

MultiLing's Socio-Cognitive Laboratory

Lab guidelines during the Covid-19 pandemic



Update October 2020 – second revision February 2021 – third revision March 2021.

1. Access to the lab

The following groups of researchers are prioritized with respect to lab access during the Covid-19 pandemic:

1. MultiLing postdocs with externally financed projects ending in 2020/2021
2. MultiLing Ph.D.s and postdocs with lab-based projects
3. MultiLing projects that have already hired temporary staff to do lab-testing in 2020/2021
4. Other lab-based projects at MultiLing. However, projects which can proceed without the technical equipment in the lab (i.e. eye tracker, EEG, roof microphones), should consider booking an alternative room and table cameras and microphones, to free up space in case there are many projects running simultaneously.

Researchers who wish to use the lab facilities need to contact the lab manager (contact-lab@iln.uio.no), so an application can be sent to the Faculty for approval. Researchers or participants who are in a moderate or high risk group for Covid-19 according to official guidelines (<https://helsenorge.no/coronavirus/high-risk-groups>) cannot be granted access to the lab.

Researchers should not spend more time in the lab than necessary. This means that the creation of experiments and data processing needs to be carried out on personal computers or in the analysis room (HWH 203). It is not possible to book the lab to work on i.e. tweaking your eye-tracking experiment or coding data. If you need a special program for working on your data (Experimentbuilder, BeGaze etc.), contact the lab manager or lab technician to have it installed on your computer or on a computer in room 203.

All lab entries must be noted in the lab calendar. It is the researcher's responsibility to keep a record of participants' names and contact information after a visit to the lab. This information needs to be available for 14 days after the lab visit for infection tracking. There is also a 'smitteliste' in the control room where you should write down name and time of visit (never of a participant!) in case you have entered the lab without booking the facilities.

2. Infection control

- Try to avoid public transportation to get to the lab and consider walking, cycling or driving instead.
- Lab users should take regular Covid-19 quick tests (at least once a week): <https://www.sio.no/31677/rapid-covid-19-test-at-blindern>
- Do not use the lab if you experience any symptoms that can be Covid-19 related (e.g. coughing, runny nose, fever).
- Avoid physical contact between people and try to keep a distance of 1 to 2 meters. Wear a face mask if you cannot guarantee such a distance.
- For EEG studies, it is mandatory to wear personal protection equipment (gloves, face mask).
- Follow general hygiene guidelines, for instance sneezing/coughing in your elbow.
- Avoid touching surfaces in the lab, whenever possible.
- Use disinfectant/ water and soap to clean your hands *before* and *after* lab use.
- If you experience Covid-19 related symptoms *after* lab use and suspect you might have been infectious during your lab visit, you are obligated to inform the lab manager.

3. Researcher's responsibilities

Before lab visit of participant:

- The researcher gets in touch with the lab manager who will inform and train him/her with the new lab procedures and guidelines. The researcher has to fill in a Nettskjema, which includes a declaration that s/he will follow the lab guidelines (<https://nettskjema.no/a/151845>).
- Before scheduling appointments with participants, the researcher sends the potential participant the information for participants (see 4.) This also includes a link to a Nettskjema, which has several objectives:
 1. Assess the participant's individual risk
 2. Ensure that the participant does not experience any symptoms that might be linked to COVID-19
 3. Assess how the participant intends to travel to the lab and inform about alternatives
 4. Inform the participant about the lab's guidelines
 5. Get a declaration that the participant will follow the lab's guidelines
- On the day before the appointment, contact the participant and remind them to submit the declaration to follow the guidelines, to bring their own pens/pencils and coffee/tea (if needed)
- The researcher books ALL lab rooms (video studio, eye tracking room, EEG room and control room).
- If there is little infection in the society, and the University is open to the public, it can be enough to only book half of the lab space. In this case, book the EEG and the eye tracker room

as well as the control room if you need either EEG or eye tracking; and both the video studio and the control room if you plan to use the video studio.

