

# Standard Operating Procedure (SOP)

## Using The Psychology Labs

### Introduction

This document concerns the following Psychology Labs **only**, located in Lord Balerno building, top floor:

- Observation Room 2b (Eye Tracking Lab)
- Lab 2.b
- Lab 3.a
- Lab 3.b
- Lab 4.b
- Lab 5.a
- Lab 5.b
- Lab 6.b
- Perception Lab
- Memory Lab

### SOP

1. You are only allowed to use the labs for computer-based experiments or for 2-people face-to-face interviews.
2. Visit the labs only if you are feeling well. If you exhibit any COVID-19 symptoms (a new continuous cough and/or a fever/high temperature (37.8C or greater) and/or a loss/change in taste/smell) or a member of your household is self-isolating then stay home.
3. Shielded users or users who have dependants in the Shielding or High-Risk category may be refused access. Please contact [i.argyropoulos@hw.ac.uk](mailto:i.argyropoulos@hw.ac.uk) to discuss. Your Participants (Ps) must not fall in the Shielding or High-Risk category, either.
4. It is advised that all lab users (researchers and participants) wash their hands often or use antibacterial gel.
5. Where there is a window, keep it slightly open.
6. Should a P wants to use the toilet, there are toilet facilities down the corridor on the left (see the labs layout [HERE](#)).
7. Make sure you leave the lab tidy, have switched off the PC and have taken all personal belongings. If you use a lab with a window, ensure you have closed the window.
8. Report any damages to [soass.psychologytech@hw.ac.uk](mailto:soass.psychologytech@hw.ac.uk)

**I have read, understood and agree to the points of this SOP. I have not changed the contents of this SOP. I understand that by not following this SOP I may be refused access to the labs.**

Full Name

HWU Email

Signature

Date

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Return the signed form to [i.argyropoulos@hw.ac.uk](mailto:i.argyropoulos@hw.ac.uk)