Covid-19 Guidance for Researchers on Face-to-Face Human Participant Research on Campus
1. **Introduction**

1.1 This guidance is supplementary to the high level University guidance on office and general teaching space. This guidance document specifically relates to face to face research involving human participants only. Much of the guidance previously circulated regarding social distancing and sanitation which is specified under the University’s COVID-19 guidance, here [http://www.sussex.ac.uk/hso/specialist/hscovidpage](http://www.sussex.ac.uk/hso/specialist/hscovidpage) has not been repeated in this document.

1.2 The audience of this guidance is research scientists conducting studies with healthy human participants.

1.3 The relaxation of some social distancing restrictions at a national level has enabled the gradual resumption of some types of research activity on campus.

1.4 These guidelines supplement the University’s existing research ethics and risk assessment procedures and also provide details about the criteria for studies seeking to and the approvals required, to resume research or start new research projects.

1.5 Research involving in-person participant contact on campus raises significant additional risks in the current environment as it provides a transmission route between the University population and the local populace. It remains the University’s position that such research should always be conducted remotely, wherever possible.

1.6 A risk assessment considering the hazards and controls described below is required as part of any submission to Cross School Research Ethics Committees. The responsibility for signing off any risk assessment remains with the School carrying out the work, however ethics committees may comment on the suitability of any risk assessment.

2. **Criteria for resumption of research or starting new research**

2.1 As of the 17th of March Universities will reopen following the government roadmap. This includes the resumption of face to face research with human participants.

2.2 Covid risk assessments are still required and must be completed prior to resuming work if one has not already been completed. Details of how to do so are provided below:

   a) Submission of a Risk Assessment completed for the work and Standard Operating Procedures (SOP) specifying the physical distancing and risk prevention measures required to carry out the research safely. Guidance on how to do so appears below. A [template risk assessment is available here](#). An example risk assessment appears below in appendix 3.

   b) Risk assessments should be signed off by the Group Lead or Chief investigator (this is the individual that leads the research group or the primary person running the study) and copies should be retained by the relevant school Safety Coordinator.

   c) All projects previously approved by a University Cross-School Research Ethics Committee (C-REC) are required to submit a project amendment application to resume such research. The amendment is submitted together with new versions of

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1 University Cross-School Research Ethics Committee comprise the SCITEC C-REC; SSARTS C-REC; BSMS Research Governance and Ethics Committee (RGEC) and School based School Research Ethics Officers (SREOs)
any documentation that may have been subsequently changed (including Risk Assessment and SOPs), to the online ethical review application system in Sussex Direct. Confirmation of C-REC Approval is required before the research may safely recommence.

d) Researchers are required to watch the University’s “Covid-19: Safe Return to Campus for Staff” induction video before returning to work on campus via the University's online learning portal: LearnUpon, in addition to bespoke safety inductions. Students including PhD students can view this induction here. Research participants should be invited to watch the video here. For research that is subject to Sponsorship (NHS studies) please contact the Research Governance Officer researchsponsorship@sussex.ac.uk’

3. Undergraduate, Postgraduate and Staff Lead Projects

3.1 Undergraduate projects can resume subject to any increase in covid alert level. Where possible these should still be carried out remotely. Where in person research is being undertaken it is best practice to limit participants to members of the University community where possible.

3.2 Research Masters Students, PhD projects can resume subject to covid alert level. Where this is done best practice is to restrict participants to members of the University community where possible.

3.3 Students working on their own project should review the guidance below and submit a risk assessment to their supervisor.


4.1 Prior to undertaking work the local Covid-19 Alert level should be consulted. Details of this can be found here. Most research activities involving subjects are likely to cease in the event that the alert level is “very high”. Exceptions may be made for studies involving patients at the Clinical Imaging Sciences Centre where subjects will be on site anyway due to therapeutic reasons.

