

Human-related research at the PdIC 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 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 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. 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

The principle remains that persons are not unnecessarily present in the PdLC. 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, both researcher and participant are screened prior to the study. De 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*.

All labs in the basement and on the first floor may only be used if the ventilation is in order. If there is no ventilation, research is only allowed if the windows in the lab are opened. If a lab has also no windows, then research in the lab is not allowed. Also research in office spaces is not allowed.

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 PdIC building, the following steps need to be taken:

1. Researchers will disinfect their hands;
2. Researchers will follow the walking routes to the labs;
3. The researcher ensures that the lab is clean and ready for the study before the participant arrives;
4. The participant arrives on time and has the e-mail “COVID screening results” ready;
5. The participant disinfects his/her hands on arrival;
6. The participant follows the walking route to the lab;
7. The participant knocks at the lab door and waits for the researcher to open the door;
8. The participant and researcher introduce themselves without shaking hands;
9. The researcher checks the subject's email (recipient and date in the email header);
10. If the e-mail is in order, the participant may take a seat in the lab;
11. After the examination, the participant disinfects his/her hands and leaves the PdIC via the walking route;
12. At the end of the research, the researcher cleans the lab according to the research checklist.

4 COVID-19 measures at PdIC

- 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;

5 Protective hygiene measures at PdIC

- 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 every entrance;
- Hand sanitizer can be found at the receptions;
- Receptions are provided with so-called ‘coughing screens’;
- 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](#).