

Please go through this checklist before, during, and after the experiment by ticking each box and hand it in together with the documentation.

Before participant arrival:

- ☐ Wash your hands for 20 seconds with soap or disinfect them.
- ☐ Put on new one-way gloves.
- ☐ Exchange your homemade mask with a one-way laboratory mask. Wear it at all times and avoid touching it.
- ☐ Open the windows for **10 min** prior to the arrival of the participant. Remember to open all doors to rooms without a window.
- ☐ Take a sheet of paper tissue, spray it with the disinfectant and wipe all door handles, the faucet handle, keyboards, desks, the participant's chair, etc.
- ☐ Fill out the attendance list with your information.
- ☐ Fill out the protocol and any additional sheets for the documentation.
- ☐ Check the lavatory (rooms 50/124 and 50/125) and make sure there is enough soap.

When the participant arrives:

- ☐ Before entering the laboratory, ask the participant if they feel healthy or experience any of the following symptoms: Infection of the respiratory tract, symptoms of a cold, coughing, sore throat, shortness of breath, disorders of the sense of smell, hearing or taste, diarrhoea, fever, etc.
- ☐ If the participant feels (even slightly) unwell, send them home immediately. They are not allowed to enter the laboratory!
- ☐ Ask the participant to **wash their hands** or disinfect their hands at the lavatory on the first floor.
- ☐ Let them put on new one-way **gloves**, a new one-way **mask**, and a clean **hairedressing cape** over their clothes.
- ☐ Keep the **minimum distance of 1,5 m** whenever possible!
- ☐ Explain to them the additional hygiene regulations by showing the signs in writing and picture on the door. Let them read through them. Make sure they know that by attending the experiment the participant declares that they understood these measurements and accept them.
- ☐ Fill out the participant information of the protocol and any additional sheets for the documentation.

- ❑ If you cannot keep the minimum distance of 1,5 m the experimenter has to wear an **additional protective face shield** or protective glasses.
- ❑ If you conduct the experiment with two experimenters, decide beforehand which experimenter is allowed near the participant and do not switch in between.
- ❑ Remember to ventilate the room well. **Every 20 min** you should fully open all windows **for at least 5 min** (please, use every experiment break).
- ❑ When the experiment is over, let the participant throw their one way gloves and the face mask into the trash can, and open the IKEA bag for them to put in the hairdressing cape.
- ❑ (After using any EEG, let them wear a new pair of gloves to wash their hair.)
- ❑ The participant should **wash their hands** or disinfect them again before leaving the laboratory.

After the participant has left:

- ❑ Open all windows for **at least 10 min**.
- ❑ Take a sheet of paper tissue, spray some disinfectant on it and **wipe all surfaces**, devices, and door handles that have been used or touched. Please, be thorough!
- ❑ Clean the measurement equipment based on the provided instructions.
- ❑ Check that there is enough hygiene material left (soap, hand disinfectant, surface disinfectant, gloves, masks, clean hairdressing capes, etc.). If not, inform the lab manager immediately.
- ❑ If the IKEA bag is full (or there are only 2 hairdressing capes left), please bring it downstairs to wash and dry it in the washing machine and the dryer (room 50/??). The towels and hairdressing capes must be washed on at least 60°C. Make sure beforehand that you have enough time to do this!
- ❑ Throw away your one-way gloves and the one-way mask into the trash can
- ❑ **Wash your hands again** or disinfect them before you leave the laboratory.
- ❑ Hand the printed documentation over to the corresponding laboratory manager on a weekly basis