

2020



DATA COLLECTION GUIDELINE DURING PANDEMIC

NATIONAL STATISTICS BUREAU

Background

While the general Standard Operating Procedures (SOP) issued by the Ministry of Health is strictly observed, the following are the measures that needs to be taken by those officials involved in the data collection (specifically for the face-to-face data collection).

Measures to be taken BEFORE data collection

- Make sure everyone in the team (team leaders, enumerators, drivers, logisticians etc.) are up to date on the most recent information from the PMO/MoH and adhere to their guidelines
- Ensure you know the protocol to follow and referral mechanisms to use to inform the right people about any observations of symptoms or sickness among field staff during data collection
- Sanitize all data collection items prior to each interview (pens, phone, tablets, notebooks, ID cards, etc.)
- Ensure items are not shared among team members
- Ensure enumerator phones have internet so that they can upload the forms daily to the server.
- Do not spit in public
- Inform your supervisor immediately if feeling unwell

Measures to be taken DURING data collection

- Every morning supervisors should remind the teams of the general guidance and protocols
- Approach respondent(s) for interviews/ discussions in line with the following measures
 - i. Inform the respondent(s) of the COVID-19 measures (based on existing guidelines issued by the Ministry of Health) in a clear manner, prior to starting the interview or discussion
 - ii. Maintain the recommended distance (at least 1-metre) when approaching respondents
 - iii. Avoid physical contact (handshaking, hugging, etc.) to greet respondents. As this may be perceived as culturally inappropriate, clearly explain why you are doing this
 - iv. Always use the PPE during the field enumeration
- Conduct the interviews/ discussions following the required measures
 - i. In general:
 - Conduct the interview/ discussion outside (if possible)
 - Maintain at least 1-meter distance from other people throughout, specifically the respondents.
 - Do not touch anything in or around the households/ interview sites that you are visiting
 - Avoid contact with elderly or people with chronic diseases wherever possible

- ii. Household (HH) surveys: maintain distance from other household members as well. If you are asked to go inside and it is not possible to maintain the safe distance, then take the respondent outside for the interview.
 - iii. Key informant (KI) interviews: maintain distance from other people in addition to the KI
 - iv. Focus group discussion (FGD): place participants with at least 1-meter distance from one another and conduct the interview outside unless you have a large room with good ventilation
- Ensure measures are being followed within the team all throughout (i.e. not just between enumerators and respondents during the interview or discussion process)
 - i. Do not pass on things to other people, e.g. bottles, pens, phones, leaflets, visibility material etc. If you do so, wash your hands and wipe off the item carefully with disinfectant gel
 - ii. Do not drink or eat from the same containers and do not use utilities from another person including the respondents.
 - iii. Wash hands with soap/ sanitizer following advisories by MOH and/ or national authorities

Measures to be taken AFTER data collection

- Ensure all staff returning from data collection (enumerators, drivers, etc.) thoroughly wash their hands with soap (at least for 20 seconds)
- Ensure enumerators are reporting back to supervisors as established in the protocols
 - i. Enumerators should report to supervisor of any health symptoms such as a high temperature (above 37.5), or any other mild symptoms such as tiredness, dry cough (common symptoms), shortness of breath, aches and pains, sore throat, or runny nose (other symptoms). If any staff is experiencing symptoms, they should be immediately reported and excused from the work.
 - ii. Enumerators should confirm location and report of any interaction with an interviewee that exhibited symptoms of fever, cough, or shortness of breath
 - iii. Supervisor to report on any interaction with interviewee that exhibited symptoms of fever, cough, or shortness of breath to Dzongkhag/NSB.
- Ensure enumerators submit the data collected and clean devices daily
 - i. Enumerators to upload their forms to the server daily (this needs to be covered in the training)
 - ii. Enumerators to wipe off all devices with disinfectant or soap and water before handing them back and place all phones in a zip-locked plastic bag with their name written on it. This is to ensure that devices change hands as little as possible.