- If two projects book rooms at the same time (i.e. one in the pink room and one in the video studio, the researchers need to communicate between them about how to organize recordings.
- Make sure that there is at least half an hour free in between bookings to allow for air circulation (i.e. if someone has booked the lab until 12, next booking should not happen before 12.30).
- The researcher is responsible for disinfecting all equipment and surfaces the researcher or participant will likely get in contact with. This includes, but is not limited to:
 - Door handles (inside and outside of lab), door openers and cupboard handles
 - Number pad of card reader
 - Table tops
 - Keyboards and touch screens (e.g. control panel of audio-video system)

The researcher will receive further cleaning instructions from the lab manager.

During lab visit of participant (prior to the experiment):

- Participants should spend as little time as possible in the lab. The researcher picks them up outside Henrik Wergelands hus and escorts them out of the building after testing.
- The researcher reminds the participant about the lab guidelines concerning infection control.
- The researcher instructs the participant as precisely as possible about the expected behavior in the lab: where participants need to disinfect hands, where they should sit, put their belongings etc.
- For EEG projects: The use of personal protection equipment, such as face masks and nitrile gloves is mandatory for the researcher. Participants should wear face masks while having electrodes placed.¹

After lab visit of participant:

- The researcher is responsible for disinfecting all equipment and surfaces the researcher or participant have been in contact with. This includes, but is not limited to:
 - Door handles (inside and outside of lab), door openers and cupboard handles
 - Number pad of card reader
 - Table tops
 - Keyboards and touch screens (e.g. control panel of audio-video system)
 - *Note:* The EEG caps and electrodes should be cleaned as usual with water and soap. The use of disinfectant damages the equipment.
- **Documentation:** The researcher notes down and stores for 2 weeks the following participant information (name of participant, contact information (e.g. email, phone), day/time of lab

¹ Some people experience that face masks can trigger migraines. If you as a researcher are experiencing migraines when using a face mask, please ask another researcher to help you when placing the electrodes on the participant.

visit). This is necessary to be able to inform participants in case any Covid-19 infections related to the lab are discovered. Participants are informed about the storage of their personal data via the Nettskjema they have filled in prior to their lab visit.

- **Leave 30 minutes free after the recording session to air out the room:** If possible, open the windows to allow for a faster air circulation after lab use (i.e., leave the window open while you transfer your data from the recording computers to your own hard disk).

4. Information for participants

(The researcher needs to share this information with his/her participants before the lab visit)

- Every potential participant needs to fill in a Nettskjema (English: <https://nettskjema.no/a/151815>, Norwegian: <https://nettskjema.no/a/151982>) including a declaration that the participant does not have any symptoms of COVID, that they have been symptom free for at least 7 days, and that they will follow the lab's guidelines (egenerklæring).
- Participants who are in a moderate or high risk group for Covid-19 according to official guidelines (<https://helsenorge.no/coronavirus/high-risk-groups>) are not permitted in the lab, unless they have been vaccinated.
- Participants should avoid public transportation to get to the lab and consider walking, cycling or driving instead.
 - o **Cycling:** There are cycle racks in front of Henrik Wergelands hus.
 - o **Parking options:** Lab visitors can park in the parking spaces B of the University (<https://www.uio.no/english/about/getting-around/parking/area/index.html>) and get a refund for their expenses from the individual projects.
- Participants should spend as little time as possible in the lab. The researcher picks them up outside Henrik Wergelands hus and escorts them out of the building after testing.
- Participants need to bring their own pens/pencils and beverages (if needed).
- Participants should come alone to the lab, except for participants who need assistance/care such as children.
- Participants need to cancel a scheduled lab appointment if they experience any symptoms that can be Covid-19 related (e.g. coughing, runny nose, fever).
- If participants get Covid-19 related symptoms *after* testing and suspect they might have been infectious during the lab visit, they are obligated to inform the responsible researcher/lab.