4.2 You will be informed of any changes by the responsible C-REC. This guidance will be reviewed every 2 months.

5. Covid-19 as a Hazard in Research

5.1 The hazards from Covid-19 which have been considered in this guidance are;
   • Transmission via hand contact
   • Transmission via droplet or airborne means

5.2 Controls for transmission via hand contact. Best practice for controlling the spread of Covid-19 between surfaces appears below organised by the type of activity or equipment. It is key to remember that Covid-19 is a respiratory virus and an individual having Covid-19 on their hand will not cause an infection unless they transfer it to their face. It is for this reason that hand washing and sanitisation are the preferred control rather than gloves as a gloved hand can still transfer Covid-19 to another surface.
5.3 Controls for transmission via droplets or airborne transmission re

- 2 Metre social distancing without masks, or 1 metre social distancing plus an additional control (most likely a facemask).
- Adequate airflow, details of the checks that have been carried out on ventilation systems will be published on the Health & Safety Covid-19 resources page.
- From the perspective of an academic or member of technical services considering the use of the area you should ensure that the room is not being overcrowded with too many people.
- If you are conducting activities that may increase the likelihood of generating aerosols for instance loud vocalisation or physical exercise the area should aired before the next participant. See section 22 below for details on how to achieve this.

6. Covid-19 Testing for Participants

6.1 It is strongly recommended that all staff and students coming to campus are tested weekly for covid-19 using a lateral flow device. These are provided on campus at the Asymptomatic Test Centre (ATC). Ideally 2 test would be taken 3 days apart, there is however no need to travel to campus specifically for the second test.

6.2 If you have access to home testing kits provided to students and the parents of students in primary or secondary education there is no requirement for double testing. All members of staff are welcome to use the on campus ATC regardless of other testing opportunities.

6.3 Tests can be booked at the on site testing centre. Walk ins are also accepted at this centre but booking is recommended, it is advisable to check the opening times prior to arrival as this may change in line with demand.

6.4 Alternatively home test kits can be order from UK Gov here. Either home testing or on campus testing are acceptable means of testing

6.5 Internal participants in research projects should be asked to demonstrate that they have been tested prior to participating as a subject.

6.6 For participants using the on-site test centre check the current operational hours of the centre prior to instructing participants of this option. The hours and location of the testing facility are subject to change based on campus demand. It may be possible to adjust opening hours of the on campus test centre to meet research demand if it is possible to secure academic volunteers to staff the centre. Details of the opening hours and how to book a test can be found via this link.

6.7 Individuals that have had a confirmed case of covid within 90 days should not take an LFD test as this can provide a positive result in individuals that are no longer infectious. In these cases an NHS text or email notification of a positive result can be requested

6.8 Individuals that have been vaccinated should still be tested for covid-19, as the current information is that vaccinated individuals are unlikely to develop serious symptoms but can
still be a vector for transmission of Covid-19. The effectiveness of current available vaccines in blocking transmission is being reviewed.

6.9 External participants in research projects should be asked to complete an LFD test in advance of them participating in a study. Ideally this would be 2 tests the first carried out 2 days before attending site and the second prior to starting their journey to campus. If not practicable it is acceptable for participants to have a single test at the on-site testing centre on the day they attend site. Additional journeys specifically to attend the on campus testing facility are not recommended.

6.10 Acceptable testing methods include, LFD home testing, LFD testing at a community test centre or an LFD test at the Falmer campus test centre. Participants in the study can be asked to show a copy of the email or text from the NHS as part of the participation protocol. A copy of this message is shown below in appendix 4 below.

6.11 A draft letter to participants appears in appendix 5 below

6.12 Work undertaken within CISC must conform to their current internal requirements for Covid-19 testing. Due to the nature of the facility clinically venerable are likely to be present and as such tighter controls may be required based on local likely infection rate at the time of the study.

7. Linked Guidance

7.1 For guidance on laboratory or workshop areas please see the Guidance document “Guidance for laboratory areas”. This Guidance document is available from the Health & Safety Covid-19 Resources page.

7.2 For guidance on office space please see the guidance document “Guidance for offices and other low hazards spaces”. This Guidance document is available from the Health & Safety Covid-19 Resources page.

7.3 Please see the guidance document “Guidance for Performing Arts, Recordings or Loud Vocalisations in Teaching” for specific guidance on the following activities if they are relevant.
- Vocal projection
- The use of microphones
- The use of camera equipment
This Guidance document is available from the Health & Safety Covid-19 Resources page.

