

**Instructions for Applicants for Ethics Approval  
through  
Human Research Ethics Advisory Panel (HREAP-C)\***

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## General Guidance

- Ethics clearance is required for all studies and teaching exercises in which human participants are recruited from any source, including family and friends.
- Ethics clearance can be obtained at either a university level or school level as follows:

(1) **University Level:** Applying for university-level approval from the University's **Human Research Ethics Committee (HREC)**. This level of approval is required if any of the following are involved.

- Penetration of the participants' skin or body orifices by any substance or device
- Exposure to painful or intense levels of auditory, visual, or other stimuli
- Long periods of any form of stress, including work, sleep deprivation, confinement, or sensory deprivation
- Any risk of physical or mental harm.
- Involvement of 'vulnerable' or 'clinical' populations
- Deception

If you need HREC approval, go to the Research Office web site:

<https://research.unsw.edu.au/recs> and proceed with their application process. If in doubt, talk to the Convenors of the School's ethics panel (Jim Kehoe, Kristy Martire, Kate Faasse).

If you need subsequent SONA1 access, submit completed HREAP-C application pages 1, 2, 3 and the answer to 5d (Psych 1 debriefing questions) plus a copy of your HREC approval letter to the general office (Mathews Level 15).

(2) **School Level:** If you do NOT need university-level approval, then apply for School-level approval by using the application form for the **Human Research Ethics Advisory Panel – C (HREAP-C)**, See <http://www.psy.unsw.edu.au/research/research-resources>

On the basis of previous experience in the School, here are some hopefully helpful hints regarding key questions on the application form.

Q3. Description of Project (300 words absolute maximum).

The process of ethical approval requires a light assessment of the scientific merit of the study. However, the justification of the scientific merit does not need to be as detailed as the justification used for granting bodies or journal reviewers. Hence, please confine this section to 300 words that describes the main aims and methods to be used in your study with an emphasis on the experience of participants involved in the study (i.e., procedure). If you can cite peer-reviewed precedents, they serve as ready indicators of your project's scientific merit. Please keep to the word limits.

Q. 6b. Debriefing (Point form):

Debriefing is standard in psychological studies. Please indicate how you will debrief the participants, including how you will tell the participants the aim of your study, tell them how their data contribute to that aim, and give the participants a genuine opportunity to ask questions and voice any concerns or difficulties they may have experienced.

For studies that use Psychology 1 students, the debriefing information must also address the educational value of participating in the study and the six questions (see Item 5d).

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## Processing Sequence for New Applications

1. Investigator downloads and completes the application form available at web address: <http://www.psy.unsw.edu.au/research/research-resources>
2. Investigator submit the application and attachments bundled as single pdf to the Ethics Convenors – Prof. E. J. Kehoe ( [j.kehoe@unsw.edu.au](mailto:j.kehoe@unsw.edu.au) ), Dr Kate Faassee ( [k.faasse@unsw.edu.au](mailto:k.faasse@unsw.edu.au) ) and A/Prof Kristy Martire ( [k.martire@unsw.edu.au](mailto:k.martire@unsw.edu.au) )
4. One of the Ethics Convenor assigns file numbers and clarifies any information with investigator and/or supervisor (for undergrads/Hons students, the convenors will usually contact the supervisor).
5. The Ethics Convenor signs off and, if needed, passes forms and correspondence to another HREAP member for further consideration.
6. The Ethics Convenor forwards the application to Linda Camilleri ( [lcamilleri@psy.unsw.edu.au](mailto:lcamilleri@psy.unsw.edu.au) ) for (a) processing by the Head of School, (b) allocation of a Sona-1 number (if using Psych 1 students) and (c) official approval by the DVCR (Deputy Vice Chancellor (Research)).
7. The DVCR's office will usually approve the project within two business days, and Linda will forward the official approval letter to the investigators.

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## Processing Sequence for Modifications

1. Investigators often discover that minor adjustments are needed for approved project, e.g., addition or subtraction of a questionnaire, increase or decrease in duration of a data collection session. (Larger adjustments to the project may require a fresh application, which is entirely at the Panel's discretion.)
2. For such modifications, the investigator downloads and completes the "Modification Request Form" available at web address: <http://www.psy.unsw.edu.au/research/research-resources>

Note 2a: If there is an adjustment to the credit being awarded to Sona-1 participants, investigators should also submit an “Application for Additional Participants,” which is also available at <http://www.psy.unsw.edu.au/research/research-resources>. This application will be approved by one of the Convenors and forwarded to Linda Camilleri for allocation of participant hours.

