**EXTERNAL MONITORING RESEARCH VISITS**

The following code of conduct sets out rules for external monitors, to ensure we remain a safe environment, in the context of the COVID-19 pandemic.
We ask that all staff, researchers and visitors read this document fully, and ensure their continued compliance with it until further notice.

**By entering CUH, you are confirming you understand and agree to the terms and conditions of this code of conduct:**

1. If an on-site monitoring visit is deemed by the sponsor as necessary rather than a routine visit these are permitted.

2. Only one monitor is allowed at a time and the sponsor must provide PPE in line with national and local guidelines.

3. The monitor should confirm details of any intended visit with the research team who will meet the monitor and provide a safe environment to conduct the visit. 5 days notice should be given in advance to make such arrangements.

4. A monitor displaying symptoms suggestive of COVID-19 (fever, cough, difficulty breathing, loss of sense of smell and taste etc) must not come on site.

5. Upon entering CUH, all visitors will immediately and frequently sanitise their hands following the PHE recommended guidance. Common waiting areas are clearly identified with social distancing floor markers.

6. When using the lift, follow all social distancing measures clearly labelled within the lifts. Similarly make way at exits, entrances and frequently used doors.

7. If a meeting must take place in person, social distancing must be maintained, chairs within meeting room must be socially distanced.

8. Desk space can be used but social distancing must be maintained, with at least one desk between each member of staff or advised distance (whichever the greater). Desks and other areas must be cleaned prior to monitor arrival with approved wipes provided for them to use during/after the visit.

9. Hosting members of staff are responsible for registering visitors at reception and ensuring their compliance with this code of conduct.