### Onsite Visit Checklist:

This checklist is designed as a tool for study team use when scheduling study monitor/trainer visits.

<table>
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<tr>
<th>PI</th>
<th>________________</th>
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<tbody>
<tr>
<td>IRB#</td>
<td>________________</td>
</tr>
<tr>
<td>Monitor Name</td>
<td>________________</td>
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<tr>
<td>Visit Dates</td>
<td>________________</td>
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#### All Research Onsite Monitor/Trainer Visits

*Note: the term “monitor” is used below, but refers to both monitors and trainers coming on campus.*

| Study team has confirmed availability of necessary personnel required to conduct onsite monitor visit | No | Yes |
| Study team has confirmed that there is an area for the monitor to work that follows the CDC and PA Department of Health guidelines for physical (social) distancing | No | Yes |
| Sufficient PPE is available for monitor at CHOP site | No | Yes |
| Study team notifies monitor that they will be required to wear a mask at all times and maintain physical distancing while onsite at CHOP | No | Yes |
| Prior to confirming visit, study team notifies monitors that they will need to follow local/state requirements when not at CHOP. This includes, for example, that people traveling from certain states/areas may be required to quarantine for 14 days except for essential activities. Visiting CHOP is considered an essential activity and can take place. Other activities may not be permissible in accordance with local/state requirements. | No | Yes |
| Study team has scheduled monitor visit with Investigational Drug Service (IDS) if required:  
  - Two monitoring visit slots will be available on a daily basis (8:00 a.m. and 10:00 a.m.). Teams may reserve a 2-hour slot if the monitor confirms that a longer visit duration is required, but visits cannot exceed 2 hours in length.  
  - Up to 2 monitors at a time will be permitted in IDS pharmacy for each study visit. Guests must remain in the monitoring area at all times to comply with physical distancing requirements.  
  - A member of the study team must escort the monitor(s) to and from IDS Pharmacy. Please see the JOB AID: Scheduling Monitor Visits in IDS Pharmacy for more information on the scheduling process. | No | Yes |
Study team notifies monitor that they must complete the REDCap COVID screening survey before travel to CHOP [https://redcap.chop.edu/surveys/?s=WNPHXMHC9A](https://redcap.chop.edu/surveys/?s=WNPHXMHC9A)

No
Yes

The day prior to visit, study team contacts monitor to review the following:

- Reminds monitor they will be required to wear a mask at all times
  No
  Yes

- Study team member communicating with the study monitor will perform travel/exposure history screening listed below; any positive responses to questions below may result in postponement of visit:

  *If you have questions related to monitoring visit permissibility, please reach out to ClinResearchQuestions@email.chop.edu*

1. Has the monitor, family member, or close contact been exposed to a confirmed or suspected COVID-19 individual within the last 14 days OR Measles, Chickenpox, Whooping Cough within the last 30 days?
   No
   Yes

2. Does the monitor or anyone living with the monitor have cough, shortness of breathing, difficulty breathing, loss of taste smell or COVID-19 test pending at this time?
   No
   Yes

3. Has the monitor or someone who lives with the monitor traveled outside of the United States in the last 14 days?
   No
   Yes