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**INTERNAL DOCUMENT FOR ROMEO ADMINISTRATION:  
Directive for HREB Coordinator – Administrative SOP**

**Any HREB study that has been in the queue before and up to 16<sup>th</sup> March 2020:**

1. Ensure that research (if applicable) is amended during initial review to “Remote/Digital Distance Methods” (i.e. Zoom, Skype, telephone calls); If operational resources are not negatively impacted and meets Health Canada recommendations in regard COVID-19, once it meets all ethical standards, Ethical approval released; Operational and Institutional approvals released.
2. Any research that cannot be amended to Remote/Digital Distance Methods will receive Conditional Approval (i.e. Ethical approval may be released; Operational approval will not).

**Any HREB study that has been submitted from 17-27<sup>th</sup> March 2020:**

3. **ALL COVID-19 Research or COVID-19 Related Research will be Prioritized until Review complete and Ethical, Operational, and Institutional Approval issued.**

**Three Categories of Possible Review Outcomes:**

4. Full Approval: Study meets Health Canada recommendations in regard COVID-19; Remote/Digital Distance Methods are in place (if applicable); If Operational resources are not negatively impacted, study will be approved. Ethical Approval released; Operational review released; Institutional Approval released.
5. Conditional Approval: Study may not meet Health Canada recommendations in regard COVID-19; Operational Resources negatively impacted; Ethical Approval released; Operational review (if required) released; **Institutional Approval held.**
6. If the study does **NOT MEET** Health Canada recommendations in regard COVID-19; Remote/Digital Distance Methods **CAN NOT** be put in place, the review of the study will be suspended indefinitely: Contact will be made with the researcher for a consult to see if the study design can be amended. If this is not tenable, review will be suspended.

**HREB study that has been submitted after 27<sup>th</sup> March 2020:**

7. **ALL COVID-19 Research or COVID-19 Related Research will be Prioritized until Review complete and Ethical, Operational, and Institutional Approval issued.**

8. All other research is reviewed on a case-by-case basis.
9. All process will be reviewed as the COVID-19 crisis progresses.

End of document.