

# Covid-19 Research Procedures:



**Group PLC**  
Innovation Quality Service

### **Covid-19 Research Procedures:**

Spark is dedicated to ensuring the safety and wellbeing of our employees, and that of the general public when undertaking research in the field. We are taking every step to reduce risk at each stage of the research process.

We have produced the following information and guidelines for how all Spark research should be conducted, in line with the UK government's recommendations on how to stop the spread of Covid-19 (<https://www.gov.uk/coronavirus>), and the MRS Post-Covid-19 Lockdown Guidance: Undertaking safe face to face data collection (<https://www.mrs.org.uk/standards/undertaking-safe-face-to-face-data-collection>). Where our work takes place globally, as well as our own guidelines, we take any additional steps as required by local government.

### **Hand washing and Hygiene Etiquette:**

- Thorough hand washing must be undertaken before and after each research shift, and throughout the day. Particularly after interactions with members of the public.
  - ▶ Hand washing must be 20 seconds in length and must always involve soap and water (or antibacterial hand sanitiser only where this is not possible). (<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>)
- Any employees displaying any symptoms of Covid-19 will not conduct any research and must follow government guidelines before returning to work. (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>)
- Any participants displaying any symptoms of Covid-19 should not attend the research and must immediately follow government guidelines. All participants will be screened for Covid-19 symptoms prior to the research (in line with MRS guidelines).

- All coughs and sneezes must be into the upper arm or elbow, never into the hands.
- All facial tissues must be thrown away after use.
- Hands must be washed after touching the face in any way.
- Where an interaction is made with another person (including employees and members of the public), a distance of 2 metres must be kept at all times.

### **Masks/Visors:**

- Masks/Visors must be worn by all employees during fieldwork.
  - ▶ If not disposable, the mask/visor must have been thoroughly washed before each use (this is the employee's responsibility).
  - ▶ If disposable, the mask/visor should be disposed of immediately after use.
  - ▶ Do not touch mouth or eyes when removing any mask/visor.
  - ▶ Hands must be washed when removing any face mask/visor.
  - ▶ Where possible, all respondents should also wear their own face mask. If they do not own a mask, it can be provided.

### **Equipment:**

- All equipment must be sanitised before and after use (as well as routinely when not in use).
- Equipment must not be shared between individuals during their shift. If it is, it must be sanitised.

- All surfaces involved in the research process must be thoroughly cleaned before, during, and after the fieldwork.

**Before each research shift:**

- Temperature taken of employees using a non-contact thermometer.
- The temperature is recorded in an electronic document so that it can be made available.
- Hands must be washed thoroughly for 20 seconds.
- Employees must ensure correct and hygienic use of a mask/visor during fieldwork.

In order to reduce the risk of transmission, the office will remain closed to the majority of employees, with only a limited number of employees able to access equipment where necessary.

Due to the evolving nature of the pandemic, these guidelines are being constantly reviewed in order to keep up to date with government's advice - <https://www.gov.uk/coronavirus>

If you want to discuss these guidelines further, or if you have any other questions please email us at [hello@sparkemotions.com](mailto:hello@sparkemotions.com).