7.4 For guidance on of campus work please see “Travel on University Business and off-site working” available from the Health & Safety Covid-19 Resources page.

8. Close Contact work
8.1 Should your work require close contact with participants you should review the guidance available in the “Covid-19 Guidance for Close Contact Work”. This Guidance document is available from the Health & Safety Covid-19 Resources page.

8.2 In this context close contact is defined as
- Skin to skin physical contact
- Being closer than 1 metre for one minute or more without face to face contact
- Talking to someone face to face at a distance less than 1 metre
- Taking bloods, saliva or other human tissue or waste.

9. Participant Exclusion Criteria and Vulnerable Groups

9.1 Recruitment for research projects should ensure processes to screen for ‘at risk’ groups. Research should never involve any participant groups who are designated as either high risk (clinically extremely vulnerable) or moderate risk (clinically vulnerable).

9.2 An example Covid-19 Health Screening questionnaire is shown below in appendix 1.

9.3 Staff should only partake in close contact work after a discussion with their line manager, if there are concerns with regards to an individuals or someone within their households increased risk from covid-19 consult the Human Resources self-assessment tool available here.

10. Track and Trace information

10.1 It is a requirement of work that contact information is taken and recorded in a fashion that can be accessed centrally by the University if required. This applies to on campus work, if you are working in another institution’s facility of campus ensure that you are following their local process for track and trace.

10.2 Table 1.1 below is an example of the information that is required.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname</th>
<th>Date of activity</th>
<th>Phone</th>
<th>Email (Mandatory for Members of the University)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student/Staff/Member of the Public*</td>
</tr>
</tbody>
</table>

* Delete as appropriate

Where a participant is accompanied by a member of the household (for instance a parent, guardian or housemate) only 1 set of contact details are required.

10.3 The university is required to store information for the purpose of track and trace, this information must be available in an electronic searchable format. This must include details of the researchers present as well as participants.

10.4 Below is a suggested text that should be added to a participant information sheet on what information is being collected for track and trace and how it will be used.
“The information collected with regards to track and trace will be passed onto Public Health England (PHE) if any participant or researchers tested positive for Covid-19 within 21 days of taking part in the study. The information may also be used by the University to ensure that staff are self-isolating if and when required so as to lower the risk of further infections and protect other members of the University and visitors.”

10.5 Any participant testing positive for covid-19 will be contacted by NHS T&T or the Local Health Protection Team with regard to contact tracing. In cases where the participant is required to provide information on people with whom they have been in contact, they should provide details of the researcher and recommend that the agency requesting the information approach the University via agreed contact. It is for this reason that the information must be available centrally.

10.6 Participants testing positive are also encouraged to notify anyone that they may have come into close contact with over the past 72 hours.

10.7 When you make a submission to the relevant ethics committee you need to include the names and email addresses of all the members of your group that will be uploading track and trace information to a Box drive. You will receive a link to a Box folder where you must upload the track and trace information you have collected. This will be accessible to your group and members of REIG (Research Ethics, Integrity & Governance)/Health & Safety team if it is required. Please ensure that data is uploaded on the same day as any relevant activity is undertaken. It is suggested that you upload information in a single excel sheet with the format shown above under 9.2. You will be required to delete data that is over 21 days old.
11. **Room Selection**

11.1 When carrying out close contact work it should be carried out in a room where there is suitable ventilation. A detailed paper on general room ventilation is available on the Health & Safety Covid-19 resources centre under the drop down menu risk assessment database. This is available [here](#).

11.2 When selecting how you carry out work use the hierarchy of control in figure 1 below.

![Figure 1](#)

You should ensure that the room you have chosen is suitable for the number of persons that will occupy it. Reusable face coverings are acceptable, as are face coverings that the participants bring themselves. To be effective a face covering must cover both the nose and mouth.

11.3 A list of rooms that have undergone ventilation checks is available below. The room you intend to use must be specified on your Risk Assessment documentation for your research project. If the room you intend to use is not on the list below you must confirm its suitability with the School technical services team.

