CoronaNet Data Collection Guidelines and Codebook

This codebook contains variable descriptions and coding instructions. The first part contains instructions for research assistants (Data Collection Methodology), followed by a definition of all the fields in the Qualtrics survey from which you can collect data (Variable Definitions) with examples.

Data Collection Methodology

What we are looking for is a record of all the policies that governments have taken in response to the coronavirus. The value of this data is only as good as its quality so please be sure to take your time with documenting these policies, read the Variable Definitions and the corresponding examples provided below and pose your questions to the Slack Channel or the PIs if in doubt! You should have also completed the required [training on Zoom](https://nyu.zoom.us/rec/share/9cdaCrL_qUFOYbfT5EDxe_I8D7q-eaa82iVNr_APzBuFcffq3OYSOR7NqOaeBScY) before starting to collect the data.

These policies can be thought as being in one of two categories:

1. **A new policy**
2. **An updated/expanded policy**

A **new policy** is a policy in a category that the government has not addressed before, such as the imposition of a quarantine on the country. An **updated** policy is a policy change in which the details of the policy change, **but not whom the policy is targeted at**. For example, if Germany announces a quarantine for one province, and then later extends the quarantine for two weeks, that would count as an **update**. But if Germany announces a quarantine covering the whole country, that would count as a **new policy**. The same logic goes for travel bans -- making travel bans cover more countries/areas counts as new policies. Changing the way existing travel bans are enforced would be an **update**. For more information, please reference the codebook below.

**If in doubt, ask on the #ra-chat Slack channel!**

In the Qualtrics survey, you must select either new or updated. If you believe there is a pre-existing policy, you can check the list of previous records in this site:

[Qualtrics Record ID Spreadsheet](https://tummgmt.eu.qualtrics.com/reports/RC/public/dHVtbWdtdC01ZTdjNmNmOTU1MzRhMDAwMTA2MTA1OGItVVJfTkJvck9JdE9CMFE2VUNK)

To update a policy, find the previous record in the list and then **copy and paste the Record ID** into the option in the form in Qualtrics.

You can see the full list of possible policy categories, go to the type link on the left-hand side of this page in the Variable Definitions section (scroll down).

The rest of this document tells you how to go about finding policies. Of course you can just use your own knowledge and Google, but we have some great resources we’ve identified below you should use to get started.

**Use the following checklist:**

1.  For each country, check the data sources, in the order given below in the “Data Sources” section, for relevant information on government policy toward combating the coronavirus.

2. Enter the relevant information into your country specific dataset. It should always be possible to answer the following request/questions for a particular policy:

* What type of entry is this? (e.g. new, correction, update)
* Description of the government policy
* What is the policy category? (e.g. travel ban)
* From what level of government does this policy originate from?
* What kind of enforcement does this policy have (if any)?
* Which organizations or entities are in charge of enforcing a policy?
* When was the policy announced?
* What information sources did you use to identify this policy?

Some, but not all policies, will also require you to identify:

* Which geographical entity is the target of this policy?
* What or whom is the policy targeted toward?
* Is this policy inbound, outbound or both?
* What kind of transportation is this policy targeted toward?

When it is not possible to collect this information, please note the reason for the difficulty  at the end of the survey.

Please document each source by answering the according survey question.  Currently, the dataset allows you to code up to 10 sources. Note also that it is possible that you will need more than one source to collect all the information for each event.

3. Save a .pdf for each data source that you use. As the file name, use the following format: [Date Collected]\_[Title of article].pdf where the [Date Collected] should follow the format MM-DD-YYYY

4. You can upload the file within the Qualtrics survey (be sure to choose the correct country):

Data Sources

1. **Use the ACAPS COVID-19: Government Measures Dataset as a foundation**

What is this?

The first resource to check for government policies against corana virus is this easy to use online dataset, ACAPS COVID-19, which has collected data on government to COVID-19 on the country level. While their data provides an excellent foundation for our data collection effort, we seek to build more fine-grained data in terms of, among other things, (1) what types of policies were implemented (2) who the policies were targeted to and (3) whether there were updates to existing policies, than the ACAPS COVID-19 dataset does. ACAPS is a non-profit humanitarian organization which regularly works with international aid partners to provide analysis on humanitarian crises.

How to access this source:

You can download the ACAPS COVID-19 dataset here: <https://data.humdata.org/dataset/acaps-covid19-government-measures-dataset>

How to use this source for your country:

The dataset contains a list of government restrictions with helpful URL links.  We

may need more info than they have on their to complete our Qualtrics survey, but

please work through all their data and links before searching elsewhere.

