

Human-related research on site

FSW Research in times of COVID-19

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1 Motivation

The global outbreak of COVID-19 has changed the way research is conducted at the Faculty of Social Sciences (FSW). A large part the research takes place outside the FSW-labs; at home, at school or in youth institutions, prisons and day-care centres. This document describes the general and specific measures concerning hygiene and protection against COVID. These measures are required for restarting on site research. For a substantive overview of the (lab) research protocols within FSW, please consult 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 should be reviewed as an addition to the SOLO-protocol. It specifically concerns on site research. SOLO's guidelines are the leading protocol for conducting research, including research on site. The current guidelines have been drawn up on the basis of the aforementioned document and the general university guidelines, RIVM guidelines and guidelines from the LUBEC (*Leids Universitair Behandel- en Expertise Centrum*). They are also based on individual protocols drafted within the FSW. All those who conduct research on site should follow these guidelines. This also applies to students working on their Masters or Bachelors projects.

2 Ethics and permission

Adjust your research script using on the centrally approved protocols (the SOLO protocol and this protocol) and clarify where you have applied the guidelines. If the protocols are deemed insufficient, please indicate which additional procedures you suggest.

- Submit the research script to SOLO. They will determine whether the study can be conducted in its current form, or whether additional checks are required;
- If major modification is not deemed necessary, you will notify the Ethics Committee about your intention to restart the study. Also indicate that your research script has been approved by SOLO;
- If changes have been made, it is required that you send an amendment to the Ethics Committee;
- Report to the Board of Institute that you want to start conducting your study and that you have permission from SOLO (and approval from the Ethics Committee). Also report when you would like to start. The Board of Institute will check how this can be arranged. 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.

3 General guidelines

- Researchers will stay home in case of the following symptoms: fever (≥ 38 degrees °C), breathlessness, muscle ache, pain behind the eyes, coughing or a sore throat, extreme fatigue and/or general uneasiness, a cold (sniffling/sneezing/runny or stuffy nose), loss of taste/smell, diarrhoea. If you have one or more symptoms, you cannot take place in the study. Contact the GGD via 0800-1202 when you seem to have COVID-related symptoms;
- For onsite research, follow the step by step approaches as described in the *Decision tree for disinfecting research materials* and the *Decision tree concerning COVID-19 personal protection* documents, written by SOLO;
- Any location bound protocols are leading if those requirements are stricter than the current protocol;
- Only one researcher is allowed to conduct research on site. The so-called “four eye principle” will be applied when conducting research with minors. If the researcher wants to use an adapted version of the four eye principle, he or she has to ask the PW Ethics Committee for permission;

- Always maintain a distance of 1,5 metres when in contact with other people. For kids, this rule is a bit more lenient.

4 General suggestions

- Please check beforehand which (adapted) parts of the study can be conducted online in order to limit the amount of research that is done on site;
- Check beforehand if (a part of) the required material can be laminated and by that easily cleaned and reused. This can be done for instruction manuals, for example;
- Some studies might benefit from having a laminated chart with hygiene measures on the door. This way, participants easily know what can be expected of them;
- Some studies require the usage of large envelopes for the storage of test materials. Keeping the materials in there for 48 hours can diminish the risk of contamination;
- Try to use the onsite measures as much as possible. For example, if the study requires a child to play with an unspecified toy, make sure the toy comes from the family itself. This is safer than using items that are passed along among different participants;
- If necessary, it is possible to create specific walking routes. However, always ask for permission at the specific research location.

5 Hygiene measures on site

- Upon entering the location, wash your hands with soap according to the RIVM guidelines. Use paper towels to dry your hands. Use disinfectant hand gel if water and soap is not at your disposal. This gel is available through SOLO;
- During the study you should wash your hands every time you have come into contact with the participant, or with items that were touched by the participant;
- Wash your hands again after completing the study;
- Introduce yourself, but without shaking hands;
- Coughing or sneezing should be done in the corner of one's elbow, or using a paper towel. Wash your hands afterwards. Use disinfectant if this is not possible;
- Do not touch your face;
- Do not wear any jewellery on your hands and/or arms (no watch either);
- Do not use the coat racks; researchers hold on to their bag and coat (for example in the researcher's bag, a suitcase or a plastic bag);
- Researchers will kindly decline any food and beverages that are offered to them. They will explain that their obligation to refuse is due to the COVID-19 measures;
- The researcher will clean the research material after conducting the study; only disinfect when contamination through drops has taken place and/or touching of the skin was involved. For example, if babies have had a toy in their mouth during the study, the researcher should disinfect this toy;
- Cleaning is done with specific cleaning wipes. Use the *Wecoline Blue wipes* for regular cleaning and the *Incidin OxyWipes* for disinfection. Also use the disposable gloves, hand gel and face masks that can be obtained through SOLO;
- Use disposable gloves when touching a participant's skin;
- Any trash (wipes, gloves, etc.) has to be discarded in a sealed bag and has to be thrown away on site. Participants have to agree to this. If they do not give permission to do so, the researcher will dispose of the waste at home.

