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April 1st, 2020

TO: Emory Clinical Research Community

FROM: Jeffrey Lennox, M.D.
Associate Dean for Clinical Research
Emory University School of Medicine

SUBJECT: Requests for On-site Monitoring from Sponsors and CROs

Due to the unprecedented and rapidly evolving COVID-19 pandemic, the Mayor of Atlanta has issued an Executive Order declaring a state of emergency. This order places limits on public assembly and directs the closure of non-essential establishments. Emory has temporarily limited on-site research to those activities determined to be essential, critical, and urgent. Most campus buildings have therefore been locked. Many research teams are working remotely for an undetermined period.

Given the above restrictions, we recommend to our sponsors and CRO partners that they: 1) delay on-site monitoring visits (when feasible) until the City and Emory release from the state of emergency, 2) transition to remote monitoring visits for those that cannot be delayed, and/or 3) use of virtual meeting platforms for communication. Remote visits will be limited to remote access to systems that have this capability, e.g. Cerner Millennium and Oncore. Source or research documents will not be available during this time if they require the study team to retrieve them for copying, scanning, or faxing. Please contact the study clinical research coordinator (CRC) who will provide guidance on obtaining access to Cerner Millennium or Oncore as needed. There are specific requirements for each system and the study CRC can facilitate the request. Access to both systems requires the last 4 digits of the monitor's SSN and birth date. Access will be limited to records of specific research subjects participating in an IRB-approved research protocol. If you have an emergent need, please discuss with your CRC.

We ask for your patience and understanding during the COVID-19 pandemic, and are appreciative of your continued support and partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey L. Lennox, MD".