- Pevensey 2 3B16 (Human Psychophysiology Lab)
- Pevensey 2 4B16 (Human Psychopharmacology Unit)
- Pevensey 2 5B12 (Developmental Labs)
- Pevensey 2 3B14
- Pevensey 2 3B15A
- Pevensey 2 3B17
- Old Ancillary Building (Cubicles 5, 6, 7 and 8)
11.4 It is inappropriate to use private, communal offices cafes, common rooms, teaching spaces or other areas that have not been formally assessed for use as areas for face to face research. Outside spaces can be used however you should consider if your study will cause any privacy concerns for participants if carried out in a public place. For off campus work please see the guidance on Health & Safety Covid-19 resources page “Travel on University Business and off site working”

12. **Information for Participants**

12.1 In addition to asking subjects to view the induction video available [here](#), collecting track and trace information and a health screening questionnaire, participants must be provided with detailed instructions on how to reach the area where the study is being carried out and or where they will be met.

12.2 This is to ensure that corridor areas do not become crowded and to minimise the likelihood of participants becoming lost on campus thereby increasing the number of personal interactions they have on site.

12.3 Participants should be encouraged to download and use the NHS app for the purpose of track and trace while on campus. Details are available [here](#). Some phones may not be compatible with the application.

12.4 Participants should be instructed to complete the University of Sussex Symptoms reporting form available [here](#) in the event that they develop symptoms within 48 hours of being on site.

13. **Setup and Orientation of people**

13.1 When considering how to conduct an interview or other research work it is important to minimise people facing each other directly. Figure 2 & 3 below shows examples of good and bad practice.

**Figure 2**

![Figure 2](image.png)
14 Screens and Protective Equipment

14.1 Where possible, protective screens can be used to limit potential transmission. Screens can be requested from the University Estates team via this email address estates.covid@sef.fm. When requesting a screen or screens it is best to do so early and you will need to have a clear understanding of the area and the purpose of the screen that will be installed.

15 Room Cleaning & Hand sanitiser

15.1 Cleaning or sanitisation supplies to support on campus research can be requested from estates.covid@sef.fm. It is suggested that requests are put in 2 weeks before the planned start date of any work to ensure that materials are available.

15.2 When considering areas that need to be sanitised consider areas which are high contact as a priority for instance door handles, light switches and fixed furniture or equipment used. Should be wiped down with a suitable sanitiser or alcohol based wipe before and after use by each participant.

15.3 Wipes and other cleaning materials can be disposed of via a standard waste bin.

15.4 Hand sanitiser or hand washing facilities must be available to all participants to use before and after taking part in any study.

16 Equipment

16.1 When using equipment as part of a study use the following hierarchy of control shown in figure 4 below

Figure 4
16.2 When quarantining equipment it should either be locked away so that others cannot use the equipment or labelled with the name of the last member of staff to use the equipment, the date it was last used and the date when it can next be used.

16.3 Special attention must be paid to any equipment that is placed or worn on an individual’s face as this raises the risk of transmission. In this context the face would be considered any area from forehead to chin or from ear to ear including the ears themselves. It would exclude the scalp and neck.

16.4 Equipment that is blown into or otherwise interacts with someone’s mouth cannot be shared unless it is autoclaved or another means of more thorough disinfection is used between uses.

16.5 Covid-19 is a respiratory virus and an individual having covid-19 on their hand will not cause an infection unless they transfer it to their face. Where you are touching another person as part of your work washing or sanitising your hands before and after skin to skin contact is usually a better control than the use of gloves.

16.6 When equipment is frequently passed between individuals and it is not practical to wash or sanitise your hands each time gloves are likely to be a suitable control.

17. Medical Sensors

17.1 Where work involves the use of medical sensors (including but not limited to the use of Electrocardiogram sensors, blood sensor monitors and Oxygen saturation monitors), consider if it is possible to demonstrate with another sensor the correct fitting of the device and allowing the subject to fit the device themselves. If this can be done while maintaining 2 metres distancing or 1 metre with face coverings close contact working may not be required.

17.2 It is recommended that if taking an individual’s pulse, an electronic method is used rather than manually taking someone’s pulse rate as this requires increased contact.