Once you’ve worked through that dataset, you should do some searching on your own. Of course Google/Google News is a good asset, but there are other available sources:

1. **Check the U.S. Embassy website for your country.**

What is this?

Most U.S. Embassies’ have a designated webpage for disseminating COVD-19

Information for a particular country. For example, the U.S. Embassy & Consulates

in Germany’s web page for this information can be found here:

<https://de.usembassy.gov/covid-19-information/> .

How to access this source for your country:

You should be able to find this page for your website by Googling “U.S. Embassy

[Your Country Name] COVID-19 Information”.

How to use this source in the dataset:

The U.S. Embassy’s designated webpage on the coronavirus in a particular

country will often list information on, for example, entry and exit requirements or

quarantine information. Often the U.S. Embassy will also link to the primary home

government source for this information.

*When links to the primary source of information are made available:*

1. Click on the link

2. Corroborate the information from the primary source

3. Use this link as the primary source of information when using the survey instrument. entering the data into the database.

*Use the U.S. Embassy page as the primary source if*:

-   There is no link or;

-   The information on the linked page is in a language you do not speak.

Please especially make sure to save a .pdf of the relevant page for your country for the day you collect the information if  using the U.S. Embassy page as a source because it may update relatively frequently with new information.

1. **Check Wikipedia for your country’s response to the corona pandemic**

What is this?

For many countries, there is a designated Wikipedia page for how a country has dealt with the coronavirus pandemic. For example, the “2020 coronavirus pandemic in the Dominican Republic” can be found here:<https://en.wikipedia.org/wiki/2020_coronavirus_pandemic_in_the_Dominican_Republic>.

How to access this source for your country:

You should be able to find this page for your website by Googling “Wikipedia [Your Country Name] corona”.

How to use this source in the dataset:

You should treat the Wiki as a platform that aggregates information sources, not as an information source itself. That is, you should **NOT** cite the Wikipedia page as your news source. When entering information from Wikipedia into the dataset, please do the following:

1. For every claim made on Wikipedia, visit the link of cited source in the footnotes.
2. Corroborate the information stated on Wikipedia in the information source
3. Add additional relevant information from the primary source to the dataset if you find it.
4. If there is no source given for a claim made on Wikipedia or if you cannot corroborate the source, Google it --- if you still do not find a corroborating source, do not enter the information into the dataset.

**4. Check Government websites for your country**

What is this?

Different countries will have different government ministries issuing information in

response to the crisis. In the course of gathering information on your country from

going through the relevant U.S. Embassy and Wikipedia web pages, you may be

able to identify the most relevant government ministries for your particular country.

For example, the Taiwan CDC (<https://www.cdc.gov.tw/En)> has up to date

information on government policy toward the coronavirus.

How to access this source for your country:

If you have identified the relevant government ministries in charge of responding to

the corona crisis for your country, Google: “[relevant ministry or department]

corona”

If, however, you have been unable to identify a relevant government body from the

relevant U.S. Embassy and Wikipedia web pages, then:

1. Identify/Google the executive body for your country and your country’s government bodies in charge of health, foreign affairs, or internal affairs and
2. Google: “[relevant ministry or department] corona”

How to use this source in the dataset:

We consider information that comes directly from the government as a primary

source. Identify any relevant information from the government websites and enter

them into the dataset.

Please especially make sure to save a .pdf of the relevant page for your country if

using the a government page as a source because it may update relatively

frequently with new information.

**5. Check Newspaper coverage on the coronavirus in your country**

What is this?

LexisNexis, Factiva are platforms which aggregate, among other things, newspaper articles around the world.

How to access this source for your country:

Use your home institution to access these datasets.

For NYU students, you can do so here:

[Factiva](https://persistent.library.nyu.edu/arch/NYU00954)

[Nexis Uni](https://persistent.library.nyu.edu/arch/NYU02479)

For the Technical University of Munich, you can do so here:

[Factiva](https://www.ub.tum.de/en/datenbanken/details/102480)

[LexisNexis](https://www.ub.tum.de/datenbanken/details/1670)

How to use this source in the dataset:

You can search these articles for different search terms such as “quarantine” and “travel ban” to see what pops up and when. Please limit your search to December 31, 2019 (when China first reported the coronavirus to the WHO) to the present.

