

# Human-related research at the LEVEL building

FSW Research in times of COVID-19

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## 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 LEVEL building (LEVEL). 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 LEVEL. 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](mailto: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 have to be fully aware of the situation at the LEVEL building at least one workday before conducting their study on-site. It is advised to test the research protocol at least a day before receiving actual participants. Permission needs to be granted from one's own institute and has to be coordinated with SOLO. This is done so that SOLO can provide assistance wherever.

## 3 Research at LEVEL

Working from home remains the norm and the amount of people entering and leaving the LEVEL 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 the LEVEL requires approval from SOLO, the ethical committee, the Board of Institute and the Faculty Board. When permission is granted, the researchers and student assistant (SA), who is welcoming the participants, are expected to do everything within his or her power to minimize the risk of spreading COVID-19. In order to do so, both researcher and participant are screened prior to the study. The participant must fill in an online screening through [this](#) link. When all questions are answered with "NO", the participant receives an e-mail. This e-mail is valid for 24 hours and the participant must show this e-mail to the researcher upon entering the building. The study cannot take place without this e-mail. The researcher performs the same screening on him-/herself prior to the study by using the same link, or by using the *Questionnaire COVID-19 screening Leiden University*.

The LEVEL is open 24/7 for research. To avoid bustle in the waiting area and hallways, it is expected that research timeslots are geared to one another and also to other activities in the LEVEL.

The maximum capacity per time slot has been determined for LEVEL. These numbers apply to both the usage of regular workspaces as well as the labs.

Besides this, each space has a maximum capacity. Currently only **29** people can occupy the labs, the office, the waiting area and the hallways at the same time. This number cannot be exceeded:

- **Maximum capacity LEVEL: 29 persons**
- Office: 1 researcher
- L3.1: 9 persons, max 8 participants  
all participants are separated from each other by an empty desk
- L3.2: 15 persons, max 14 participants  
all participants are separated from each other by an empty desk
- L3.3a: 2 persons
- L3.3b: 3 persons
- Waiting area and hallway: 6 persons
- Elevator: 2 persons

Per parent / guardian one child under the age of 12 may be present in the lab without counting in the lab occupancy. Each subsequent child does count.

The Boards of Institutes determine which studies get prioritized and which time slots are used. Researchers register their time slots in the [Teams labagenda](#) according to the template described in cell A1. SOLO will inform the FSW service manager about the expected number of people entering the labs. Upon arrival, the researcher will ask for permission to enter the LEVEL. 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](mailto: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](mailto:p.t.m.van.den.bergh@fsw.leidenuniv.nl).

Upon entering the LEVEL, the following steps need to be taken by the **researcher and S.A.:**

1. Before coming to the LEVEL, the researcher and S.A. will screen themselves using the Questionnaire *COVID-19 screening Leiden University*. He or she stays home when showing one or more symptoms;
2. Upon entering the building, researchers and S.A. walk straight to the elevator;
3. Take the elevator to the 3rd floor. Make sure not to exceed the maximum capacity of 2 persons in the elevator;
4. Researchers and S.A. will disinfect their hands upon entry and will register their arrival;
5. There will always be a S.A. available to receive participants directly upon arrival;
6. The S.A. introduces him-/herself, welcomes the participant and will ask him or her to disinfect their hands. Subsequently the S.A. checks the e-mail of the participant (recipient and date in the header of the e-mail);
7. The participant can be taken to the waiting room and/or the lab only when the e-mail has been approved by the S.A.;
8. After conducting the study, the researcher will accompany the participant to the elevator;
9. At the end of the day, the researcher and S.A. will make sure the lab is cleaned properly. He or she will also sign out upon leaving the LEVEL lab;
10. The researcher takes the elevator back to the ground floor and leaves the LEVEL building directly.

Upon entering the LEVEL, the following steps need to be taken by the **participant:**

1. Upon entry, the participant is welcomed by the S.A. and the S.A. checks the e-mail of the participant;
2. The participant can take the elevator to the third floor only when the e-mail has been approved by the S.A. The S.A. guarantees that the maximum of 2 people is not exceeded;
3. The participant will be received by the researcher upon arrival at the third floor;
4. The participant will disinfect his or her hands upon leaving the elevator;
5. The participant can be taken to the waiting room and/or the lab by the S.A.;
6. The S.A. will guide the participant towards the lab exit after finishing the study;
7. The participant will take the elevator back to the ground floor and will leave the LEVEL directly. The S.A. guarantees that the maximum of 2 people is not exceeded.

## 4 Face mask mandatory at University Leiden

Wearing a face mask is compulsory when a distance of 1,5 metres cannot be maintained or when physical contact between researcher and participant is necessary. All other rules have been dropped. When 1,5 metres distance can be maintained a face mask is not compulsory, but can be worn if desired.

## 5 COVID-19 measures at LEVEL

- 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 LEVEL lab;
- 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.

## 6 Protective hygiene measures at LEVEL

- 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 the third-floor 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 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](#);
- 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](#).