

# Dana-Farber/Harvard Cancer Center

## Note-To-File

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**Date:** April 26, 2020

**RE:** DF/HCC Policy Exemptions related to COVID-19 Pandemic

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This note to file serves to extend the following temporary policy exemptions that initially took effect March 23, 2020 until at least June 1, 2020.

**RCO-203 Regulatory Documentation** Section 5.2.4

Individuals providing clinical coverage as a result of mandatory staffing restrictions are not required to be listed on the delegation of authority log. Appropriately trained and delegated research staff must remain accessible remotely and continue to ensure appropriate oversight of research activities. Communication between the covering staff and research team will be appropriately documented and maintained in the research subject file.

**REGIST-100 Eligibility Checklists** Section 5.3.2

Screening staff may confirm subject eligibility via email if they are unable to sign the checklist prior to registration. The email confirmation will be filed with the eligibility checklist in the research chart.

**REGIST-100 Eligibility Checklists** Section 5.3.4

Enrollment monitors may verify subject eligibility via email if they are unable to sign the checklist prior to registration. The email confirmation will be filed with the eligibility checklist in the research chart.

Sincerely,

*Drew Memmott*  
Drew Memmott (Apr 26, 2020)

*Signature*

Drew Memmott  
DF/HCC Associate Director of Administration

Apr 26, 2020

*Date*

*jeffrey meyerhardt*  
jeffrey meyerhardt (Apr 26, 2020)

*Signature*

Jeff Meyerhardt, MD  
DF/HCC Medical Director for Clinical Trials Operations

Apr 26, 2020

*Date*