We consider information that comes from newspaper articles as a primary source. Identify any relevant information from the newspaper article and enter them into the dataset. However, if you have doubts or qualms about the rigor of a particular publication outlet, please do not hesitate to raise your concern with us.

**6. Other resources**

We will update this section accordingly as more information becomes available. For now, some other resources you might consider include:

* This website is a crowd-sourced compendium of information about the coronavirus. For now these appear to deal largely with the health outcomes associated with coronavirus but this may page. It may be useful insofar as includes many links to in-country websites: <https://coronavirustechhandbook.com/data>

Variable Definitions

|  |  |
| --- | --- |
| Variable | Description |
| entry\_type:  *Please let us know what type of entry this is* | This variable captures whether a variable is a new entry, a correction to an existing entry or an update to an existing entry.  New Entry  This is the first time a particular event has occurred  Correction to Existing Entry  This is a correction to an existing entry. When describing the correction, please note the specific aspect of the policy you would like to correct so that it is clear (1) what you originally documented (2) what change you are making.  For example, if you coded a curfew as being mandatory with fines when it was actually mandatory with a legal penalty, write something like: “compliance was not mandatory with fines as originally coded, it is mandatory with a legal penalty”  Update to Existing Entry  This is an update to an existing entry. An event counts as an update if it deals with a change in either the:  (1) time duration or  (2) strength of an existing policy in terms of either  (a) the nature of the policy  (b) compliance rules for the policy  (c) who the policy applies towards, if applicable.  An example of (1) is if Germany lengthens its quarantine to 28 days from 14 day.  Examples with regards to (2) is if Germany changes the stringency of an existing quarantine such that:  (a) people can no longer leave their houses to go to work whereas before they could   (b) the quarantine used to be voluntary but now its mandatory  (c) the quarantine used to apply to everyone and now it only applies to the elderly.  A policy will count as a new entry and **not** an update if it deals with a change in any other dimension, e.g. policy type, targeted country. For example, if the US makes a travel ban stricter against China so that no one, including US citizens, are allowed to fly into the US from China this would count as an update. But if the US subsequently applies a travel ban not only to China, but then to Taiwan, then this counts as a new entry and not an update.  Please use the text entry to describe briefly what the update is in regards to. Please note the specific aspect of the policy you would like to update so that it is clear (1) what you originally documented (2) what update you are making.  For example, if in the original policy Peru shut down its borders for 15 days but then it updated the shut down to 30 days,  you should write something like : “border shutdown originally 15 days, updated to 30 days” |
| event\_description:  *Please provide a description of the government policy you are documenting* | This variable provides the raw, qualitative data on which the dataset is built on and from which the information that the other variables document are extracted from, making it the most important information in the dataset. Ideally, a person should be able to read this qualitative event description and have all the information that is subsequently documented by the other survey questions.  As such, please try to include the following information in the description:   * The name of the country from which a policy originates * The date the policy is supposed to take effect * Information about the 'type' of policy (see buttons below) * If applicable, the country or region that a policy is targeted towards * If applicable, the type of people or resources a policy is targeted towards * If applicable, when a policy is slated to end   Where possible:   * Copy and paste exact language used for each policy type variable; when necessary, make the language more succinct. * However, if a particular policy applies to multiple targets, keep the original language.   Example: “Uruguay announced that starting from March 13 that all passengers arriving from China, South Korea, Japan, Singapore, Iran, Spain, Italy, France and Germany must go into mandatory quarantine for 14 days. .” --- Keep this sentence as is and don’t extract different target countries for each entry. Note that there is no information on when the policy is slated to end. |
| type | This variable captures the type of government policy. This variable can take **only one** of the following values per entry:  Declaration of Emergency  The head of government declares a state of national emergency.    E.g. on 3/15/2020, in South Africa: “President   Ramaphosa announces national state of disaster”    Quarantine  Targets of the policy are obliged to quarantine or shelter  in place for at least 14 days.  E.g.  “Hong Kong, a semiautonomous Chinese region, requires travelers from all countries to self-quarantine for 14 days.”    External Border Restrictions  Government policies which reduce the ability to access ports of entry or exit to or from a country.    E.g. “Namibian government suspends inbound and Outbound flights for 30 days”    Internal Border Restrictions    Government policies which reduce the ability to move freely within a country.  E.g. In Peru as of March 15, “Officials are also restricting the movement of people across provinces.”  