17.3 Where a thermometer is required consider a none contact thermal scanning thermometer.

18. Segmentation
18.1 Where groups of staff are required to work in close contact with each other they should be grouped or work with a buddy that changes as little as possible. This is to limit the possibility of the transmission of Covid-19 between otherwise separate groups. This is shown diagrammatically in figure 5 below.

Figure 5

This is a situation that should be avoided as in this diagram there are strong links between groups that could potentially be a route for transmission between households. With social distancing measures in place this should not occur.

14.2 Social distancing guidelines and other measures do not apply between members of the same household.

19 Aerobic Exercise

19.1 Strenuous exercise is likely to result in sweat and increased respiration. For this reason masks may not be compatible with certain activities. In these circumstances 2 metre
distancing will be required. It is suggested that this could be done by marking out zones for each participant or ensuring that they are confined to an item of exercise equipment.

19.2 If it is necessary for social distancing reasons to leave the immediate area due to a participant exercising you must ensure that there are suitable methods to check up on them and ensure their safety while exerting themselves.

19.3 When undertaking these activities you may need to ventilate the area between participants. See section 22 below for details on how to achieve this.

20 Food, beverages and other items given orally to participants
20.1 When preparing anything that is taken orally by participants you must follow the guidance available here. This must be documented in any risk assessment or operating procedure.

21 Self isolation and potential exposures
21.1 Staff conducting face to face research should download and use the NHS track and Trace app. This application will provide immediate information but cannot be used as a reason for not collecting participant details.

21.2 Should staff be required to self isolate they must complete the University’s Covid-19 symptoms or self isolating reporting form available here

21.3 Guidance on how and when to self isolate is available here

Appendix 1 Suggested Covid-19 Health Questionnaire
This is an example of a possible health screening questionnaire and may need to be adapted depending upon your study. Any study operating at CISC must use their standard questionnaire.

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have any of the following primary symptoms of covid-19?</td>
<td></td>
</tr>
<tr>
<td>A high temperature (consider if you may have a fever or chills)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>A new, continuous cough</td>
<td>Yes/No</td>
</tr>
<tr>
<td>A loss or change to your sense of smell or taste</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

| Have you live with someone who is or should currently be self isolating due to Covid-19? | Yes/No |
| Have you been contacted by NHS track and trace in the last 2 weeks and told to self isolate? | Yes/No |

If you have answered yes to any of the above follow the NHS advice available here https://www.nhs.uk/conditions/coronavirus-covid-19/ and do not come to the Falmer Campus

| Have you travelled abroad in the last 2 weeks? | Yes/No |
| If so where?                                  |        |
Individuals returning from overseas must self isolate for 14 days other than if they are returning from these regions [https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors)

Additional questions you may wish to consider including that are not directly linked to Covid-19

<table>
<thead>
<tr>
<th>Do you have any of the following symptoms?</th>
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</thead>
<tbody>
<tr>
<td>Tiredness</td>
</tr>
<tr>
<td>Aches and pains (muscle fatigue/body aches)</td>
</tr>
<tr>
<td>Nasal discharge</td>
</tr>
<tr>
<td>Congestion</td>
</tr>
<tr>
<td>Headache</td>
</tr>
<tr>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Conjunctivitis</td>
</tr>
<tr>
<td>Shortness of Breath</td>
</tr>
<tr>
<td>Sore throat</td>
</tr>
<tr>
<td>Skin rash/discolouration of finger or toe</td>
</tr>
<tr>
<td>Diarrhoea</td>
</tr>
</tbody>
</table>

**Appendix 2 Reference Materials and further reading**

**Internal Guidance**
- [Health & Safety Covid-19 Resources Page](#)
- [Human Resources Covid-19 information](#)
- [Research Governance](#)
- [Box Link for Track and Trace information](#)