3. Submit the application and attachments bundled as single pdf to the Ethics Convenors – Prof. E. J. Kehoe ( [j.kehoe@unsw.edu.au](mailto:j.kehoe@unsw.edu.au) ), Dr Kate Faassee ( [k.faasse@unsw.edu.au](mailto:k.faasse@unsw.edu.au) ) and A/Prof Kristy Martire ( [k.martire@unsw.edu.au](mailto:k.martire@unsw.edu.au) )
4. One of the Ethics Convenor will clarify any questions with the investigator and/or supervisor (for undergrads/Hons students, the convenors will usually contact the supervisor).
5. The Ethics Convenor signs off the approval and returns it to the investigator. Upon receipt of the approval, the investigator may proceed with the modified project.

## **Processing Sequence for Additional Participants**

1. If you want more participants, please submit an “Application for Additional Participants” to the Ethics Convenors, who will forward the application to Linda Camilleri for allocation of more participant hours. As noted above, the form is available at <http://www.psy.unsw.edu.au/research/research-resources>.
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## Managing Distressed Participants

Each year, there are a tiny number of participants who become distressed. It can occur for reasons unrelated to the study. For example, there has been a participant who fainted, possible due to overheating. The guidelines should be used with discretion and within the researchers' competence. If additional assistance is needed, it should be sought promptly. Students should definitely contact their supervisor

In the event that any participant becomes distressed during or following an experimental session, the following steps should be considered and taken as appropriate:

- The experiment should be terminated immediately. The experimenter should discuss the participant's reactions with them, normalize their distress, and debrief them about the experiment, as appropriate. The experimenter should assess the participant's state and ensure that they have settled before they leave the session. As an additional measure of caution, the supervisor must be notified at this point, first, by voice communication, and, failing that, by a text-based communication. It may be appropriate for the supervisor to speak with the participant before they leave the testing session.
- Both the experimenter and the supervisor should obtain the participant's contact details, so that the participant can be contacted the following day (or a few days later, as appropriate – and as agreed with the participant). The supervisor should also arrange a time with the participant to meet with them over the course of the following week in order to conduct a follow-up. The participant should also be provided with the contact details of both the experimenter and the supervisor, and encouraged to contact them in the event that they have any ongoing difficulties or are still experiencing distress prior to the arranged follow-up session.
- At the follow-up session, the supervisor should review the participant's mood and assess any ongoing reactions following the experiment (e.g., intrusive images of a distressing film-clip). As appropriate, the supervisor should make every effort to normalize these reactions, but should also thoroughly assess their severity. The appropriate course of action will depend on the participant's presentation, whether they are still experiencing any difficulties, and their level of distress. Options that could be considered vary from no further contact, additional follow-up by phone, an additional meeting/s in person, through to the supervisor making a referral to a relevant clinical service. If no further contact with the participant is considered necessary, the supervisor should ensure that the participant has their contact details, and be reminded that they can contact them in the future in the event of any ongoing or later difficulties.
- Finally, both the researcher and supervisor should notify the ethics committee that approved the application in a timely manner and provide a detailed account of the incident, along with the course of action that has been taken to provide follow-up

of the participant. Both the supervisor and researcher should take detailed notes about the event, and should provide this to the ethics committee

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## **Home Work / Pre-Work Policy**

The HREAP is responsible for ensuring ethical obligations are met with specific regard to SONA-1 participants and their interactions with the SONA system.

Home / pre-work refers to tasks that participants are asked to complete either before attending the first study session (pre-work), or tasks that participants are asked to undertake after attending the main study session (homework). Homework tasks may take place after the first study session, or between the first study session and the second study session (in a two-part study). An example of pre-work could be completing a brief questionnaire prior to attending the first study session. Homework might include tasks like completing a brief measure repeatedly over a number of days e.g. sleep quality or intrusive thoughts.