Restrictions of Mass Gatherings  Government policies that limit the number of people allowed to congregate in a place. Please enter the number in the text entry.  E.g. On March 16 in the United States, “The latest recommendation announced Monday by the federal government to promote social distancing and limit the transmission of the coronavirus: no more than 10 people in one place.”  Social Distancing  Government policies that limit physical contact between individuals to 1.5 meters or 6 feet.  E.g. In Germany, “A 1.5 meter (4.9 feet) distance should be kept at all times when in public”  Curfew    Government policies that limit domestic freedom of movement to certain times of the day.    E.g. In Serbia, “As of March 21, 2020 the following measures are in effect: Curfew for all residents with few exceptions from 8:00pm to 5:00am the next day”    Closure of Schools    Government policy which closes educational establishments in a country    E.g. In Slovakia, as of March 12, “All schools and Educational establishments will be shut down”    Restriction of non-essential government services    Government policy restricts non-essential government services.    In Malaysia from March 18 to March 31, “All government and private services except those involved in essential services such as water, electricity, power, telecommunications, postal, transportation, fuel,finance, banking, health, pharmacy, fire, port, airport, security, retail and food supply will also be closed.”    Restriction of non-essential businesses    Government policy restricts non-essential commercial activity.    E.g. In Serbia, “As of March 21, 2020 the following measures are in effect: Supermarkets, gas stations, restaurants, post offices, banks and other service providers will be reducing their hours to observe the curfew, with some closing at 6:00 PM or earlier. Cafes, restaurants and shopping centers are closed.Delivery of food is allowed.”    Health Monitoring    Government policies that seek to monitor the health of    individuals who are afflicted with or who are likely to be afflicted with the coronavirus    E.g. “Taiwan CDC monitors all individuals who had traveled to Wuhan within 14 days and exhibited a or symptoms of upper respiratory tract infections”    Health Testing    Government policies which seeks to sample large populations for coronavirus regardless of suspected likelihood of affliction with coronavirus    Health Resource    Government policies which affect the material (e.g. medical equipment, number of hospitals for public health) or human (e.g. doctors, nurses) health resources of a country.    E.g. “Taiwan bans exports of face masks; ban extended to end of April” or “Government approves plan to build 60 production lines to make an additional 6 million masks per day.”  Public Awareness Campaigns  Efforts to disseminate and convey reliable information about COVID-19, including ways to prevent or mitigate the health effects of COVID-19.  On March 22, it was announced that "the Provincial Youth Council in Namibia carried out an intense public awareness campaign on methods of disease prevention, during which, young associates distributed pamphlets with statements about the pandemic and ways of prevention."  New Task Force or Bureau    Government policy that changes the administrative capacity of a part of government to respond to the crisis.    E.g. On January 20, 2020, “Taiwan activated the Central Epidemic Command Center (CECC) which mobilizes government funds and military personnel to facilitate face mask production” |
| type\_quarantine  Please choose all that apply in terms of the conditions of the quarantine: | This variable provides additional detail on the conditions of the quarantine, if available. It can take on **one or more** of the following values:  Self-Quarantine  Accomodations for the quarantine are made privately and are not dictated by the policy. This can be a private home or a hotel.  E.g. “As of March 14, all foreign nationals who enter Nepal must remain in self-quarantine for 14 days from their arrival date, according to the country’s Department of Immigration.”  Government Quarantine  Accomodations for the quarantine are restricted to government facilities.  E.g. On March 15, “Myanmar nationals returning from those areas will be quarantined in a public hospital for 14 days, according to the country’s Ministry of Foreign Affairs.”  Quarantine outside the home or government facility  Accomodations for the quarantine are dictated by the policy but do not include a government facility.  E.g. “Starting March 16, most new arrivals in Beijing, China’s capital, have had to undergo a 14-day quarantine at a designated hotel or other assigned location. Previously new arrivals could spend their quarantine at home, but officials said the new rules would only allow that option for limited cases.”  Quarantine for older adults  Quarantine only applies to people of certain ages. Please note the age restrictions in the text box.  Other  Conditions of quarantine are other than those listed above. Please provide some detail about the nature of these conditions in the text box. |
| type\_quarantine\_days  If the number of days that the quarantine is in place is different from 14 days, please enter the number in the text entry below. | This variable provides additional detail on the length of the quarantine, if the quarantine is a length of time other than 14 days. If so, please enter the number of days in the text entry box.  Note, if this is an update to a previous entry and the quarantine has been extended, in the update, note the total number of days that the quarantine is in place.  E.g. On March 25, “Travelers from certain countries — Switzerland, Iran, Romania, Spain, Germany, France, Austria, Slovenia and Greece — will be quarantined for 28 days” |
