

# Human-related research at the LEVEL building

FSW Research in times of COVID-19

Version: 8-Oct-21

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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 Starting 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

The principle remains that persons are not unnecessarily present in the LEVEL labs. 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 full capacity of the labs, waiting room and office can be used.

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 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.
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 entering the LEVEL, you proceed directly to the lifts;
2. Take the elevator to the third floor;
3. The participant is received by the SA at the entrance door to the LEVEL lab on the third floor, where the S.A. check the participant's email;
4. The participant disinfects his/her hands;
5. The participant is taken by the SA to a workplace in one of the laboratories and requested not to leave this workplace without the permission of the researcher;
6. After the research, the participant will be escorted by the SA to the exit of the LEVEL lab;
7. The participant takes the elevator back to the ground floor and exits LEVEL immediately.

## 4 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;

## 5 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;
- So-called "Hygiene Stations" can be found at the third-floor entrance;
- Hand sanitizer can be found at the receptions;
- 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](#).