The purpose of this policy is to make sure that home and/or pre-work credit points are awarded to participants in a way that does not unduly pressure participants when they are deciding whether to continue their involvement in a study, and to ensure that points are allocated for time spent participating.

Fair recompense and avoidance of undue pressure can be ensured by:

1. Allocating points for time spent – irrespective of whether all elements in the study are completed.
  - For example, a participant who has enrolled in a 2-part study with 30 mins of homework tasks to be completed between the first and second study sessions. A participant who completes the homework tasks, but chooses not to attend the second study session, must still be given 0.5 points for completing the homework tasks
  - This can be achieved through the allocation of ‘additional points’ for home/pre-work activities in SONA
  - The closer the correspondence between the time spent and the points allocated, the better
2. Participants are aware of how points are allocated. This information should be clearly stated in the ‘Brief Description of Study’ section for SONA, as well as in the Participant Information Statement (PIS)

- The 245 characters should be used to communicate the range of tasks, the procedure and the pro-rated recompense participants should expect from their involvement in your study.
  - E.g., *You will receive max 1.75 points for your participation: 1pt for face-to-face lab session (1 hr); plus up to 0.75 additional pts for monitoring homework for three days (pro rated).*
3. Participants are aware of any relevant eligibility criteria that may affect their ability to participate in further components of the study and get all of the advertised credit
- i.e. participants are made aware of the proportion of pre-work or home-work needing to be completed to be eligible to complete other study elements
  - For example, the participant in the example above enrolled in a 2-part study with 30 minutes of home-work should be made aware that they must complete at least 15 mins of the home-work tasks in order to be eligible to participate in the second study session.

## GUIDE FOR ALLOCATING ADDITIONAL POINTS ON SONA-1

Allocation of additional points than the listed amount for a study on Sona occurs on a ***participant-by-participant basis***.

You can undertake this process either when crediting a particular session, or at any point later in time.

To allocate additional points:

1. Locate the timeslot for which you need to allocate additional points. Click 'modify'. [This is the same step you would take to credit the participant in a typical situation]

The screenshot shows the 'Uncredited Sign-Ups' section of the Sona-1 interface. It displays a table with columns for Name, Participated, No-Show, No Action Taken, and Comments. A single participant is listed with a 'Participated' status, a 'Points' value of 1, and a 'View Prescreen' button. Below the table are buttons for 'Update Sign-Ups' and 'Contact All Participants'.

All Sign-Ups Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Points ranging from 0 to 2 Points. The standard value in Points for this study is 1 Points

(1 Participant) 0 available spaces

Name	Participated	No-Show	No Action Taken	Comments
[Redacted Name]	<input checked="" type="radio"/> Participated <input type="radio"/> No-Show <input type="radio"/> No Action Taken Points: 1	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input type="radio"/> No Action Taken	<input type="text"/>

View Prescreen

Update Sign-Ups Contact All Participants

2. Just below the radio button for "Participated" is a drop-down menu. The default value is the advertised points for the session. You can allocate up to double the listed points in 0.25 point increments.

In the screen shot below, the advertised points for the session was 1.0. A researcher can allocate up to 2.0 points for that session.




All Sign-Ups Uncredited Sign-Ups

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant Points ranging from 0 to 2 Points. The standard value in Points for this study is 1 Points

(1 Participant) 0 available spaces

Name	Participated	No-Show	No Action Taken	Comments
 <a href="#">View Prescreen</a>	<input checked="" type="radio"/>	<input type="radio"/> Unexcused <input type="radio"/> Excused	<input type="radio"/>	<input type="text"/>

[Update Sign-Ups](#) [Contact All Participants](#)

Manual Sign-Up is not currently available for this timeslot, timeslot is full.

1  
1  
0  
0.25  
0.50  
0.75  
1.00  
1.25  
1.50  
1.75  
2.00

3. Click 'update signups'.



## COVID-19 Pandemic

### Resumption of Business as Usual Procedures for UNSW campus clinics, schools and high-risk environments

Protocol for activities that involve members of the community coming to or visiting various UNSW campus sites to receive clinical services, or to be involved in research activities as participants or as members of research teams

## School of Psychology Human Testing (Physical Distancing Possible)

### Purpose of Document

There are a number of services on the University of NSW campus which exist for training of final years students, including clinical schools (eg the UNSW Lifestyle Clinic), other professional schools (eg UNSW Flying Operations Unit), and small laboratories, field stations, where current physical distancing rules may be difficult to maintain under some circumstances. Many of these clinics, units and schools are also open to the general public, as well as to staff and students of UNSW, and visitors and contractors.

