

Human-related research at LUBEC

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 LUBEC. This document lists several guidelines that are meant to ensure a safe research environment for everyone involved.

For GGD- and youth care within the LUBEC protocol “*Zorg in Coronatijd op het LUBEC*” applies. For performing research at LUBEC additional guidelines applies.

The 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 both the FSW and LUBEC protocols. It focuses specifically on the research that is done at LUBEC. 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, the LUBEC care 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 LUBEC

The principle remains that persons are not unnecessarily present in LUBEC. 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 LUBEC 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. 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 Boards of Institutes determine which studies get prioritized and which time slots are used. Contact the LUBEC secretariat to schedule your research at LUBEC. 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 LUBEC, the following steps need to be taken:

1. Researchers have to wear an own non-medical facemask;
2. Researchers will disinfect their hands and will announce themselves at the reception;
3. Researchers will inform the reception about which participant is to be expected at which time;
4. Participants will be on time and will announce themselves at reception;
5. The reception will ask participants to wear their own non-medical facemask, disinfect their hands and to wait in the waiting room;
6. The reception will contact the researcher by phone;
7. The researcher will pick up the participant directly and introduce him-/herself, without shaking hands and check the e-mail of the participant (recipient and date in the header of the e-mail);
8. The participant can be taken to the lab only when the e-mail has been approved by the researcher;
9. After conducting the study, the researcher will accompany the participant to the exit. The participant is signed out at reception;
10. 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 LUBEC.

4 Face mask mandatory at University Leiden

It is compulsory for everyone in the university buildings to wear a face mask. This rule includes the LUBEC labs. The basic rule is as follows: if you are standing or walking, you must wear a face mask, but if you are sitting you may remove it.

1. The rule applies not only to all students and lecturers but also to all researchers and other members of staff who are in our buildings. It also applies to visitors.
2. You must wear a face mask when you enter, leave and move around in the PdLC building. This means if you are accompanying a participant, fetching a cup of coffee or going to the toilet.
3. Researchers and staff members do not have to wear a face mask if they are working in one particular spot and are at least 1.5 metres from any colleagues.
4. When working in the labs you have to wear an IIR face mask when you do have physical contact with your participant, when moving through the lab. If you are sitting at least 1.5 metres from your participant you can take off your face mask. The participant may take off their facemask when seated.

5 COVID-19 measures at LUBEC

- Strict adherence to RIVM-guidelines is expected;
- Researchers do not have access to the LUBEC 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.

6 Protective hygiene measures at LUBEC

- 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;
- 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](#).