

Aspect View Limited COVID Secure Working Practices

Aspect prides itself on the service we provide and naturally the safety of our team, clients and participants is our main priority as we move into this post-lockdown period.

Following Government guidelines, Aspect completed a COVID-19 Risk Assessment, and subsequently we have implemented the required measures to ensure we are “COVID Secure”. This enables us to provide a safe and clean environment for anyone entering the facility.

Symptom Check

- We are requesting that all team members, clients and participants check their temperature before arrival, and do not attend if they have any COVID-19 symptoms.
- Anyone who has symptoms should follow the current Government guidelines for isolation and testing.

Signage

- Welcome signage will outline procedures and measures in place throughout the building
- Additional signage throughout the building will explain procedures and safety/ sanitisation requests and confirmation of sanitising as well as confirmation of rooms / equipment having been sanitised

Cleaning, Handwashing and Hygiene Procedures

- Hand sanitiser and hand washing facilities are available throughout the building, including entry points, studios and client suites
- Hand sanitisation will be compulsory on arrival for team members, clients and participants.
- Team members will wash their hands before handling any items where transmission could be possible. They may also wear single use gloves where appropriate.
- Studios will be sanitised between sessions, this includes the cleaning of all surfaces and upholstery and the removal of all items used by the previous participant.
- Stationery will be sanitised, for single use and only available on request. Used stationary will be placed in a container and sanitised before further use.
- High traffic areas and touch points will be sanitised hourly (or as appropriate depending on daily building usage)
- All toilets are individual use. In addition to cleaning by team members, cleaning materials will be available so that individuals can wipe down the facilities before and after use.
- The facility will be professionally cleaned each morning, again with extra emphasis on high traffic areas and touch points.
- The lift at our Manchester facility will be for single use and sanitised after each use.
- Masks will be available on request, however within the facility they should not be necessary due to social distancing measures in place.

Social Distancing

- Participants will be provided with guidelines for social distancing at the facility prior to arrival.
- All studios, client suites and waiting areas are set up to allow for social distancing

- Team members will be responsible for directing clients and participants around the building to allow for social distancing
- Where possible participants will be taken directly to the studio to negate use of waiting rooms.
- Participant and Client numbers will be limited to allow for social distancing
- Clients will be asked to stagger session start times to reduce number of people in the building at any time

Research Administration

- On arrival, the moderator and clients will be briefed on our procedures and how this will work in practice for their project.
- We are asking that where possible, signature sheets and permission and consent forms are completed in advance of the session.
- We are requesting that where possible, participant incentives are paid via BACS
- All project paperwork and recordings will be provided electronically.

Catering

- Client and Participant beverages and food will be available on request only
- Team members must wash their hands before touching any food and beverage items (or wear single use gloves if appropriate)
- Food will be served in individual unopened containers
- All cutlery and plates will be cleaned in a dishwasher after use which will provide sanitation.

Team Training and Scheduling

- All team members have completed COVID-19 Prevention training before returning to work
- All team members have been trained on our specific COVID-19 policies and procedures regarding cleaning/ sanitising, social distancing, catering for clients and participants, entry and exit of the building.
- Team numbers will be kept to a minimum, but enough people to manage both the studios and additional COVID procedures.
- Team members will be allocated specific responsibilities for each shift, for example entry and exit of people from the building versus catering and managing project requirements.

Review

Our COVID secure working practices will be review regularly or as government guidelines change, and amended if required.

Changes within our facilities

To mitigate contact between visitors arriving at Aspect Viewing Facilities we have organised all of our spaces to accommodate the latest advice on social distancing and best practice principles.