As services consider resuming business, it is essential to adopt evidence based, sensible steps to protect UNSW students, staff, and the wider community from COVID-19.

There are a number of resources and guides being developed by the UNSW recovery team available on the UNSW COVID website (<https://unsw.sharepoint.com/sites/safety-wellbeing/SitePages/Safe-Return-to-Campus.aspx>), including the:

- COVID-19 Interim Campus Recovery Plan
- COVID-19 Guide for staff: returning to campus

Services should refer particularly to the Interim Campus Recovery Plan in preparation of resumption of business.

Prior to resumption of services, all returning staff and students working in these environments are required to:

- Read the 'COVID-19 Guide for staff: returning to campus'
- Complete the Safe Return to Campus training
- Complete the UNSW Physical Distancing Stay Safe questionnaire
- Read the Medical and Hygiene Guide, and if necessary,
- Participate in training on correctly wearing Personal Protective Equipment (PPE)

For additional information regarding COVID-19, please visit the NSW Health COVID-19 (<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>) website.

### **Scope of Document**

- Identify the risks involved in relation to the current COVID-19 pandemic.
- Develop risk mitigation procedures to allow for safe resumption of operations in high risk environments eg where physical distancing cannot be maintained, or where members of the public are involved eg clinics, use of facilities, field stations etc.

### **1. Operations including schools, clinics, labs, field stations, amenities**

Resume face-to-face experiments in research laboratories in Mathews Building. Participants in the experiments include undergraduates as well as members of the public. A minority of participants in 'at risk' groups including those suffering anxiety, depression, phobias and brain injury. Experimenters will be postgraduate students, postdocs or staff, none of whom are associated with specific risk factors. Note that experimenters who test at risk populations already have detailed standard (non-COVID) protocols in place for dealing with members of these populations in experimental/clinical settings.

Experiments will be conducted in labs and testing spaces in Mathews Building on Levels 2, 7, 8, 9,10,11, 12, 13 and 16.

**This document is for testing procedures that can be carried out while maintaining COVID-safe physical distancing of 1.5m.**

All testing will be carried out on a one-to-one basis (one experimenter, one participant) – and appointments will be staggered to minimize opportunities for contact with others. Appointments are either 30, 45 or 60mins in duration, however for the majority of this time participants are alone in the testing rooms and thus not in the presence of the experimenter. On rare occasions that appointments exceed an hour, and thus often include a break, we will ensure that participants remain in testing rooms during this break in tasks/activities.

### **2. Risk Management Procedures – high risk environments**

#### **Physical distancing**

- Only testing spaces with individually enclosed testing cubicles will be used and these will be used at 50% capacity (i.e., in a corridor with four testing rooms only two will be used at a given time).
- Procedures requiring the experimenter to remain in the room will be conducted in larger spaces to allow for COVID-safe distancing.

- In the event that the Mathews Building is under restricted access:
  - Participant entry to the Mathews building will be managed to ensure that participants are met individually in the lobby on L2 and escorted by the experimenter to the appropriate lab waiting area.
  - Participant exit of the building will be managed in the same manner.
- In the event that the Mathews Building is open as usual, participants will make their own way via the lifts to the allocated testing area, and exit the building on their own at the completion of testing.
- Testing time-slots will be staggered to ensure that participants do not start and finish experiments at the same time in order to minimize congregation in waiting areas.
- Where movement between waiting areas and testing spaces is required, floor decals and tape will be used to designate areas where students may stand and sit
- All furniture in waiting areas will be spaced and marked/designated as (non)seating areas
- All rooms have signage to indicate maximum occupancy
- Pre-experiment and post-experiment (de)briefing will be completed online via a computer in testing rooms (e.g. consent forms, debriefing forms) rather than via pen and paper to reduce time spent interacting directly with the experimenter, and eliminate sharing of pens, clipboards, etc.