**External**
- [Gov.UK Covid-19 information](#)
- [NHS guidance](#)
- [SAGE paper on Higher Education](#)
- [Foreign and Commonwealth Office Travel](#)
Appendix 3 Risk Assessment
Below is an example detailing what you should consider in a risk assessment with regards to Covid-19. If there are other hazards that are part of the study these can be considered on the same risk assessment. Editable versions of this document can be found on the health & safety website http://www.sussex.ac.uk/hs/o/ under “forms, policies and guidance” “General”
The severity of the Covid-19 is likely to be 5 on a 1-5 rating as it can be fatal in rare cases, the aim of the controls should be to reduce the likelihood of infections occurring due to a specific study to 1 on 1-5 rating.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>General Information</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>School / Department:</td>
</tr>
<tr>
<td>B</td>
<td>Brief description of the activity:</td>
</tr>
<tr>
<td></td>
<td>Start to finish, step by step</td>
</tr>
<tr>
<td>C</td>
<td>Location(s) covered by this risk assessment:</td>
</tr>
<tr>
<td></td>
<td>Include building and room number if applicable</td>
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<tr>
<td></td>
<td>This would be the room or rooms where the research is to be carried out</td>
</tr>
<tr>
<td>D</td>
<td>Risk assessment purpose.</td>
</tr>
<tr>
<td></td>
<td>(Specify equipment and materials used where relevant).</td>
</tr>
<tr>
<td>E</td>
<td>Name(s) / Group(s) involved in the activity:</td>
</tr>
<tr>
<td></td>
<td>Consider Staff, Students, Visitors, Contractors and members of the public</td>
</tr>
<tr>
<td>F</td>
<td>Name of person completing this risk assessment:</td>
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<tr>
<td></td>
<td>This would be the research of student that completes the risk assessment</td>
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<tr>
<th>Document Control</th>
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<tbody>
<tr>
<td>Document No</td>
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<tr>
<td>Date Issued</td>
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<tr>
<td>Author</td>
</tr>
<tr>
<td>Reviewed by</td>
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<td>Department</td>
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</table>
Students and PhD students should only complete risk assessments for their projects. Sign off for all student projects should be by the student’s supervisor.

Risk assessment approved by:
The individual approving the risk assessment should be familiar with the work being undertaken. This should in most cases be the assessor’s supervisor, line manager or the principle investigator.

This would be the head of the study

<table>
<thead>
<tr>
<th>Date</th>
<th>Reviewed by</th>
<th>Comments / date of next review</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/10/2020</td>
<td>Angelina Janus</td>
<td>*</td>
</tr>
</tbody>
</table>

**Section 2 Record of Risk Assessment reviews**

Risk assessments should be reviewed annually, if there is a significant change in the process or after an incident/near miss
### Section 3 Hazards & Controls

*See the accompanying guidance document on the safety section website for further information on how to complete this form.*

<table>
<thead>
<tr>
<th>Potential hazards</th>
<th>Who might be harmed and how?</th>
<th>What current controls are in place to avoid harm?</th>
<th>Risk with current control measures</th>
<th>Risk after additional control measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Likelihood 1-5]</td>
<td>[Severity 1-5]</td>
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<td>Risk (L*SR)</td>
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<td>[Likelihood 1-5]</td>
<td>[Severity 1-5]</td>
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<td>Risk (L*SR)</td>
<td>Who will do this?</td>
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<td></td>
<td>When must this be done?</td>
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<td></td>
<td>Completed on:</td>
</tr>
<tr>
<td>Contract transmission of Covid-19</td>
<td>Researchers and Research participant</td>
<td>5</td>
<td>5</td>
<td></td>
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<tr>
<td>• Suggest regular hand washing or sanitising</td>
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</tr>
<tr>
<td>• Where applicable detail what controls are in place with regards to equipment as detailed in section 15 above</td>
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<td></td>
<td></td>
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<tr>
<td>• Include any medical sensors being used as detailed in section 16 above</td>
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<tr>
<td>Department</td>
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</table>
Transmission of Covid-19 by droplets and or airborne routes  | Researchers and Research participant  | • Detail of 2 metre distancing is to be used and how it will be implemented in the chosen space  
 • Detail of 1 meter distancing is to be used with the use of face covering or other controls and how these will be implemented in the chosen space  
 • Ventilation  | • If close contact is required detail the arrangements and how you have applied the hierarchy of control outlined in this guidance  

Failure to isolate after contact  | Researchers and Research participant General population  | • Confirm what you have in place for taking track and trace information as detailed above in  | •  |
## Other non Covid-19 hazards
Where there are other identifiable or reasonably foreseeable hazards this should also be considered.