| type\_mass\_gathering  If the number of people who are restricted from gathering en masse is specified, please enter the number in the text entry below: | This variable provides additional detail on the number of people who are restricted from gathering en masse, if available. If so, please enter the number of people in the text entry box provided.  E.g. In Switzerland from data collected on March 22, “Gatherings in public spaces of more than 5 people are prohibited. This includes public spaces such as public squares, park, playgrounds, walking paths, etc.” |
| type\_schools  Please select all that apply in terms of which educational entities were closed: | This variable provides additional detail on the types of educational institutions that are closed due to COVID-19, if available. Note that because educational institutions across countries differ, it may be hard to map on the conditions in your country to the categories provided below. Each category provides some guidelines for the approximate age range that the educational institution serves.  It can take on **one or more** of the following values. If the policy stipulates that ‘all schools’ are closed without further detail provided, please check all options.  Preschool or childcare facilities  These facilities are generally targeted for children ages 5 and under.  Primary Schools  These facilities are generally targeted for children ages 5 to 10.  Secondary Schools  These facilities are generally targeted for children ages 10 to 18  Higher education  These facilities are generally targeted towards degree granting institutions (e.g. BAs, MAs) or certification institutions |
| type\_business  Please choose all that apply in terms of the types of business activity that was restricted: | This variable provides additional detail on the types of business activity that have been restricted COVID-19, if available.  It can take on **one or more** of the following values.  Retail Businesses  This refers to shops such as clothing stores, specialty goods, flower shops, etc.  Restaurants/Bars  This refers to establishments that provide food and drink services to patrons.  Shopping Centers  This refers to commercial centers in which retail businesses are available in a centralized location  Non-Essential Commercial Businesses  These refer to establishments that provide recreational services such as movie theaters, gyms,  Personal Grooming  These refer to establishments that provide services for personal care or hygiene, e.g. hair or nail salons.  Other  If the type of business is not otherwise listed in the above, please check this box and provide some detail about in the text box provided |
| type\_health\_resource  Please choose all that apply in terms of the type of health resources that the government policy affects. | This variable codes additional detail about the nature of the health resource the policy deals with.  For each of the following values below:   * If there is additional information about the number of health resources in question, please briefly write it in the provided text box, otherwise leave the text box empty.   + For example, if 8 new hospitals are built, in the text entry for 'Hospitals', fill in the text entry box with '8 new hospitals'. * To the extent possible, please try to find a source that provides more specific information about the type of health resource. When this is not possible, you can choose an option that notes the type of medical resource is 'Unspecified'.   + For example 'Unspecified Health Materials', this means that the event description describes an increase in, for example, medical equipment for a country, but does not provide more detail on what kind of medical equipment.   It can take on **one or more** of the following values:  Health Materials  Masks  This refers to masks that cover the face which help filter out pollutants in the air.  E.g. On March 24, “Taiwan bans exports of face masks”  Ventilators  This refers to medical equipment which aids breathing in patients who are no longer able to do so on their own.  Unspecified Health Materials  Medical or health related materials for which there is no further elaboration given in the source or sources found  Other Health Materials  Medical or health related materials other than those listed above.  Health Infrastructure  Hospitals  Medical institutions that provide general health services.  Temporary Quarantine Centers  Physical structures that have been temporarily erected for the purpose of accommodating people under quarantine  Temporary Medical Centers  Physical structures that have been temporarily erected for the explicit purpose of treating COVID-19 patients  Public Testing Facilities  Entities or structures which provide testing for COVID-19 to the general public.  E.g. In Brunei, the Sultan announced on March 22, “to increase testing capacity, a new virology laboratory is being built with the hope to increase the country's testing capacity by 10 fold to meet the testing need.”  Health Research Facilities  Facilities which conduct medical or public health research  Unspecified Health Infrastructure  Health infrastructures for which there is no further elaboration given in the source or sources found  Other Health Infrastructure  Health Infrastructures other than those listed above. Please provide more details in the text box entry.  Health Staff  Doctors  Accredited professionals with a license to provide medical treatment and services and are permitted to make medical decisions.  Nurses  Accredited professionals with a license to support medical treatment and services but cannot make medical decisions.  Health Volunteers  Unaccredited volunteers who may support medical treatment and outcomes  Unspecified Health Staff  Medical or health related staff or personnel for which there is no further elaboration given in the source or sources found  Other Health Staff  Medical or health related staff or personnel other than those listed above. Please provide more details in the text box entry. |