### **Health and Hygiene measures**

- Hand Sanitizer will be placed at the entrance and exit of each laboratory and testing space
- Experimenters and participants will sanitize hands each time they enter or exit the testing space
- Hand sanitizer and hand-washing facilities will be liberally available within each research area.
- Participants and Experimenters will wash hands for a minimum of 20 seconds, or sanitize, before each testing interaction (e.g., prior to and at the end of an experiment)
- Before each testing session all equipment will be cleaned with 70% isopropanol; including all computer or other specialist equipment used, chair surfaces, door handles and hard surfaces – 70% isopropanol will be left in-contact with the surface for a minimum of 20 seconds
- Following each testing session all equipment will be cleaned with 70% isopropanol; including all computer or other specialist equipment, chair surfaces, door handles and hard surfaces – 70% isopropanol will be left in-contact with the surface for a minimum of 20 seconds

### **PPE**

Although physical distancing will be maintained, masks will be provided for all participants and experimenters and the wearing of masks will be mandated during interactions with the experimenter (e.g., when meeting the participant and showing them to the testing room, and when escorting participants out of the building at the conclusion of the experiment; participants will be required to keep their masks on while in the testing rooms).

- Lidded garbage bins should be placed in each research laboratory for disposal of PPE. These bins would be lined with biological waste bags. Each bin would be identified as biological waste.
- Bins will be emptied daily or when full.
- The lid of each bin will be thoroughly cleaned with 70% isopropanol after each testing session.

### Communication

- When signing-up for experiments / during recruitment for testing, all potential participants will be specifically instructed not to attend should they feel unwell in any way. They will instead be directed to the UNSW health service and/or a COVID testing facility
- One day prior to the scheduled testing appointment, participants will be required to complete an online questionnaire (via Moodle or other survey-provider) for any COVID-19 type symptoms, travel history, exposure to any COVID-19 cases. Postpone/Cancel at-risk participants for two weeks or greater.
- Experimenters also must regularly monitor and update information relating to symptoms/travel history and be replaced if at risk
- Persons identified as being at-risk will be directed to a COVID\_19 testing facility and will be instructed to self-isolate.
- Prior to the commencement of each testing period, participants will be again be asked to identify any COVID-19 type symptoms, travel history, exposure to any know COVID-19 cases. At-risk participants will be sent home, referred to a COVID\_19 testing facility and instructed to self-isolate for two weeks. An updated list of high-risk areas will be distributed to research lab heads each day (<https://www.nsw.gov.au/covid-19/latest-news-and-updates>).
- Lab heads will also be required to check news items each morning to check for information on new hotspots.
- A questionnaire of symptoms will be also be placed outside each of the testing areas/in research laboratories.

### 3. Additional Information

- The majority of face-to-face human experiments conducted in the Mathews Building are scheduled using a specially-designed software called SONA. The latest release of SONA (which we are currently using) enables:
  - Contact Tracing. The administrator can run a contact tracing report for any participant, research assistant, or Chief Investigator in the system and see all the other people they came into contact while participating or running studies. The report lists the date, time, and length of potential exposure.
  - Capacity Reports. The administrator can run a report on any specific location or system-wide, to see how many people are scheduled to participate in lab

studies during every hour of the day. This is useful in cases where there are limits on the number of people who can be in a building at one time.

- We will use both of these features to ensure School-wide communication and co-ordination of research participants.
- For the minority of researchers who do not use SONA we will ensure that all details of attending participants are recorded centrally in the School for ease of access should contact tracing be required.



## COVID-19 Pandemic

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Protocol for activities that involve members of the community coming to or visiting various UNSW campus sites to receive clinical services, or to be involved in research activities as participants or as members of research teams

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### Purpose of Document

There are a number of services on the University of NSW campus which exist for training of final years students, including clinical schools (eg the UNSW Lifestyle Clinic), other professional schools (eg UNSW Flying Operations Unit), and small laboratories, field stations, where current physical distancing rules may be difficult to maintain under some circumstances. Many of these clinics, units and schools are also open to the general public, as well as to staff and students of UNSW, and visitors and contractors.

As services consider resuming business, it is essential to adopt evidence based, sensible steps to protect UNSW students, staff, and the wider community from COVID-19.

