgent requests, staff can come down with an account # but please note some PPE, including hand sanitizers and cavi-wipes, are currently in limited supply and may be rationed.
 - Goggles or Face Shields – are mandatory for anyone having participant interactions. If you require either one, please order these directly from Stores as per your team’s needs.
 - Cleaning wipes – cleaning wipes are available centrally across various sites in the BRI.
 - Hand sanitizers – they are available via the wall dispensers across the hospital.

Desk Assignments:

- With the exception of very few and select areas, desks are now considered hotel spaces to ensure physical distancing. There are no more assigned workstations. Do not use desks that have been cautioned off.
 - It is our collective responsibility to ensure workstations are thoroughly cleaned before and after our shifts to ensure the safety of our colleagues.
 - For those of you with laptops, please bring your laptop on-site and use a workstation with a laptop dock if possible, to save enough workstations workstations with PCs for those that do not have laptops.

Meetings and Gatherings:

- All meetings that can be facilitated virtually should remain virtual.
- If in-person meetings are required, you must ensure all attendees are wearing masks.
- Gathering limitations are in place and shall be directed by the provincial health authorities.

Appendix A – Family Caregiver Exception Process:

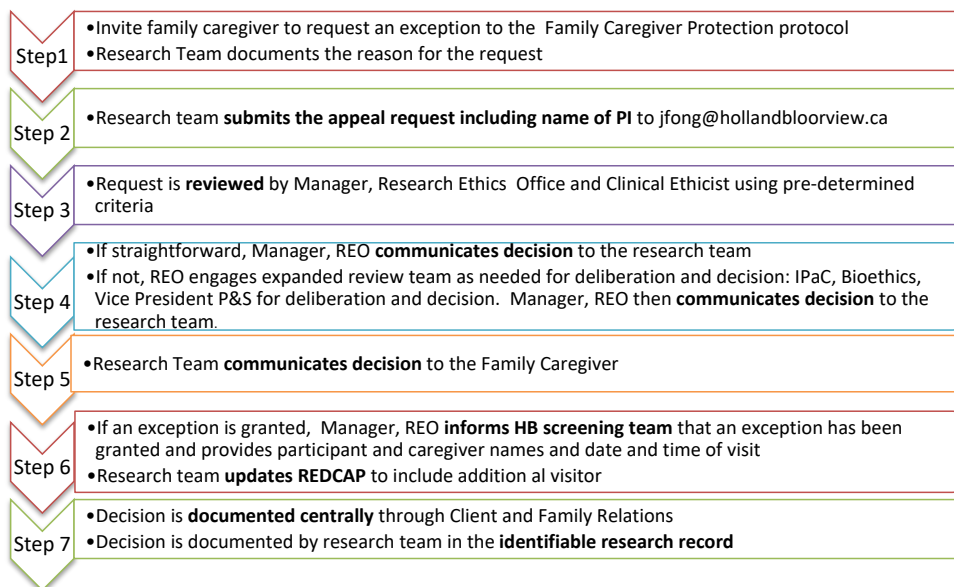
Family Caregiver Protection Protocol: Exceptions process and documentation map

Date: 2020-06-18 Author: BRI – Marie Steele

Purpose of this document

To give BRI staff guidance on how to triage family caregiver feedback and requests for an exception to the Holland Bloorview's Pandemic Planning Family Caregiver Protection Protocol.

Appeals process:



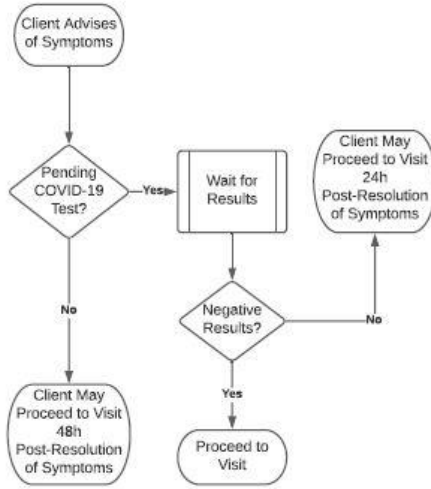
Note: Research staff should introduce the visitor restriction protocol and its rationale to family caregivers during the screening telephone call. If after this stage family caregivers still wish to make a request for an exception, the above process is triggered. **Exception requests will be reviewed within 2 business days. Please ensure that exception requests are submitted at least 3 business days prior to any scheduled research visit.**

Examples of circumstances that may lead to accommodating family appeals:

- Caregiver visitation requires on-site supervision by child protection agency (safety)
- Caregiver requires personal attendant for physical assistance while on-site (medical needs)
- Two or more caregivers are required on-site for clinical or research teaching (safety)

Appendix B

Flowchart A



Flowchart B

