



What does a good note look like?

A good note will describe exactly what the policy is or does, will provide context that users may find helpful (especially for borderline cases) and refers to the best available sources. AND... includes an archived link!

(can this be made into a visual where the brackets aren't in the text, but rather notes with an arrow pointing to them?)

Example of a good note:

On 29 March [date the policy was implemented], the National Cabinet [who implemented the policy] agreed to further limit most indoor and outdoor non-essential gatherings to 2 people [what the policy is]. See Health Department [primary source] website. Archived: <https://web.archive.org/web/20200402202317/https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/limits-on-public-gatherings-for-coronavirus-covid-19#essential-gatherings> [archived link].

NOTE: The portal will prompt you to make sure that you are adding an archived link – this is very important! Only if you have exhausted efforts to find and archive a source should you proceed without doing so.

Error!



Please confirm that the following details are correct:

Country / region / territory and date range

Country/Region/Territory

ABW: Aruba

Date Range

06 Apr 21

Your note for C1 does not include a link to properly-archived source material. Can you add this to the note?

☐ I understand, submit note without archived URL

No, cancel!

Yes, submit anyway.



What is a good source?

"I heard it from so-and-so who heard from their best friend whose brother works in the government..."

Unsurprising, word of mouth and hearsay are not good sources of information.

For the OxCGRT, **we look for government and primary news sources** as a first port of call when looking for policy information.

Top Tips for OxCGRT Data Contribution.

- Many governments have dedicated COVID-19 information websites – here you may be able to find both public health information, as well as information on any closures and restrictions in place.
- If government websites are not an option, look to reputable and primary news sources who may be reporting on the local measures in place. If multiple news outlets have similar information, it may be safe to assume it is correct.
 - These sources may also point you in the right direction of finding the original government source!
- Utilise the available tools in your internet browsers to aid your search. For example, did you know that google has a tool where you can search for a specific date and time range?



Here is a list of some general data sources:

- [ACAPS dataset](#). Good for: closure and containment policies, economic response policies, and public health policies
- [Complexity Science Hub Vienna](#). Good for: closure and containment policies, economic response policies, and public health policies
- [UNICEF Covid-19 Socioeconomic Impacts](#). Good for: closure and containment policies, economic response policies
- [Bing search](#). Good for: summary of news articles by country
- [International Growth Centre \(IGC\) tracker](#). Good for: economic response policies in developing countries
- [Yale Program on Financial Stability \(YPFS\)](#). Good for: economic response policies
- [IMF policy responses](#). Good for: fiscal measures
- [Tax Foundation](#). Good for: economic response policies
- [Tony Blair Institute of Global Change](#). Good for: economic response policies
- [Center for Global Development \(CDG\)](#). Good for: education policy tracking
- [Open Government Partnership](#). Good for: public information campaigns
- [ODI donor responses tracker](#). Good for: providing support to other countries
- [Wellcome Trust](#). Good for: funding committed to global response
- [OECD GovLab](#). Good for: use of open data by governments
- [UNESCO school closure map](#). Good for: school closing
- [Al Jazeera News](#). Good for: travel restrictions
- [Privacy international](#). Good for: contact tracing
- [European Commission](#). Good for: EU countries

Top Tips for OxCGRT Data Contribution.

- [Health Systems Response Monitor \(HSRM\)](#). Good for: European countries
- [Cambridge Core](#). Good for: short case studies of countries' responses
- [Covid-19 Policy Watch](#). Good for: policy responses in a few countries
- [Covid-19 repository of policies](#). Good for: not a source in itself (you still need to do research) but worth checking if your country, region, or territory is listed here



Web Archiving your Sources

The last thing you need to know about including a good note with your policy code selection, is how to **archive the web sources** that you use and reference for each policy code entry.

This is **VERY IMPORTANT** as our data will be used for weeks, months and possibly years to come – this means that the sources we reference for data points have to be accessible in the future.

Please use the Wayback Machine available at www.webarchive.org or an alternative (www.archive.vn) as a means to archive your web sources and pages.