There are a number of resources and guides being developed by the UNSW recovery team available on the UNSW COVID website (<https://unsw.sharepoint.com/sites/safety-wellbeing/SitePages/Safe-Return-to-Campus.aspx>), including the:

- COVID-19 Interim Campus Recovery Plan
- COVID-19 Guide for staff: returning to campus

Services should refer particularly to the Interim Campus Recovery Plan in preparation of resumption of business.

Prior to resumption of services, all returning staff and students working in these environments are required to:

- Read the '*COVID-19 Guide for staff: returning to campus*'
- Complete the Safe Return to Campus training
- Complete the UNSW Physical Distancing Stay Safe questionnaire
- Read the Medical and Hygiene Guide, and if necessary,
- Participate in training on correctly wearing Personal Protective Equipment (PPE)

For additional information regarding COVID-19, please visit the NSW Health COVID-19 (<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>) website.

### **Scope of Document**

- Identify the risks involved in relation to the current COVID-19 pandemic.
- Develop risk mitigation procedures to allow for safe resumption of operations in high risk environments eg where physical distancing cannot be maintained, or where members of the public are involved eg clinics, use of facilities, field stations etc.

#### **1. Operations including schools, clinics, labs, field stations, amenities**

*Describe workspace (location, size) and outline scope of activities to be undertaken by the unit eg clinic training, flying lessons, field work, detailing attendance by members of the public and general level of vulnerability. Include details of expected number of people to attend workplace during each activity.*

*Outline scope of activities here:*

Resume face-to-face experiments in research laboratories in Mathews Building. Participants in the experiments include undergraduates as well as members of the public. A minority of participants are in 'at risk' groups including those suffering anxiety, depression, phobias and brain injury. Experimenters will be postgraduate students, postdocs or academic staff, none of whom are associated with specific risk factors. Note that experimenters who test at risk populations already have detailed standard (non-COVID) protocols in place for dealing with members of these populations in experimental/clinical settings.

Experiments will be conducted in labs and testing spaces in Mathews Building on Levels 2, 7, 8, 9,10,11, 12, 13 and 16.

Principal areas of concern are experiments which require close contact with a participant due to the need to attach equipment (e.g., scalp cap for EEG, electrodes for skin conductance), or when an experimenter needs to be present in the same room as a participant during an experiment (e.g., phobia training)

Standard testing spaces are large enough to accommodate single participants in isolation once equipment has been attached/set up. Where an experimenter is required to be present throughout an experiment (e.g. phobia training), larger rooms will be used and protocols outlined below will be followed.

All testing will be carried out on a one-to-one basis (one experimenter, one participant) – and appointments will be staggered to minimize potential for close contact with others.



## 2. Risk Management Procedures – high risk environments

### Physical distancing

- Only testing spaces with individually enclosed testing cubicles will be used and these will be used at 50% capacity (i.e., in a corridor with four testing rooms only two will be used at a given time).
- Procedures requiring the experimenter to remain in the room will be conducted in larger spaces to allow for COVID-safe distancing.
- In the event that the Mathews Building is under restricted access:
  - Participant entry to the Mathews building will be managed to ensure that participants are met individually in the lobby on L2 and escorted by the experimenter to the appropriate lab waiting area.
  - Participant exit of the building will be managed in the same manner.
- In the event that the Mathews Building is open as usual, participants will make their own way via the lifts to the allocated testing area and exit the building on their own at the completion of testing.
- Testing time-slots will be staggered to ensure that participants do not start and finish experiments at the same time in order to minimize congregation in waiting areas.
- Where movement between waiting areas and testing spaces is required, floor decals and tape will be used to designate areas where students may stand and sit
- All furniture in waiting areas will be spaced and marked/designated as (non)seating areas
- All rooms have signage to indicate maximum occupancy
- Pre-experiment and post-experiment (de)briefing will be completed online via a computer in testing rooms (e.g. consent forms, debriefing forms) rather than via pen and paper to reduce time spent interacting directly with the experimenter, and eliminate sharing of pens, clipboards, etc.