6 Protective material

- For onsite research, follow the step by step approaches as described in the *Decision tree for disinfecting research materials* and the *Decision tree concerning COVID-19 personal protection* documents, written by SOLO.

7 Research material

- Any material that is taken by the researcher will be cleaned using the cleaning wipes or detergent, unless disinfection is required (see Protective material).
- Any materials that need to be taken away from the research location (such as consent forms) will be placed somewhere on site. This is done in order for the researcher to pick them up at a later time. They will not be handed to the researcher. The 1,5-metres rule applies at all times.

8 Staying home and triage

- Before visiting the research location, researchers will have to respond to the *Questionnaire COVID-19 screening Leiden University*;
- Researchers will stay home in case of the following symptoms: fever (≥ 38 degrees °C), breathlessness, muscle ache, pain behind the eyes, coughing or a sore throat, extreme fatigue and/or general uneasiness, a cold (sniffing/sneezing/runny or stuffy nose), loss of taste/smell, diarrhoea. If you have one or more symptoms, you cannot take place in the study. Contact the GGD via 0800-1202 when you seem to have COVID-related symptoms;
- Researchers will stay home if their housemate(s) or partner has had a (suspected) COVID-19 infection during the past month;
- Researchers will stay at home if they themselves have had a (suspected) COVID-19 infection during the past month;
- If the researcher develops any symptoms while conducting the study, he or she will go home immediately;
- Researchers do not have to check whether their participants (i.e. professionals, children) have any symptoms if they are conducting their research at specific locations where strict COVID-19 protocols are used. A few examples of current protocols; for day-cares: the "[Protocol Kinderopvang](#)"; for primary schools: "[Protocol volledig openen basisonderwijs](#)"; and for secondary schools: "[Opstart voortgezet onderwijs](#)". Researchers have to check beforehand if one of these protocols is used and whether they are in accordance with the RIVM policies;
- Researchers that conduct their study on sites where no strict COVID-19 protocols are used (e.g. in families) or where no strict stay-at-home-rules are required (e.g. correctional facilities) will follow the Leiden University's guidelines. They will check whether participants (e.g. parents, adolescents, children) have any symptoms by having them fill in the online screening that can be found [here](#). When all questions have been answered with "NO", the participant receives an e-mail. This e-mail is valid for 24 hours and is checked by the researcher upon arriving at the location. The study cannot take place without the e-mail.

9 Public Transport

- Using public transport is avoided as much as possible;
- Researchers are requested to use other means of transport;
- If public transport is taken, the rules currently apply are followed.

10 Visiting the research location

- The amount of people in one room has to be minimized at all times. A distance of 1,5 metres between persons is required (except for children, according to the RIVM guidelines). Proper ventilation needs to be possible;
- At any other sites that the researcher visits, the rules concerning maximum capacity that apply to that specific location (e.g. schools, day-care) are followed;
- The researcher will try to visit the locations during quiet hours as much as possible (e.g. when no parents or visitors are present);
- Home visits will, as far as the study allows, be done when other housemates are not available and outside of busy public transport hours. This is done in order to avoid rush hours if traveling by public transport is the only available option.

11 Types of research on site

11.1 Observations and video recordings in groups and one-on-one situations

- Take into account the 1,5 metres distance between participants. The researcher will make sure there's an appropriate room available. This room needs to be large enough to keep enough distance. It also needs to be clean and well ventilated;
- Researchers do not wear any personal protective material (gloves and face mask are not necessary); however, they do wear gloves during cleaning;
- After recording, the camera and tripod are cleaned, dried and stored;
- If the research location does not give the researcher permission to record participants, please ask one of the employees (e.g. a teacher's assistant or educational coach) wants to record the group. For this, you can send them instructions via a written protocol and/or an instruction video.

11.2 One-on-one tests

- During on site one-on-one research, the researcher uses the *Decision tree concerning COVID-19 personal protection*;
- A distance of 1,5 metres needs to be possible in every situation. The researcher makes sure that there's an appropriate room available. This room needs to be large enough to keep enough distance. It also needs to be clean and well ventilated;
- Use, where possible, a pointer;
- If the participant sneezes or coughs, or if he or she touches their face, it is requested to take a break in order to clean his or her hands;
- Test material will be cleaned after use;
- Doorknobs, table surfaces, armrests, pens and pencils will be cleaned after finishing the study;
- Tablets, computers and keyboards will be cleaned after use.

11.3 Collecting bio samples

- The collection of bio samples such as saliva, hair and blood is not permitted on site until further notice. Hygiene measures that apply to these types of research will be drafted in case this changes.

12 After on site research

- Upon arriving at FSW, or at home after visitations on site, researchers wash their hands according to the RIVM guidelines. Use disinfectant (available through SOLO) if washing your hands is not possible;
- If the research material has not yet been cleaned on site, this will be done at FSW (using wipes or detergent, unless disinfection is necessary, see Protective materials);

- Research material should be stored at the right places.

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](#). This protocol also applies to research at FSW.