Things to Double-Check when contributing data:

Here is a short list of points to keep in mind when contributing data:

- **Policy starts on wrong date** – a policy change should be recorded on the date the policy comes into effect, which is not always the same as the date it is announced.
- **Recording non-government actions** – we only want to record decisions made by governments. For instance, if a business voluntarily closes (in the absence of government advice), that does not count for C2.
- **No archived weblink** – we want links to good, high quality, sources in the notes. We also want to be able to view them in 5 years' time. Please make sure you're creating an archived version of the source.
- **Spending announcements should only be recorded once** – for the fiscal measures (E3/E4/H4/H5) the database automatically adds up every number in the column to calculate the total announced spend. This means you only need to record the spend once, on the date it was first announced. Every other day should be "0".
- **Incorrect exchange rate used** – for the fiscal measures, we record values in \$USD. Please remember to use the exchange rate from the day of the policy, not the exchange rate on the day you happen to enter the data. (Historical rates [here](#))
- **Multiple months without an update**- Even if there are no new policies, coders should add a note to show that they have checked to see if there have been any

changes, and cannot find any evidence of new policies, and include a web-archived source used to confirm this

- **Weblink:** check if it is absent, broken or doesn't open
- Are **T vs G flags** used accurately? Have you checked for targeted policies? When in doubt, should be checking at least the top 3 most populous cities/counties,
- **Notes:** Do all notes have context and properly archived links?, Do all notes link to primary sources and (preferably) some supplementary documentation where government docs alone are unclear?, Are there any abrupt changes in policy, or changes that look internally inconsistent?
- **Red Flags:** Are there any red boxes where a coding transition is not documented with a note? (the code changed without a note to describe why)



Some workflow suggestions

Coding can be a time-consuming process, but here are some tips to help you code efficiently and accurately:

- **Remember to consider cities and counties** – State policies often lag behind those of cities or populous counties, so make sure that you are researching and including some of these “targeted” policies. When they are “stricter” than the states’ policies, they would be coded as the primary policy, with the state’s policies simply included in a note.
 - US coders can refer to this [list](#) of the most populous counties in each state as a starting point. Checking the top 2-3 cities/counties is usually sufficient to capture relevant targeted data.
- **Start big, then narrow:** It can be helpful to gain an overall picture of a state's active policies and then look at specific cities and counties for ‘targeted’ codes that may be stricter.
- **Code where you’re comfortable:** Some coders find it easier to ‘code’ policies in an offline document or spreadsheet and then upload them all at once. Others prefer to directly enter into the database. Find what works best for you!
- **Context matters:** The best coding occurs when the coder understands some of the context. We try to allocate you governments you are already familiar with, but reading local news, following relevant social media accounts etc can all help to keep you in-the-know and make it easier to identify important policies.



Common questions

What if there are no new policies in the date range being updated?

- Even if there are no new policies, add a note to show that you have checked to see if there have been any changes, and cannot find any evidence of new policies. Include a new note and include a web-archived source that you used to confirm this, to enable people reviewing the data to be confident that there were no new policies introduced. Do not just extend the coding without checking. The portal will not let you enter a note without a web-archived source.

I've made a mistake- how can I fix it?

- If you have entered incorrect information for a small date range- e.g. a few weeks, you can correct this by re-entering the data for the correct date range. This will overwrite what was previously there and replace it with the updated entry. For large errors, such as accidentally changing the data for the entire year, please contact coviddata@bsg.ox.ac.uk and this can be undone on the portal by a member of the RA team.



Are You Contributing data for Sub-National units?

If you are part of a sub-national coding team, you will have extra permissions on your portal account. But please, only use these for the sub-national team that you are a part of! Each sub-national effort has its own unique quirks to consider when contributing data.

To view sub-national data:

- Under the heading 'View subnationals?' select 'Click to enable'
- Then select the country/region/territory of sub-nationals that you will be working on
- Select the region you will be contributing data for
- Finally, select whether you are adding data for 'region-wide' (applies to a state, province or designated jurisdiction) or 'state government' (applies to state/provincial government policies that apply to all within that jurisdiction)

Displaying 465 rows, data as of 07-07-20

The table below is a summary of the code book, giving the meaning of the policy codes and the explanation of the ordinal scales and flags if applicable.