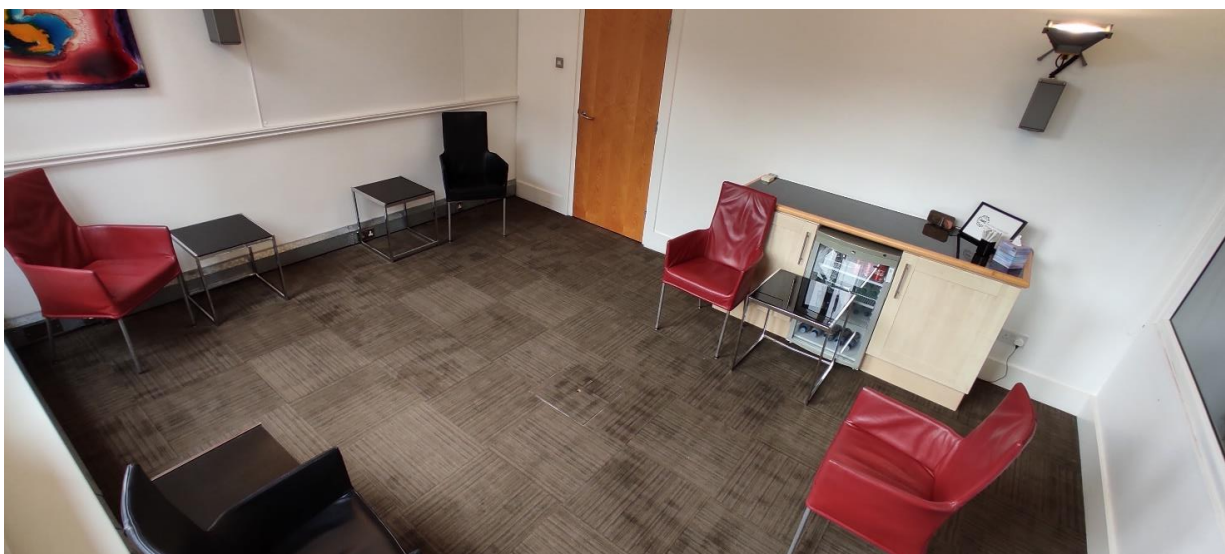
Reception Areas

Our reception area has been arranged to provide optimum distance from anyone else using the area and our scheduling will ensure people spend only a minimal amount of time together. Staff will conduct regular cleaning of surfaces and any points of contact with sanitisers and masks or further PPE available if requested.



Our Studios

Our flexible studios allow for a range of layouts and, in this case, are also ideal for conducting small focus groups without the possibility of compromising social distancing guidelines. Each of our Manchester studios can easily accommodate up to 4 participants and 1 moderator.



Aspect Viewing Facilities in Stockport is equally accommodating for focus groups without risking any compromise to social distancing requirements.

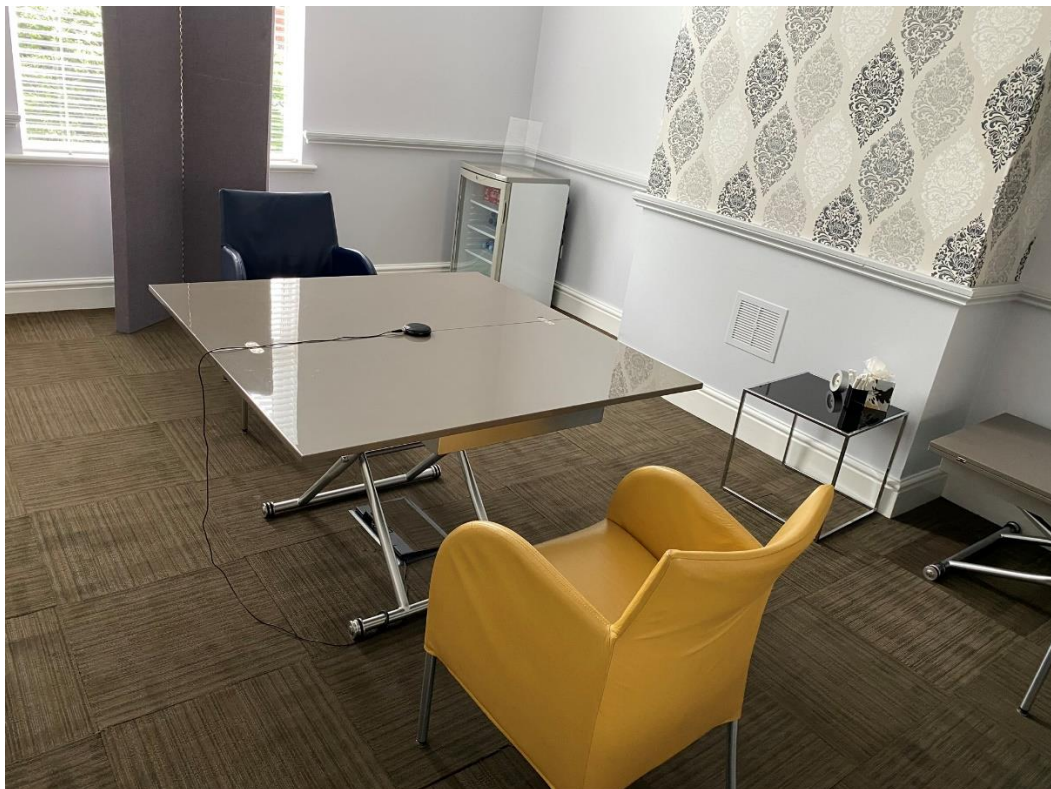


For IDI's there should be no concerns about proximity between researcher and participant as the layout acts as a barrier to ensure the appropriate distance is maintained.

Aspect Manchester



Aspect Stockport



Focus Group with Moderator/Client present via video relay from adjoining client suite

Using a video relay between the client suite and participant studio allows for an additional barrier between the participants and researchers.



IDI with Moderator/Client present via video relay from adjoining client suite

Video relay might be particularly useful for healthcare research – particularly if the participant has an underlying condition but isn't shielding.



Client Suites

Flexible arrangement of furniture enables us to comfortably accommodate up to 4 clients whilst maintaining the current social distancing guidelines



To discuss any of the measures we've introduced at our Viewing Facilities or if you have additional requirements for your next project then please contact a member of the team at Aspect, who will be more than happy to assist you with your enquiry.

Email: enquiries@aspectviewingfacilities.com