These may include but are not limited to:
- Aggression or violence
- Infection from other diseases
- Chemical hazards
- Toxic effects from substances given to participant in sufficient doses
- Food hygiene standards
- Hazards associated with participant exercising

## Section 4 Communication of Risk Assessment to Users
All individuals carrying out activities covered under this risk assessment should sign below after reading it.

By signing this document you confirm that; you have read and understood this risk assessment and that it is an accurate representation of work practice.

<table>
<thead>
<tr>
<th>Name</th>
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Add additional lines as required.
Appendix 4 NHS confirmation

Below is the current NHS text message as of the 19/03/2021. The text below is subject to change based on NHS updated to guidance and should be used as a guideline...

NHS COVID-19 Notification: Dear ________
Birth date __________
Test date: __________

Your coronavirus lateral flow test result is negative. It’s likely you were not infectious when the test was done.

Keep following coronavirus advice including:

- Regular handwashing
- Social distancing
- Wearing a face covering where recommended

You only need to self-isolate if:

- Someone you live with tests positive, or has symptoms and has not been tested yet
- You’ve been traced as a contact of someone who tested positive

If you’re doing daily contact testing at work and are well, you can work today. If you’ve completed your daily tests, and they’ve all been negative, you can stop testing.

For medical help, contact 111. In an emergency dial 999.
Appendix 5 template letter to participants

Dear Research Participant

You have been invited to participate in a research study being undertaken by researchers at the University of Sussex.

As part of the University’s measures to decrease the rate of COVID-19 infections on campus we are asking if you would take a COVID-19 Lateral Flow Device (LFD) test prior to attending the campus and participating in the research study.

A test can be taken via one of the following methods:

- By using a home testing kit provided to students and guardians of students enrolled in primary and secondary education.
- By using an asymptomatic test centre based in the local community.
- By attending the test centre available on campus at the University of Sussex (details of how to book a LFD test appear below).

The University of Sussex is part of the Government’s mass asymptomatic testing programme for COVID-19 (i.e. for people showing no symptoms of COVID-19 ), and it is important that both research participants and researchers take a test prior to conducting research experiments in any facilities on campus, to be as certain as possible that staff and students based on campus are not currently infectious.

You will be asked to demonstrate that you have taken a COVID test prior to participating in the study. You may also ask the researcher to demonstrate that they have been tested.

In the event that you are unable to meet any of this conditions please contact__________

The study you are enrolled in is: “Name of the study”

IRAS, CREC or RGEC N:_______;

Principal Investigator: “Name of the PI”

The date you should have the test depends on the scheduled dates for attending the research facility on the University of Sussex campus.

The day(s) you are scheduled to attend are:
Please book a test for each of the above dates, using this online form.

You should bring this letter to the testing centre as proof of evidence of your participation in a research study at University of Sussex.

If you are attending the onsite test centre then the time of the test should be at least 45 minutes prior to required time of arrival at the research facility.

If the test is negative, you will be able to attend the research facility at the scheduled time.

If the test is positive for COVID-19, you should not attend the research facility and should self-isolate instead. Please contact the study investigators immediately to inform them of a positive test for COVID-19. Their contact details are: Name of investigator; Tel or Mob N or email address

You can find links to relevant COVID-19 related information here. See also further information on mass testing and lateral flow devices.

If you have had covid in the 90 days prior to being tested it is not recommended to be tested, please contact the study organiser.

Please see http://www.sussex.ac.uk/staff/research/governance and http://www.sussex.ac.uk/hs0/ and http://www.sussex.ac.uk/hs0/specialist/hscovidpage

University Cross-School Research Ethics Committee comprise the SCITEC C-REC; SSARTS C-REC; BSMS Research Governance and Ethics Committee (RGEC) and School based School Research Ethics Officers (SREOs) for ‘low’ risk taught student research.