Closure/Containment						
C1: School closing	C2: Workplace closing	C3: Cancel public events	C4: Restrictions on gatherings	C5: Close public transport	C6: Stay at home requirements	C7: Restrictions on internal movement
0 No measures	No measures	No Measures	No restrictions	No Measures	No measures	No Measures
1 Recommended closing	Recommended closing	Recommended	Restrictions on gatherings of over 1000 people	Recommended	Recommended staying home	Recommended
2 Require closing (some levels)	Require closing some sectors	Required	Restrictions on gatherings of 101-1000 people	Required	Required with exceptions	Required
3 Require closing (all levels)	Require closing all but essential		Restrictions on gatherings of 11-100		Total confinement	

Top Tips for OxCGRT Data Contribution.

To contribute sub-national data:

- Under the 'contribute' heading', you will see that you have the normal drop down list of countries/territories/regions to choose from
 - You will also have an additional 'Sub-National' tab – click this
- Select the country/territory/region that you are contributing data for, then select the region (state, province or jurisdiction) and whether you are coding 'region-wide' or 'state government'

OxCGRT Portal Home View Data Contribute Anonymous Camel (Contributor) logged in. Manage Logout

The portal upgrade is complete, and saving should be much faster now. Please report any unexpected behaviour to the data team.

Select a country, region or territory to contribute

Select a country/territory, then select either national or sub-national contribution mode.

ABW: Aruba

National Sub-National

OxCGRT Portal Home View Data Contribute Anonymous Camel (Contributor) logged in. Manage Logout

The portal upgrade is complete, and saving should be much faster now. Please report any unexpected behaviour to the data team.

Select a country, region or territory to contribute

Select a country/territory, then select either national or sub-national contribution mode.

USA: United States

Now select a region, or state-government.
To input country-level data, you must use the 'National' button above.

Region US_FL: Florida

Now select a city, or select a region-level option.

City STATE_WIDE: Region-wide

Current sub-national data contributed for Florida/Region-wide

Date	Closure/Containment								Economic Response				Public Health								Misc	Vaccines		
	C1	C2	C3	C4	C5	C6	C7	C8	E1	E2	E3	E4	H1	H2	H3	H4	H5	H6	H7	H8		M1	V1	V2
03.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
04.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
05.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
06.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
07.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
08.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
09.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
10.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
11.Jan20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Enter new data here for Florida/Region-wide. Click this bar for further information/instructions.

Points to consider when contributing data for sub-nationals:

- Most indicators can be coded the same way as for country-level coding, except that you are now considering just that particular state/province/jurisdiction of that country
- Targeted and General flags now apply to smaller regions within the sub-national unit. For example, when coding for USA, a targeted policy may apply to one or two states. But if we are coding for the state of Florida, targeted policies now apply to those that only within certain counties or regions of Florida, and a policy that applies to ALL of Florida would be a General policy.

Top Tips for OxCGRT Data Contribution.



OXFORD COVID-19
GOVERNMENT
RESPONSE TRACKER

- **C7-** For subnational units this can represent a ban on both internal movement within the subnational unit, and to other subnational units. E.g. both a ban on moving within Oregon, and/or a ban on moving from Oregon to Washington
- **C8-** For subnational units C8 does not need to be coded as the national border policy, unless the unit has the power to exercise its own laws independently of the national policy, and is fine to code as a 1 or 2 here

If you have any questions – contact your sub-national Team Lead, and they will be more than happy to help guide you through this process.

Remember...

If in doubt, email the team: coviddata@bsg.ox.ac.uk

Refer to the codebook: <https://github.com/OxCGRT/covid-policy-tracker/blob/master/documentation/codebook.md>

Refer to the interpretation guide: https://github.com/OxCGRT/covid-policy-tracker/blob/master/documentation/interpretation_guide.md