| type\_other  You selected 'Other Policy Not Listed Above' as the policy type. | This documents a policy type not otherwise captured in the type variable. After verifying this is the case, please provide a brief description of the policy here. |
| init\_country  From what country does this policy originate from? | This variable documents the country in which a particular government policy is initiated |
| init\_country\_level  Was the policy made from a level of government other than the national level? | This variable documents what level of government a particular government policy originated from. It can take only one of the following values:  National Level *(No, it is at the national level)*  Government entity with the power to make decisions for the entire country.  Province/State Level *(Yes it is at the province/state level)*  Government entity with the power to make decisions for a sub-region of a country and other governmental entities within that sub-region.  City/Municipal Level *(Yes, it is a the city/municipal level)*  Government entity with the power to make decisions for a city or municipality in a country.  Other government level *(Yes, it is at another governmental level [e.g. county])*  Government entity with the power to make decisions for a unit  not otherwise specified in the afore-given categories in a country, e.g. a county-level government. |
| init\_province  Please select the appropriate province/state for [init\_country] | This variable documents the province from which a policy is initiated, if applicable. |
| init \_city  If this policy was announced by a particular city, please specify the city here: | City from which a policy is initiated, if applicable. |
| init\_other  If the policy was announced by a government administrative body other than the national government, provincial/state government or city/municipal government, please specify here: | Government administrative body other than the national government, provincial/state government or city municipal government from which a policy is initiated, if applicable. |
| target\_geog\_level  Please specify which geographical or administrative entity is the target of the policy: | This variable documents the geographic or administrative entity that the policy targets. The corresponding survey question is not always shown depending on the type of government policy.  When applicable, it can take on one of the following values:  All countries  All countries in the world.  E.g. “The Civil Aviation Authority of Sri Lanka announced Jaffna International Airport had ceased international operations on March 15. The measure is expected to last until March 30. The airport will continue to be open for domestic flights, according to the authority.”  Region grouping (*One or more region groupings)*  A geographic regional grouping.  E.g. On March 18, “All short-term visitors who are nationals of any ASEAN country must submit health information for clearance by Singapore’s Ministry of Health (MOH) before their intended date of travel here.”  Country *(One or more countries, but not all countries)*  E.g. On March 16, “Greece closed its borders with Albania and North Macedonia.”  Region grouping and country *(One more more countries and a region grouping.)*  “Effective March 16, air travel between Russia and countries of the European Union, Norway, and Switzerland will be limited to flights between Moscow and capital cities.”  Sub-national entity *(A geographical or administrative unit within a country)*  E.g. “On March 15, Myanmar restricted entry by foreign travelers who in the last 14 days visited the Hubei Province in China or the Daegu and Gyeongbuk regions in South Korea, according to the country’s United States embassy. “ |
| target\_country  Please select as many countries that are targets of this policy as applicable. | This variable documents the country or countries that is/are the target of a particular government policy.    If the policy applies domestically, please choose the initiating country (e.g. [init\_country]) from the available options.  E.g. For the following event, code Singapore as both the [init\_country] and [target\_country]: “Singapore residents and pass-holders who have been to those countries [France, Germany, Italy Spain] in the past 14 days will be issued a “Stay-Home Notice,” which will require them to quarantine for two weeks.” |
| target\_region  Please choose as many applicable regions as possible. | This variable documents the region or regions that is/are the targets of a particular government policy. |
| target\_country\_sub  Please specify the country for which the targeted subnational geographical or administrative unit is located: | This variable documents the country that a particular subnational geographical or administrative unit is located in. |
| target\_geog\_sublevel  What subnational geographical or administrative unit is this policy targeted towards? | This variable documents the country that a particular subnational geographical or administrative unit is located in.  This question will only appear if Sub-national entity *(A geographical or administrative unit within a country)* is chosen from the target\_geog\_level variable. |
| target\_province  Please write in what province(s)/states this policy is targeted towards. | Targeted province of a policy, if applicable. |
| target\_city  Please write in what cities/municipalities this policy is targeted towards: | Targeted city of a policy, if applicable. |
