The Center for Neurobehavioral Development (CNBD) is an interdisciplinary, human-participants research facility located on the 3rd floor of the 717 Delaware building (East Bank – Minneapolis Campus). It supports over thirty studies on child brain development. With an aim to foster collaboration, investigators on individual CNBD projects are required to be members of different university schools and/or departments, ex: Medical School (Pediatrics, Infectious Disease, Neonatology), CEHD (Institute of Child Development), Public Health (Epidemiology), Physical Therapy (Rehabilitation Science).

We will be adhering to Medical School guidance in our Sunrise Planning, and while we hope to accommodate all studies that onboard during this phase of reduced operations, we will give precedence to clinical work in accordance with the Tier system if there is a direct scheduling conflict, with additional consideration for the time-sensitive nature of the research, investigator status, and study funding status (see: important note re scheduling).

The guidelines contained in this document are subject to change given the evolving nature of our health landscape.

The CNBD space

The CNBD consists of 28 rooms: 1 waiting room with 1 adjacent playroom; 1 large computer lab containing a shared printer and with space cordoned off to house a mock MRI scanner; 1 kitchenette/break room; 3 offices for CNBD support staff; 5 shared offices for rotating research staff (to house files and testing supplies & serve as touchdown space during on-site visits); 5 general testing rooms (for cognitive testing and interviewing); 2 dual-room EEG testing setups (a testing room plus an adjacent ‘control’ room housing the computers used to run EEG (and in one case integrated eye-tracking) testing. 1 room housing a Bod Pod for body composition measurement and a medical exam table for study nurse examinations; 1 room housing a Pea Pod for infant body composition measurements; 1 room being rented by a neuromodulation team for EEG/TMS/TDCS research (only accessible to that group via key-code); 1 ‘sink-room’ for EEG prep, child height and weight measurements, supplies storage (shared cognitive test library), temporary sample storage (in small fridge and freezer), and post-visit supplies disinfection; 1 unisex adult bathroom; 1 unisex child bathroom; and 1 conference room that will be converted to shared office space in August of 2020.
CNBD visit types

**Participant Visit**: in which a researcher meets research participant(s) on-site to conduct study work

**General Office Visit**: in which:

A. Study staff are required to be on-site to perform essential study work (ex: working with PHI paper files in a secure research suite), OR

B. CNBD staff are on-site performing necessary maintenance/troubleshooting work

Prerequisites to resumption of study activities at CNBD

Investigators wishing to resume in-person research activities in the CNBD must submit their university-approved Sunrise Plan to the CNBD ([cnbd@umn.edu](mailto:cnbd@umn.edu)) and receive further CNBD approval prior to scheduling visits. The CNBD is closed to new study applications until further notice.

Additionally, investigators need to attest that any research staff who will be on campus have submitted and had approved their necessary Return to Work Authorization forms.

Researchers utilizing CNBD space must fully read and adhere to CNBD guidelines as detailed below and posted on-site.

Overall guidelines – apply to all, except where stricter protocols are required on a by-visit/by-study basis

**Health check requirements**

All faculty or staff entering the CNBD are required to personally log their temperature both before and after their campus visit. If any symptoms of an illness - such as COVID-19 - are noted prior to a visit (not excluded to: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, fatigue, congestion, loss of taste or smell, or gastrointestinal symptoms), the visit should be postponed.

If a visitor notes that they are symptomatic during a visit, researchers should discontinue the visit immediately, inform CNBD staff, and disinfect all attended spaces and materials. The CNBD will then close for 48 hours, and CNBD staff will notify researchers who are affected by the schedule change.

**PPE requirements**

Per University requirements, all faculty, staff, and visitors are required to wear masks (surgical or cloth are fine) while in the 717 Delaware building and while outside but in close proximity to another person. Masks should be worn at all times while indoors (exceptions detailed in: Additional guidelines for participant visits).

**Social distancing requirements**

The CNBD will have signage as well as floor markers to remind people to adhere to 6ft social distancing. CNBD scheduling protocols should limit the opportunity for such in-person interactions; however, we understand that there will be cases where the nature of research testing precludes social distancing. As a general rule, social distancing is required when at all possible during participant visits and at all times during simultaneous general office visits. Family from the same household who attend participant visits together are exceptions to this rule.
**CNBD access**

For the foreseeable future, both 717 Delaware and the CNBD will be 24/7 key and key-card only access. If a researcher experiences access issues they should first call the 717 Delaware front desk to verify that they are listed for access to the building main-floor and 3-East. If that is not the case, they should contact Kristin (ksandnes@umn.edu) to request renewed key-card access.

*Note that the card-readers are notoriously finicky; sometimes a few attempts at swiping are necessary before the card will register.

