



## RANZ Guidelines for Face-to-Face Interviewing and In-Person contact under the COVID-19 Protection Framework

These are recommended guidelines from Research Association NZ. It is essential that interviewers/researchers follow guidelines provided by the Ministry of Health and Worksafe in the first instance (see links at the end of this document). Note also that if your organisation already has protocols and/or policies in place covering interviewing under the COVID protection framework then they will take precedence over these guidelines.

The below are guidelines only and are not legal advice. Appropriate advice should be sought if you have specific issues that require that level of rigour.

	Covid Protection Framework		
	Green	Orange	Red
Researcher vaccination status	Fully vaccinated researchers – must be able to present their 'My Vaccine Pass' to respondent if requested	Fully vaccinated researchers – must be able to present their 'My Vaccine Pass' to respondent if requested	No in-person contact is preferable. If must interview face-to-face: fully vaccinated researchers – must be able to present their 'My Vaccine Pass' to respondent if requested
Face mask	Recommended for researcher	Strongly recommended for researcher and respondent(s)	Essential for researcher and respondent(s)
Physical distancing	1 metre if possible	1 metre or more	No in-person contact is preferable. If must interview face-to-face then should keep at least 1 metre distance
Location	Inside (look for a well-ventilated space) or outside	Outside is preferable or in well-ventilated space	Online or phone interviewing recommended. If this is not possible then outside location strongly recommended.
Keeping clean	Sanitise hands before and after each interview Sanitise clipboard/ stimulus/ equipment etc after each respondent interview Clear on company direction on responsibilities of researchers and interviewees health and wellbeing Daily self-assessments of self and household/ close contacts for any Covid risk Regular (recommend weekly) swab test for Covid for researchers/interviewers during fieldwork strongly advised in <b>RED traffic light settings</b>		

Household or other in person recruitment (Covid screener – should include Covid positive, any symptoms, isolating from overseas/ close contact/ waiting test result etc)	Administer Covid screener before recruiting to interview/ group. Re-confirm screener within 24hrs of interview. Do not interview face-to-face if screener is positive.	Administer Covid screener before recruiting to interview/ group. Re-confirm screener within 24 hrs of interview. Do not interview face-to-face if screener is positive.	In person recruitment not recommended – strongly advise online or phone recruitment with Covid screener. Re-confirm screener within 24 hrs of interview. Do not interview face-to-face if screener is positive.
Respondent vaccination status	It is recommended that respondents are asked to confirm their vaccine status at recruitment and to show their 'My Vaccine Pass' prior to interview or group - unless specifically targeting those who are non-vaccinated	It is strongly recommended that respondents are asked to confirm their vaccine status at recruitment and to show their 'My Vaccine Pass' prior to interview or group – unless specifically targeting those who are non-vaccinated	No in-person contact is preferable. If must interview face-to-face then strongly recommend respondents are asked vaccination status at recruitment and must show their 'My Vaccine Pass' prior to commencing interview or group

## FAQs

*Should I assess the risk of each project before undertaking it for Covid impacts?*

In short – YES. We strongly recommend you undertake a risk assessment when you are at the design stage of your project. A simple risk assessment could look at what are the possible risks, how likely are they to occur, how much impact would they have and what possible mitigants could you put in place to minimise these. And finally, given that – are you and your client comfortable to accept these risks?

*Can I ask vaccination status of my respondent?*

Yes, we strongly advise that you are aware of the vaccine status of your respondents. We recommend you ask to see their 'My Vaccine Pass' before commencing an interview unless you are specifically targeting non-vaccinated respondents.

*Can I ask vaccination status of household?*

This is personal information of others. We strongly recommend you include a 'prefer not to say' option in your screener, should you wish to ask this question.

*What is the maximum time I should be in contact for with my respondent(s)?*

Please refer to the Ministry of Health website for guidelines surrounding the protocols. Currently there is no direction to limiting time spent with others.



*What if I think I might be getting a cold or feeling unwell?*

Stay home. Get a Covid test if Covid symptoms appear.

*What if my respondent appears unwell, although says they are fine?*

Stop any in-person contact immediately.

*Should I shake my respondent's hand in greeting?*

No. Avoid all physical contact.

*What about use of stimulus in a group situation?*

In red and orange settings hand sanitising of all should be required. Use of disposable gloves by all is strongly recommended.

*My respondent was recruited over a week ago – how do I know if they are still Covid free?*

If the screener was not done at the time of interview, we strongly recommend you repeat the screener at the time of interview before proceeding.

*What happens if my respondent had Covid and didn't realise?*

Contact tracers should link this person back to you. At the time of the interview remember to leave the respondent with contact details for your company and your name for the respondent/ contact tracer to call in case a situation like this arises.

*Can I run a focus group without masks and social distancing?*

Check the Ministry of Health guidelines for the most up-to-date information. In red and orange settings we especially **do not recommend** you do this. If you still plan to do this, we strongly advise you to tell your participants this will be the case at recruitment.

*Should I be serving food and drink in focus groups?*

This is not recommended at red or orange settings as it requires removal of masks. If refreshments are to be provided, then the government requirements for serving food and drink must be followed.

Useful links:

- [COVID-19 Protection Framework - govt.nz](https://www.govt.nz/health/COVID-19-protection-framework/)
- [COVID-19 Protection Framework — business.govt.nz](https://www.business.govt.nz/COVID-19-protection-framework/)
- [Vaccines and the workplace » Employment New Zealand](https://www.employment.govt.nz/vaccines-and-the-workplace/)
- [My Vaccine Pass – work vaccination mandate — business.govt.nz](https://www.business.govt.nz/my-vaccine-pass-work-vaccination-mandate/)
- [How to decide what work requires a vaccinated employee | WorkSafe](https://www.worksafe.govt.nz/how-to-decide-what-work-requires-a-vaccinated-employee/)
- [Guidance for workplaces that have a case of COVID-19 | Ministry of Health NZ](https://www.health.govt.nz/our-work/guidance-for-workplaces-that-have-a-case-of-COVID-19)