| target\_other  Please write in what other geographic or administrative unit this policy is targeted towards: | This variable documents the subnational region or regions that is/are the target of a particular government policy.  If there are multiple geographic or administrative units, please separate with a semicolon (e.g. Santa Clara County; Sonoma County). |
| target\_who\_what  Please select from the list below what or whom the policy is targeted at | This variable codes the people or materials who are the target of a particular policy. The corresponding survey question is not always shown depending on the type of government policy. Where applicable, this variable can take on the following values:  All (Travelers + Residents)  Government policy that applies to all humans regardless of residency or travel status.  E.g. “Starting March 16, Germany will close its borders with Austria, Denmark, France, Luxembourg and Switzerland, the country’s interior minister said on March 15.”  All Travelers  (Citizen Travelers + Foreign Travelers)    Government policy targeted toward all travelers, both foreign and domestic    E.g. In South Africa, on March 15, “all travelers who have entered South Africa from high risk countries since mid February will be required to present themselves for testing”  Citizen Travelers    A government policy that applies  only to domestic nationals travelling outside the country initiating the policy.    E.g. As of March 15,according to the Ghanaian government,  “Ghanaian citizens must self-quarantine for 14 days upon re-entry.”    Foreign Travelers    A government policy that applies to only to foreign nationals travelling outside the country initiating the policy.    E.g. “As of March 16, all travelers without permanent or temporary residency for more than 90 days cannot enter the country, according to the U.S. Embassy in the Czech Republic.”    All Residents (Citizen Residents + Foreign Residents)    Government policy targeted toward residents, both foreign nationals and domestic nationals, in the country initiating the policy.    E.g. In the Dominican Republic, starting March 20, there is a “Nationwide nighttime curfew over the next two weeks.”  Citizen Residents  Government policies that apply only to citizens who are residing in the country initiating the policy.  On March 21, "the Hungarian government has asked its citizens to avoid any travel to infected areas, according to the U.S. Embassy in Hungary."  Foreign Residents  Government policies that that apply only to foreign nationals who are residing in the country in initiating the policy  E.g. "The United Arab Emirates is barring entry to holders of valid resident visas for a renewable period of two weeks, effective Thursday March 19."  All Foreign Nationals    Individuals without citizenship or permanent residency in the country initiating the policy.    All Citizens    Individuals with citizenship or permanent residency in the country initiating the policy    Health Staff    Government policy targeted toward human health resources.    E.g. On February 23, “Taiwan bans healthcare workers from travelling abroad.”    Health-Related Supplies    Government policy targeted toward non-human health resources.    E.g. On March 4, “Taiwan bans export of digital thermometers.” |
| target\_direction  Please select whether this policy is inbound, outbound or both inbound/outbound. | Direction of a government policy. The corresponding survey question is not always shown depending on the type of government policy.    If applicable, this variable takes on the following values:    Inbound    Government policy that seeks to control movement of people entering the country initiating the policy.    E.g. In Malaysia, on January 30, “The state of Sabah has canceled all flights from China and South Korea.”    Outbound    Government policy that seeks to control movement of people exiting the country initiating the policy.    E.g. On March 18, “The government of Belgium declared all nonessential travel outside of Belgium is forbidden until April 5, according to the United States Embassy in Belgium.”    Inbound/Outbound    Government policy that seeks to control the movement of people entering or exiting the country    E.g. In Jordan, “As of March 17, all flights, excluding commercial airfreight traffic, will be suspended, according to officials.” |
| travel\_mechanism  If applicable, please select what mode of transportation this policy is applied to: | This variable codes the mechanisms of travel that a policy is targeted toward. The corresponding survey question is not always shown depending on the type of government policy.    If applicable, this variable takes on the following values:    All Mechanisms    Government policy that applies toward all mechanisms of travel. See other categories for more detail on possible mechanisms of travel.    E.g. In Cambodia, “The country’s health department on March 14 announced a 30-day suspension of “foreigners” traveling into the country from the United States, France, Germany, Italy and  Spain, effective March 17, according to the U.S. Embassy in Cambodia.”    Flights    Government policy that applies to air travel.    E.g. As of March 14, “Flights from the People’s Republic of China to Nepal have been restricted”    Land Border    Government policy that applies to non-air travel across land borders.    E.g. As of March 14, in Nepal “As of March 14, all of the country’s land ports will remain closed to “foreigners from third countries” through April 30. Only Tribhuvan International Airport can be used as a port of entry.”    Trains  Government policy that applies towards train travel.    E.g. In Croatia, “As of March 18, all cross-border train travel is suspended”    Buses    Government policy that applies towards bus travel.    Seaports    Government policy that applies towards water travel.    E.g. In Japan, “Ship transportation of passengers from China and Republic of Korea will be suspended.”    Cruises    Government policy that applies towards cruise travel.    E.g. In Sri Lanka, “No cruise passengers and crew are allowed to disembark”    Ferries  Government policy that applies towards ferry travel.    E.g, In Greece, “Ferry service from Italy to Greece is also  suspended.” |
