Behavioural Testing process during COVID-19 Pandemic

Single Researcher, with single participant, using office lab or cubicle.

- All parties to wash hands following the NHS hand-washing guidance (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands) either upon entrance to the building, or immediately prior to commencing a session (if already in the building). 70% alcohol hand sanitising gel can be used as an alternative if hand-washing facilities are not immediately available.
- Researcher and Participant to wear face covering when a distance of 2 meters is not able to be maintained, or another physical barrier is not in place.
- Designated areas within the lab or cubicle for the Researcher and Participant should be clearly marked using signage and floor marking tape. Researcher and Participant to keep to designated chairs.
- All non-essential items should be either removed from the room, or stored in a manner that removes them as a possible touch surface.
- All non-essential items - coats, bags - to be left at home or left in Offices (for researcher) to reduce possible infection/contamination of surfaces and increasing cleaning time.

1) Researcher/PI should ensure that the project is sufficiently covered by either an existing or new project-specific covid-secure risk assessment, and that all necessary ethics amendments or notifications have been completed.
2) Researcher/PI should ensure that the project has been given approval by the CHBH Operations Manager to proceed - confirming that all covid-secure paperwork is in order, and that all relevant people have building access permission in place.
3) Researcher should work to identify all activities that could be completed with the participant prior to attending site via online platforms, telephone or web-conferencing (e.g. consenting the participant). The researcher should take all reasonable measures to reduce the participant’s time within the Centre.
4) Participant attendance on-site should be pre-booked, accounting for Centre and Area maximum capacity. The participant’s name and contact telephone number should be provided to the person who will contact the participant 24 hours prior to attending site, no later than 48 hours prior to attending site. A record must be kept of all participants and their contact telephone number and email address for no less than 14 days after their testing session.
5) Participant arrival and departure times should avoid more than one participant at a time arriving/departing.
6) One Participant at a time, to avoid cross-contamination from researcher to multiple participants.

7) Participant contacted by designated person (researcher or CHBH Operations Administrator) 24hrs before attending and verbally screened using COVID-19 Screening Questionnaire to confirm symptom free.
   o When initially recruiting Participants, Researcher to check Participant is currently symptom free using the COVID-19 questionnaire, and to inform Participant they will be contacted 24hrs before to confirm Participant is still symptom free.
8) All efforts should be made to either provide and complete documentation/forms electronically, or provide laminated (cleanable) instructions.
9) The University's guidance on social distancing (currently 2 metres) should be observed at all times between the Researcher and Participant. Where this is not possible a clear perspex screen should be installed in the relevant area, and as a last resort, face coverings (covering the nose and mouth) or a face visor can be worn by both the Researcher and Participant.
10) Participants should be encouraged to bring their own face covering. Participants asked to bring their own drink container (water bottle), with a closable lid. No eating will be allowable whilst on site.
11) Designated areas and chairs within the lab or cubicle for the Researcher and Participant should be clearly marked using signage and floor marking tape, indicating/allowing for the University’s recommended social distancing (currently 2 metres).
12) Researcher to set-up, prepare relevant documentation/paperwork and check relevant equipment, then clean all surfaces/areas that the participant may come into contact with, following the cleaning protocol immediately prior to the session.

Commented [JM(1)]: Happy to consider this – there may be a way to schedule in participants to avoid this.
13) Participant arrives at CHBH, waiting outside if Reception area already occupied and to follow any displayed procedures regarding Reception area usage.

14) Ops Administrator informs Researcher that Participant has arrived via telephone.

15) Researcher re-screens Participant using COVID-19 Screening Questionnaire.
   - Successful Re-Screening: Participant is allowed entry into CHBH and asked to immediately wash hands or use hand gel.
   - Unsuccessful Screening: Participant is politely asked to leave CHBH and advised about possible rescheduling after 14 days.

16) Researcher asks Participant if they need to use the facilities.
   - If so, Participant follows relevant procedure for using facilities.

17) Researcher and Participant move to the testing area, following the building directional signage.

18) Researcher and Participant enter Lab, sit in designated chairs.

19) Participant fills in/signs consent forms and any other relevant documents (those not able to be completed electronically) place forms in assigned plastic tray/s to aid information input by Researcher.

20) Researcher explains task again, answers any questions raised by Participant.

21) The participant should be provided with all necessary items to complete the task to remove the need to pass items. Where possible, consumables should be single use.
   - All equipment should be able to be effectively sanitised. If not, they should be removed from use for no less than 72 hours.

22) If participant can complete task on own;
   - Researcher either leaves participant with covered buzzer to re-call them if required, or confirms the time that they will return.
   - Researcher to wash hands or use 70% alcohol hand gel/sanitiser immediately upon exiting room.
   - Upon returning to the room, Researcher is to again wash their hands or use 70% alcohol hand gel/sanitiser, prior to entering room. Researcher to ensure face covering is in place for both themselves and the participant prior to entering the room if the University’s social distance (currently 2 metres) will not be maintained or another barrier is in place.

23) If the participant is not able to be left to complete task on own;
   - Researcher and Participant are to remain in their designated areas during the duration of the test.
   - A clear, physical barrier (Perspex screen) should be utilised between the Researcher and Participant if the University’s recommended social distance (currently 2 metres) will not be maintained. Alternatively, if this is not possible, both the Researcher and Participant should wear a face covering, covering the face and mouth, for the duration of the session.
   - Both the Researcher and Participant are to wash hands or use 70% alcohol hand gel/sanitiser immediately upon exiting and immediately prior to re-entering the room.

24) At the completion of the session;
   - The participant is escorted to the front door of the building by the researcher.
   - The researcher is to then return to the lab or cubicle and immediately follow the cleaning protocol.
     - Clean all touched surfaces using a mechanical cleaning method – standard household cleaning solution and disposable paper towels.
     - Dispose of any used consumables (including such items as used pens, or discarded paperwork via an appropriate means if confidential).
     - Collect any paper documentation/forms and place in a plastic wallet, clean the outside of the plastic wallet, and store it in an appropriate location (in consideration of project protocol and GDPR) for no less than 72 hours before filing/processing.
     - Signal that the room is clean and ready for the next session.

Things to consider;

- Using cubicles – managing the number of people in that area
- More than one participant at once – possible but how do we make this as safe as possible? The researcher will need to be super careful moving between people.
• Ability to maintain 2m where possible, ability to fit in screens.
• Button boxes and other equipment – coverings to assist with cleaning
• Paperwork – moving as much online/over the phone/web conferencing as possible and managing any paperwork we can’t move online.