**Lab Study Checklist**

*Lab setup at the beginning of each day*

* Log in to computer
* Launch Google Chrome
* Clear cookies (settings tab > advanced > content settings > cookies > see all… > remove all)\*
* Log in to Qualtrics
* Select relevant test for session > Distributions > Anonymous Link
* Ensure keyboard tray and mouse are stowed with mouse turned off
* Ensure computer is in tablet mode (bottom-right of screen)
* Ensure monitor is within 2 cm of desk edge
* Ensure screen brightness set to 75%
* Close Qualtrics tab (leaving only the survey screen open)
* Prepare link to tracing app for control and antiprime participants
* Enter fullscreen mode (f11)
* Ensure all window blinds are drawn shut
* Ensure stationary chairs (blue) are placed at each station (instead of swivel chairs)
* Gather consent forms for the day
* Ensure that the proper script for the participant is being used

*Interaction with study participants*

* Greet participant at first floor entrance and escort to lab space
* Invite participant to sign consent form
* Perform study following the appropriate script outline
* Fill out metadata fields on cover page of signed consent form once study is underway
* Demonstrate tracing app mid-way with prime and anti-prime participants
* Debrief with student inviting questions and comments
* Provide control participants with an opportunity to demo the tracing app
* Express appreciation to participant for their time and attention when finished
* Escort to elevator and recommend Ground Level
* Wipe computer screen with microfibre cloth
* Remove tracking cookies (see above) and refresh study start page
* Greet next student at allotted time

*At the end of each day:*

* Back up study data to USB drive with participants listed chronologically regardless of group
* Log out of lab computers
* Wipe down computer screen with cloth + solution
* File paperwork and USB drive in locked filing cabinet
* Lock filing cabinet
* Ensure that lights are turned off
* Ensure that lab doors are locked
* Ensure that lab keys are properly stored in lockbox

\*Note: this step must also be performed at the end of each participant session.