

Dell Medical School Guidance for  
Research Sponsor Visits to the University of Texas at Austin during the COVID-19 Outbreak  
Effective June 25th, 2020, Updated October 27, 2020

## Background

In the context of the institutional policy related to the ongoing COVID-19 outbreak, the Dell Medical School Office of Research has established this guidance related to research sponsor visits. This is being implemented to protect research participants, researchers, clinical staff and patients, and the larger UT community from risk of infection with COVID-19 as well as to ensure ongoing access to research, which may provide essential support and care to participants.

**Please send questions and comments on this policy to:**  
[DellMed.Office.Of.Research@austin.utexas.edu](mailto:DellMed.Office.Of.Research@austin.utexas.edu)

## Study Monitoring & Site Initiation Visits

Research Sponsors may conduct on-site study monitoring or study initiation visits On Dell Medical School premises if the following guidelines are followed:

1. Only one monitor and one research coordinator or principal investigator (PI) can participate
  - For anyone needing access to HDB for a sponsor visit, please complete the HDB Building Access Form posted at the top of the Office of Research COVID-19 Research guidelines Intranet page.
  - The Dell Med employee escorting the visitor will need to complete the form unless they already have access to HDB.
  - Once the form has been reviewed and approved, the temporary personnel access list will be updated to include the individual for your sponsor visitor.
  - Everyone entering HDB, visitors and staff included, must be screened at HTB first before entering HDB.
2. The visit is conducted in a private office or conference room in the Health Discovery Building (HDB)
  - After you receive the approval email confirming access to HDB, if you do not have access to a private office, you need to reserve a conference room in HDB.
  - Follow the standard Dell Med process by booking space via Outlook calendaring to invite the conference room building+number as an attendee.
  - Note: The [Facilities Team](#) approves these room reservation requests and will verify that you appear on the approved access list before accepting the reservation.
  - For questions regarding available conference rooms, please reach out directly to the [Facilities Team](#).
3. Important Reminders:
  - The visit does not involve entry into the Health Transformation Building (HTB)
  - Appropriate screening, masking, and social distancing guidelines are followed

**Additional guidance & resources related to conducting research during the COVID-19 outbreak are available at:**

The Dell Med Office of Research COVID-19 Research Guidelines Web Page  
<https://intranet.dellmed.utexas.edu/public/covid-19-research-guidelines>