Human-related research at the PdlC building

FSW Research in times of COVID-19
Version: 31-Aug-20

Author:
M.J. Meekel

English translation:
C.M. Boeschoten

SOLO. Support voor Onderzoek, Laboratoria en Onderwijs
Ondersteuning op maat

Faculteit der Sociale Wetenschappen
Kamer 1B11
Wassenaarseweg 52
2333 AK Leiden

Universiteit Leiden
Social and Behavioural Sciences
Contents
1 Introduction ................................................................................................................................................ 1
2 Restarting the research .............................................................................................................................. 1
3 Research at PdlC .................................................................................................................................. 1
4 COVID-19 measures at PdlC .................................................................................................................. 2
5 Protective hygiene measures at PdlC .................................................................................................... 2
1 Introduction
The global outbreak of COVID-19 has changed the way research is conducted at the Faculty of Social Sciences (FSW). A substantial part of this research takes place at the Pieter de la Court building (PdlC). This document lists several guidelines that are meant to ensure a safe research environment for everyone involved.

A protocol for conducting research at FSW is extensively described in the Guidelines human-related research at FSW: FSW Research in times of COVID-19 document, written by SOLO and available on the FSW Research Support website. The current document can be viewed as an addition to this protocol. It focuses specifically on the research that is done at the PdlC building. The guidelines were put together on the basis of general university guidelines, RIVM guidelines and the guidelines made by the Federation of Medical Specialists (FMS). They are also in accordance with the Safety, Health and Environment Department (VGM).

2 Restarting the research
Every study needs to have an adapted research script on the basis of the centrally approved protocols (the SOLO protocol and this protocol). It is important to clarify in what way the protocols have been integrated in the research design. If the protocols do not suffice in certain situations, it can be indicated which other measures the researcher deems necessary. When completed, the script has to be submitted to SOLO through labsupport@fsw.leidenuniv.nl. SOLO will determine whether the study can be conducted or whether an additional check is required. Every protocol needs to be submitted to SOLO, no exceptions.

Researchers make sure to visit the PdlC building one workday before receiving their participants, in order to be well informed about the current situation at the premises. It is advised to thoroughly examine the protocol, at least a day before commencing the study. Ask your own institute for permission and coordinate this with SOLO. SOLO can provide assistance in order to make sure all the required materials are available.

3 Research at PdlC
Working from home remains the norm and the amount of people entering and leaving the PdlC building will be narrowed down to a minimum. It is therefore important to check which (adapted) parts of the study can be conducted online. Participants should be invited to the building only for those aspects of the research that specifically require lab use.

(Re)commencing a study at PdlC requires approval from SOLO, the ethical committee, the Board of Institute and the Faculty Board. When permission is granted, the researcher is expected to do everything within his or her power to minimize the risk of spreading COVID-19. In order to do so, the researcher will use the Questionnaire COVID-19 screening Leiden University to perform triage on both him-/herself as well as the participant. This needs to be done twice. The first triage is done one workday before coming to PdlC and the second triage takes place right at the PdlC entrance. If either the researcher or the participant responds to one or more questions with “YES”, the appointment needs to be cancelled.

There are three timeslots:
- Timeslot 1: 08.00 – 11:45
- Timeslot 2: 12.00 – 18.00
- Timeslot 3: 18.00 – 22.00

The maximum capacity per time slot has been determined for every institute. These numbers apply to both the usage of regular workspaces as well as the labs:
- Psychology: 35 persons per timeslot
- Educational Sciences: 15 persons per timeslot
Besides this, each lab has a maximum capacity (see Appendix 7). The current maximum lab capacity is 36 for all PdlC labs combined. This number can not be exceeded.

The Boards of Institutes determine which studies get prioritized and which time slots are used. SOLO will register these timeslots and will inform the FSW service manager about the expected number of people entering the building. Upon arrival, the researcher will ask for permission to enter the PdlC building. Directions on how and where to enter the building are provided by the institute beforehand.

For the Institute of Education and Child Studies, this is done through Esther Truijen, e.p.w.truijen@fsw.leidenuniv.nl; for the Institute of Psychology, this is done through Paula van den Bergh, p.t.m.van.den.bergh@fsw.leidenuniv.nl.

Upon entering the PdlC building, the following steps need to be taken:

1. Researchers will disinfect their hands and will announce themselves at the reception;
2. Researchers will inform the reception about which participant is to be expected at which time;
3. Participants will be on time and will announce themselves at reception;
4. The reception will ask participants to disinfect their hands and to wait in the hall, thereby making sure they do not obstruct any pathways;
5. The reception will contact the researcher by phone;
6. The researcher will pick up the participant directly and introduce him-/herself, after which they administer the *Questionnaire COVID-19-screening Leiden University*;
7. The participant can be taken to the lab only if every question was answered with “NO”;
8. After conducting the study, the researcher will accompany the participant to the exit. The participant is signed out at reception;
9. At the end of the study, the researcher will make sure the lab is cleaned properly. He or she will also sign out at the reception upon leaving the PdlC building.

### 4 COVID-19 measures at PdlC

- Strict adherence to RIVM-guidelines is expected;
- Researchers do not have access to the university buildings when:
  - They or one of their family members is infected with COVID-19;
  - They suffer from a cold or have cold-related symptoms;
  - They or one of their family members has a fever. Employees can only come to work when they or their family member(s) have had no COVID-related complaints for at least 24 hours.
- Most work will be done in fixed teams;
- Other prevailing security measures (fire safety, in-house emergency service (BHV), etc.) still apply;
- Plenty of disinfectant is available upon entering the building;
- Upon entering and at specific other locations throughout the building, special marks on the floor indicate walking routes and waiting areas;
- Every room has a maximum capacity. This number is indicated on a sticker on the door.

### 5 Protective hygiene measures at PdlC

- No shaking of hands;
- Hands will be washed for a minimum amount of 6x per day, according to specific instructions and using soap and/or disinfectant (>70% alcohol). This is done (at least) after:
  - Eating;
  - Using the lavatory;
  - Traveling by public transport.
• Sneezing and coughing has to be done in the corner of one’s elbow;
• Paper handkerchiefs can be used if they are discarded immediately after use and if the user washes his or her hands;
• People are instructed to keep a 1,5 meter distance from each other and to adhere to the FSW research protocols;
• So-called “Hygiene Stations” can be found at every entrance;
• Hand sanitizer can be found at the receptions;
• Receptions are provided with so-called ‘coughing screens’;
• Cleaning capacity has been expanded in order to clean hand- and contact surfaces multiple times a day. Tables, chairs, hand- and contact surfaces and sanitaria are additionally cleaned during the breaks between timeslots;
• In order to create more space in the hallways, items that obstruct safe passage have been removed.

**DISCLAIMER**

- This protocol will be adhered to until a newer version is available;
- The protocol will be adapted when deemed necessary;
- It is required to use the most recent protocol, which can be found at the [FSW Research Support Website](https://www.fswresearch.com);
- Questions can be asked by phone or through email via your lab coordinator or SOLO;
- Specific information mentioned in this protocol can be found on the [FSW Research Support Website](https://www.fswresearch.com).