| compliance  What kind of enforcement does this policy have (if any)? | This variable captures compliance with a particular policy, that is, the degree to which a policy must be followed. It can take on one or more of the following values:  Mandatory With Legal Penalties  The prescribed government policy is mandatory/ must be followed. If the description of a policy does not state otherwise, assume that it is mandatory. If the policy is not followed, people may face legal penalties like jail time.  E.g. “On March 15, Uruguay announced it would halt all flights from Europe starting March 20.”  Mandatory with Fines  The prescribed government policy is mandatory/ must be followed but some exceptions are allowed. If the policy is not followed, people must pay a fine.  Mandatory with Exceptions  There are some exceptions to the policy but it is mandatory for those for whom it applies.  E.g. As of March 13, the Indian government suspended most travel and tourism visas, with the exception of “diplomatic, official, U.N. or International Organizations, employment and project visas” until April 15.  Recommended/Voluntary but no penalties  The prescribed policy is recommended by the initiating body but compliance is voluntary.  E.g. As of March 14, Brazil had not imposed travel restrictions. Its health ministry recommended that all passengers who arrive on international flights remain at home for at least seven days and seek medical help if they develop coronavirus symptoms. |
| enforcer  Please select as many organizations that apply in terms of enforcing compliance or issuing recommendations for the policy you are documenting. | The organizational body in charge of enforcing compliance with a particular policy or issuing recommendations for a particular policy. This variable can take on one or more of the following values:  National government  This refers to the body that is responsible for national-level decision making. Please enter the exact name for the responsible body in the text entry.  E.g. “Namibian government suspends inbound and outbound flights for 30 days”  Ministry/Department of Health  This refers to the body that is responsible for overseeing health outcomes at the national level. Please enter the exact name for the responsible body in the text entry.  E.g. “All short-term visitors who are nationals of any ASEAN country must submit health information for clearance by Singapore’s Ministry of Health (MOH) before their intended date of travel here.”  Military  This refers to the body that is responsible for security or defense at the national level.  E.g. “Italy drafts soldiers to enforce lockdown in the Lombardy region”  Provincial/state government  This refers to the body that is responsible for province or state level decision making. Please enter the exact name for the responsible body in the text entry.  E.g. In Malaysia, the state of “Sarawak has imposed temporary restrictions on all foreign nationals and non-Sarawak residents. Long term visa holders may be admitted but will be required to self-quarantine at home for 14 days.”  Municipal government  This refers to the body that is responsible for city or municipal level decision making. Please enter the exact name for the responsible body in the text entry.  E.g. “Effective March 7, the city government of Moscow implemented enhanced screening and quarantine measures to reduce the spread of COVID-19. Travelers should be prepared for travel restrictions to be put into effect with little or no advance notice.” |
| date\_announced  When was this policy announced? | Date that the government policy was announced. |
| date\_start  When does the policy take effect? | Date that the government policy takes effect. If there is no available information about this, just use the day it was announced. |
| date\_end  When does the policy end? | Date that the government policy ends or is projected to end. If there is no available information about this, leave blank. |
| sources\_matrix  Please record the sources of information that you used to collect this data in the below. | This variable codes the source(s) the RA used to document a particular policy event. Note, it is possible to code up to 10 different sources for a particular event.  Please save each source in a .pdf format and upload it to the relevant country (init\_country) folder.  Save the .pdf with the following filename format : "[Date Source Collected]\_[Title of the Source].pdf"   * [Date Source Collected]  refers to the day on which the RA collects the data, **not** when the source was published * Note the [Date Source Collected] should be in the following format: MM-DD-YYYY (e.g. 03-22-2020). * E.g. "03-21-2020\_CDC implements extra inspection measures for Wuhan flights.pdf * If using a frequently updated version of a website as your source (e.g. the US Embassy website for you country) please be sure to save a new .pdf each day that you access it   The following information about each source is recorded:   * The date the source was published * The URL/link for the source * The Newspaper or Institution name which has published the source * The title of the source |
| notes  If you have any other thoughts/concerns/things we should know about this event, please input them here and we will review them. | Please note any additional details, issues/problems that you might have had in documenting this particular policy action. If you have a question,  feel free to ask in the Slack group or one of the PIs! |