**Staffing and issue reporting**

CNBD staff will be on-site as needed, working off-hours relative to researcher presence. The CNBD staffing schedule will be included in a weekly schedule sent out to any researchers also scheduled to be on-site that week. Researchers who note any issues with the CNBD premises or equipment during their visit should report them as soon as possible to Kristin (ksandnes@umn.edu), Mike (schm0216@umn.edu), and the CNBD main account (cnbd@umn.edu). In the case of a serious breach (missing equipment, flooding, etc.), contact the building front desk (612-626-6386, 9am-3pm, M-F; 763-760-4794 after-hours) in addition to contacting CNBD admins.

**General office visit guidelines**

**Scheduling general office visits**

Research staff should only be on-site for essential work that cannot be conducted elsewhere and with the understanding that their attendance on campus is voluntary, regardless of their work categorization.

CNBD staff will maintain an administrative calendar to log all on-site visits. In a general-office work request, research staff will be required to personally email two administrators (Mike at schm0216@umn.edu and Kristin at ksandnes@umn.edu), also cc’ing the cnbd@umn.edu main email with the following visit information:

A. **Study name**
B. **Several possible visit date(s) and times (as research visits will take precedence in scheduling)**
C. **Predicted visit duration, including a minute buffer pre and post-visit for disinfection**
D. **The CNBD rooms and materials required (should in 99% of cases be access to office space only)**
E. **It is assumed that office visits will only involve 1 person, but if your intention is to have a socially distanced meeting with another person, please indicate that in your request.**

A CNBD administrator will reply-all once the visit has been approved and added to the CNBD calendar. If additional rooms (such as the bathroom or break room) are used during a visit, researchers are expected to record this usage on the CNBD post-visit log and follow all required disinfection protocols.

For the most part, visits to the CNBD will be one person or study visit at a time; however, if necessary a participant visit and a general office visit - or multiple office visits - may occur simultaneously provided that either

A. **The overall person count in the CNBD is 6 or fewer relative to ANY overlap with studies or other office visits, AND**
a. the office-only visitor understands that they are expected to remain in their individual, enclosed office space until the participant visit has been concluded, or
b. the multiple office-only visitors adhere strictly to social distancing requirements in hallways while avoiding shared spaces such as the break room and restrooms, if possible.

A CNBD administrator will send out the CNBD schedule weekly to ensure relevant researchers are aware of potential research visit/office visit interaction periods. Where additions are made to the schedule post-hoc, relevant parties will no longer be notified if they already have view access to the CNBD calendar. Provided they have access to the calendar, it will be the responsibility of studies and individuals to maintain awareness of how the space has been allocated during their visit time. This change is due to the increasing number of requests expected for study visits in the coming months and the resulting implication that some overlap may become the rule rather than the exception where scheduling is concerned.

Disinfection protocol and visit logging

Researchers in for general office visits are required to disinfect any surfaces touched (including keyboards and mice). Cleaning protocol for office items and for entryways will be to disinfect touch-points with Clorox wipes and/or alcohol spray. Gloves will be available in the sink room for researchers who would like to use them during their post-visit disinfection.

Disinfection/use protocols for shared spaces such as restrooms, the kitchenette, and research testing rooms will be posted in said rooms.

Necessary disinfection supplies will be available room-by-room. If a researcher notes the absence of said supplies, CNBD admins should be informed ASAP.

Upon exiting the CNBD, researchers will be reminded by door signage to immediately log their visit via a CNBD google form that can be completed on a computer or internet-enabled phone. The form will log visitor name, visit date, visit start time, visit end time, verification of personal logging of temperature/health checks, list of rooms used, and a checkbox indicating that disinfection procedure has been properly attended to in relevant rooms. Researchers will further be asked to indicate on an adjacent posted paper form, using their own pen: their name, the date, and that they completed the online form. If for some reason a user is unable to immediately complete the online form via phone/computer, they will be able to address log items on the paper form in full with the understanding that they will log their visit digitally at first opportunity.

Additional guidelines for participant visits

Pre-visit research participant communications

Effective July 16, 2020, researchers must provide the COVID-19 and Research Participation Information Sheet to each participant at least 24 hours prior to a face-to-face research visit. Effective delivery of this sheet must be documented in the study record.

Pre-visit health screening
Researchers are required to remotely health-screen participants and their parents/guardians within 24 hours of a study visit via a health screening form (CNBD Health Screening Questionnaire). They must conduct the same screening when families arrive on site for the visit. The CNBD will have touchless thermometers available for shared use in the CNBD sink room.

Studies are responsible for individually maintaining these health screening logs. A description of said maintenance plan should be clearly detailed in individual study Sunrise Plans.

Should a participant fail to pass a health screening while on-site, or begin to exhibit symptoms during a visit, researchers should immediately end the visit, inform CNBD staff, and disinfect relevant spaces. The CNBD will then close to visits for 48 hours and inform affected parties.

Access with participants

In preparation for a participant visit, researchers should ensure that their key card is functioning properly by verifying with the 717 Delaware front desk that their key card access to 3-East is intact and then scheduling a general CNBD office visit. Researchers are required to escort research participants from building entry points into and out of the CNBD.