### Health and Hygiene measures

- Hand Sanitizer will be placed at the entrance and exit of each laboratory and testing space
- Experimenters and participants will sanitize hands each time they enter or exit the testing space
- Hand sanitizer and hand-washing facilities will be liberally available within each research area.
- Participants and Experimenters will wash hands for a minimum of 20 seconds, or sanitize, before each testing interaction (e.g., prior to and at the end of an experiment)
- Experimenters will additionally wear gloves where an experimental procedure involves close contact (e.g., attaching electrodes).

- Before each testing session all equipment will be cleaned with 70% isopropanol; including all computer or other specialist equipment used, chair surfaces, door handles and hard surfaces – 70% isopropanol will be left in-contact with the surface for a minimum of 20 seconds
- Following each testing session all equipment will be cleaned with 70% isopropanol; including all computer or other specialist equipment, chair surfaces, door handles and hard surfaces – 70% isopropanol will be left in-contact with the surface for a minimum of 20 seconds

### **PPE**

PPE will only be required for situations in which an experimenter and a participant need to be in close proximity, such as fitting electrodes for skin conductance, or scalp caps for EEG. In these instances:

- Masks will be provided for experimenters and participants.
- Gloves will be provided for experimenters.
- These will be fitted immediately on entry into the testing space.
- Experimenters or participants who consider themselves at high risk (with co-morbidity) or who have immediate family at high-risk will be offered N95 masks. Otherwise L2 surgical masks would be deemed efficient.
- Where it is deemed essential that a participant or experimenter wear an N95 mask, provided the mask has not been grossly contaminated or otherwise compromised, the mask will be stored at the end of each day and reused over a 5 day rotating period, as per CDC guidelines  
<https://multimedia.3m.com/mws/media/18248690/decontamination-methods-for-3m-filtering-facepiece-respirators-technical-bulletin.pdf>
- Lidded garbage bins should be placed in each research laboratory for disposal of PPE. These bins would be lined with biological waste bags. Each bin would be identified as biological waste.
- Bins will be emptied daily or when full.
- The lid of each bin will be thoroughly cleaned with 70% isopropanol after each testing session.

### **Communication**

- When signing-up for experiments / during recruitment for testing, all potential participants will be specifically instructed not to attend should they feel unwell in any way. They will instead be directed to the UNSW health service and/or a COVID testing facility
- One day prior to the scheduled testing appointment, participants will be required to complete an online questionnaire (via Moodle or other survey-provider) for any COVID-19 type symptoms, travel history, exposure to any COVID-19 cases. Postpone/Cancel at-risk participants for two weeks or greater. An updated list of high-risk areas will be distributed to research lab heads each day (<https://www.nsw.gov.au/covid-19/latest-news-and-updates>)
- Experimenters also must regularly monitor and update information relating to symptoms/travel history and be replaced if at risk

- Persons identified as being at-risk will be directed to a COVID\_19 testing facility and will be instructed to self-isolate.
- Prior to the commencement of each testing period, participants will be again be asked to identify any COVID-19 type symptoms, travel history, exposure to any know COVID-19 cases. At-risk participants will be sent home, referred to a COVID\_19 testing facility and instructed to self-isolate for two weeks. An updated list of high-risk areas will be distributed to research lab heads each day (<https://www.nsw.gov.au/covid-19/latest-news-and-updates>).
- Lab heads will also be required to check news items each morning to check for information on new hotspots.
- A questionnaire of symptoms will be also be placed outside each of the testing areas/in research laboratories.

### 3. Additional Information

- The majority of face-to-face human experiments conducted in the Mathews Building are scheduled using a specially-designed software called SONA. The latest release of SONA (which we are currently using) enables:
  - Contact Tracing. The administrator can run a contact tracing report for any participant, research assistant, or Chief Investigator in the system and see all the other people they came into contact while participating or running studies. The report lists the date, time, and length of potential exposure.
  - Capacity Reports. The administrator can run a report on any specific location or system-wide, to see how many people are scheduled to participate in lab studies during every hour of the day. This is useful in cases where there are limits on the number of people who can be in a building at one time.
- We will use both of these features to ensure School-wide communication and co-ordination of research participants.
- For the minority of researchers who do not use SONA we will ensure that all details of attending participants are recorded centrally in the School for ease of access should contact tracing be required.