

Face-to-Face protection and prevention policy

Health Screening

- All individuals involved in the research will be asked key questions to ascertain health levels and that they have not knowingly been exposed to anyone with Covid-19 before.
- This will be asked of all field staff during the selection process via a thorough screening of their living environment, other household members and if they are a carer to any vulnerable contacts.
- Participants will be asked similar questions during recruitment to ensure they are in good health and able to participate risk free.
- Where applicable e.g. hall tests – we request the same is asked of all client staff attending fieldwork days
- Everyone will also be asked to sign a disclaimer confirming that all the information they have provided is true - Perspective staff, participants and attending clients.

Personal Protective Equipment

- To prevent the transmission by hand contact, all field staff will be provided with gloves and it is compulsory that these are worn throughout fieldwork.
- All staff will be advised it is mandatory to wear a face covering (masks or shield) when travelling on public transport to and from work sites.
- Depending on the final specifications of the research (indoors or outdoors) – we may advise our staff to wear face shields when approaching and interacting with participants for better presentation and ease of comprehension.

Sanitisation

- All staff will be reminded to wash their hands regularly, even with gloves worn
- All staff will be given maps and directions of the nearest hand washing facilities and/or hand sanitiser stations
- On all projects involving reusable data collection support materials being handed out to participants (i.e. tablet, show cards and any other stimulus materials), disinfectant wipes will be provided to ensure our staff can clean the materials between interviews.
- To limit the reuse of research materials and prevent spreading, all our packs will have 1 'one use' pen per PAPI questionnaire.

Training

- Once we have thoroughly screened field workers and determined their eligibility to work, all staff, whether new or long-standing, will undergo training on how to conduct Face to Face research safely post Covid-19.
- The training will cover:
 - Covid-19 and how to minimise your risk of exposure
 - Understanding the UK Government safe working requirements and following updates for any particular work environment
 - When and where data collection can safely take place
 - Locations and circumstances to avoid when undertaking face to face data collection
 - Wearing PPE and how to ensure maximum effectiveness
 - Avoiding physical contact and touching of own face, particularly noses, eyes and mouths
 - Determining one metre plus as a safe distance
 - Where appropriate, asking participants health screener questions
 - Appropriate handling, cleaning and transfer of data collection tools e.g. laptops, showcards, stimulus materials
 - Removal and safe discarding of any cleansing materials e.g sanitised wipes, used tissues, etc used during data collection
 - Appropriate handling and transfer of assurance and/or consent processes e.g. thank you leaflets, recruitment documentation, etc.
 - Responding appropriately to any participant concerns about undertaking face to face data collection during post-lockdown
- In the immediate term, training/re-training will occur before every project until further notice.

For more details on our Prevention and Protection Policy or to discuss your next project, please do [get in touch](#).