When you enter the CNBD with participants, please move the ‘STOP: Research in Progress’ sign located inside the CNBD main door to the outside of this door. This will limit visit interruptions by building staff. Please replace it following your visit so that building staff can return later to attend to their work. Please do not prop open the main door during participant or office visits.

Additional PPE Requirements

In addition to whatever PPE requirements are detailed in a study’s Sunrise Plan, researchers are required to wear face masks (surgical or cloth are fine) as well as face shields during all research visits due to:

A. Space restrictions in the CNBD which impede effective social distancing (ex: small rooms) &
B. The nature of child development research, which often entails:
   a. direct physical interaction with a child (as during body measurements, EEG net application, or toy sharing during cognitive measures),
   b. parental attendance in-room to provide testing/child-support &
   c. unpredictable child behavior.

Children over the age of 2 are likewise required to wear masks in the CNBD, with the exception of children who for health or developmental reasons cannot accommodate them and/or during research measures that temporarily require their removal.

Individual research teams are required to provide masks for their staff and participants, as necessary. The CNBD will maintain an adequate disposable stock of child and adult sizes should researchers or participants not have access to one for any reason during a visit.

Participant visit scheduling requirements

For the foreseeable future, CNBD studies will be limited to 2 visits per week (M-F) during peak hours (9am-3pm). CNBD visits should continue to be scheduled with buffer built in to ensure researchers have
time to properly disinfect spaces and materials before and after their visit. The CNBD will now allow overlapping visits provided the following conditions are met:

A. There are a maximum of 6 people in the CNBD at any given time, including office workers, participants, families, and researchers
B. The start times of the visits are staggered (and end times if possible). We don’t want two groups arriving to the CNBD simultaneously as our entry/exit points can’t accommodate distancing.

Main study coordinators on active CNBD studies will have ‘view’ access to the CNBD administrative calendar where all CNBD visit and staffing schedules will be noted. In a visit scheduling request, researchers will be required to email two CNBD administrators (schm0216@umn.edu, ksandnes@umn.edu), also cc’ing the cnbd@umn.edu main email with the following visit information:

B. Study name
C. Name of researcher(s) who will be running the visit
D. Number of visit attendees (ex: 1 parent, 1 child, 2 researchers = 4 attendees)
   a. This count will be included in reservations for researchers to reference in determining whether their visit can overlap with your visit
E. Visit date, start time, and duration, including an adequate buffer pre and post-visit for setup/cleanup
F. The CNBD rooms and shared materials required
   a. Be explicit in indicating your need of the waiting room. If there is visit overlap, and the visit scheduled first requires the waiting room, the overlapping visit will need to book out a behavioral room to use as a waiting area.
G. Parking pass requirements

A CNBD administrator will reply-all once the visit has been approved and added to the CNBD calendar. Room and materials needs should be detailed and explicit. If additional rooms are used during a visit, researchers are expected to record this usage on the CNBD post-visit log and follow all required disinfection protocols.

Note that 717 Delaware conference rooms are available for scheduling, should you wish to conduct your research in a larger space than is available at the CNBD. The CNBD will further be converting the computer lab into testing space to enable as much research to occur, safely, as possible. Simultaneous participant visits may be possible if a study makes use of a conference room outside the CNBD, provided any entry into the CNBD during said visit is restricted to study staff (ex: to acquire study materials beforehand and return them afterward).

If a study wishes to schedule a visit in a conference room or the CNBD computer lab, they should contact the CNBD as above to make a CNBD reservation for the full duration of the visit. The reservation will visibly note that the CNBD will only be used for setup/cleanup, thus allowing other groups to consider that time for an additional, staggered reservation. At that time, CNBD admins will be able to advise research staff as to which conference rooms are available. Researchers will then need to call the 717 front desk to make the conference room reservation.
NOTE: The CNBD conference room, 330 will not be available for reservation as it is being converted to office space.

Disinfection & Visit logging requirements pre/post visit

These responsibilities mirror those stated for general office visits, with the understanding that a researcher will be further responsible for disinfecting those spaces used and surfaces touched by research participants. Proper disinfection guidelines for shared spaces and materials will be posted in relevant rooms.

Each researcher is likewise expected to fill out the CNBD exit log upon leaving the facility. If multiple researchers attend a visit, each one must fill out the form individually. Participant names and attendance times should not be logged.

Important note re scheduling

If it becomes clear that volume of on-campus CNBD visit requests is high enough that there are regular request conflicts, we will institute a policy of accepting new requests until 3pm each day, and then assigning times based on the following precedence:

1. Clinical participant visits, by tier, with additional consideration for
   a. Time-sensitivity of research testing
   b. Grad-student status
   c. Study funding status
2. Non-clinical participant visits, with additional consideration for aforementioned items (a) - (c)
3. General office visits