# Use as an Appendix to a [Field Safety Plan](https://www.ehs.ucsb.edu/field-safety/field-safety-plan-and-insurance)

Department/Group/Project:

Field Team Leader Name, Phone, Email:

PI/Supervisor Name, Phone, Email:

Worksite Location:

Project Dates:

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| **Institutional Review & Approvals:** * Resuming a field work project should be reviewed and approved by a committee. Office of Research will determine the committee members.
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| **COVID-19 Safety Brief:** Along with discussing work goals and plans, review safe work practices identified in this checklist with all participants.* Maintaining physical distancing from one another, equipment handling, disinfection procedures, signs/symptoms of COVID-19, communication options in the field check in procedures, and emergency procedures.
* Team members should have dedicated PPE, provisions, and supplies, if feasible, to minimize sharing.
* **Team members have the right to refuse participation without fear of penalty if they feel the conditions are unsafe.**
* Each team member should be asymptomatic for at least 2 weeks prior to fieldwork and will not participate should they feel ill or have reasonable cause to believe they have been exposed to COVID-19.
* Follow CDC guidance to [Prevent Getting Sick](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html).
* Maintain reliable communication to receive updates or get assistance; maintain a frequent check-in schedule.
* Remain aware of campus policies regarding COVID-19 and any local ordinances relevant to your destination.
* Review responsible conduct in the field, community; minimize contact with public during pandemic.
* Maintain flexibility to alter plans at any time, self-isolate, or return home.
* Follow campus reporting protocol, if you, a colleague, or an immediate family member tests positive.
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| **Continuity Planning:** * Utilize video meetings for training, planning, and discussion, when possible, to minimize in-person interactions
* Cross-train multiple people on critical tasks, document protocols in detail
* Discuss how to prioritize the most time-critical tasks, if team members are unable to work
* Consider dividing into smaller field teams that will work separately from other teams for the season
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| **Transportation to Worksite:** * Avoid public transportation.
* Meet at the worksite (one person per vehicle).
* Depending on the history of the vehicle, all common areas should be wiped with a sanitizing agent prior to and upon completion of field transportation for the day.
* Other precautions:
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| **Fueling Vehicles/Service Stops:*** Maintain social distancing from anybody at the fuel location, store, etc.
* Use disinfecting wipes on handles or buttons before you touch them; or single-use towels as a barrier
* Be cognizant of what you touch at any service stations, stores, etc.
* Use hand sanitizer prior to re-entering your vehicle
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| **Provisions:** * Each participant should be responsible for their own field provisions for the day.
* Water, food, snacks, etc., should all be prepared and brought from home, if possible.
* Each crewmember should have at least two gallons of drinking water available per workday.
* If coolers are used, each team member should have their own assigned cooler.
* Stops to make purchases in the field should be kept to a minimum in order to lessen contact with the public.
* For overnight trips, ensure extra lodging is available to maintain social distancing, i.e. single rooms, single tents
* Other precautions:
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| **General Safe Practices:** * Maintain physical distancing of at least 6 feet, whenever feasible
* Keep from touching face (specifically eyes, mouth and nose)
* Wear a face covering in common areas, while in proximity to others; follow local public health requirements
* Wash hands with soap and water frequently for at least 20 seconds
* Use hand sanitizer (>60% alcohol) when soap and water are not available
* Cover coughs and sneezes; cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands.
* Clean and disinfect frequently touched surfaces.
* If cough develops, wear a face covering to prevent spread via saliva droplets; return home
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| **Supplies, Cleaning, & Disinfection:** Shared surfaces, equipment and gear should be cleaned, disinfected and dried before use. Any disinfecting product used should be on the [EPA List-N](file:///%5C%5Cdfs.isc.ucsb.edu%5CEHS%5CINDIVIDUAL%5Cnotra%5CField%20Safety%5CCOVID%2019%20Guidelines%202020%5Cepa.gov%5Cpesticide-registration%5Clist-n-disinfectants-use-against-sars-cov-2), e.g. Chlorox disinfecting wipes, Lysol multi-surface cleaner, Envirocleanse-A, Peroxide Multisurface Cleaner & Disinfectant)

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| * Hand soap
* Hand sanitizer
* Disposable gloves
* Disinfectant:
 | * Extra face covers
* Personal water bottles
* Carry a thermometer in your first aid kit
* Other:
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|  **Wrap up:*** Clean and disinfect all shared equipment, touched surfaces
* Bag up used supplies, return to campus for disposal if possible
* Debrief with all participants
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| **Emergency Medical Procedures:** All participants must be able to provide clear and precise directions to the worksite.  Cell phone service available  If no cell service, describe communication plan and check-in procedures below, or attach project [field safety plan](https://www.ehs.ucsb.edu/field-safety/field-safety-plan-and-insurance) and map to the nearest hospital.  |
|  **Notes:** |

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| **Reference: Signs and Symptoms of COVID-19**  |
| Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19 and should stay home, monitor symptoms, and call their medical provider:

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| * Cough
* Shortness of breath or difficult breathing
* Fever
* Chills
* Repeated shaking with chills
 | * Muscle pain
* Headache
* Sore throat
* New loss of taste or smell
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| **Campus Resources** |
| **Emergency Medical Response:** 911**Campus Police Number:** 1- (805) 893-3446**UCSB COVID-19 updates:** <https://www.ucsb.edu/COVID-19-information>**UCSB Student Health:** <http://studenthealth.sa.ucsb.edu/> or 1- (805) 893-3371**Office of Environment, Health & Safety:**  [<https://www.ehs.ucsb.edu/>](http://ehs.berkeley.edu/) or 1- 805-893-3194**UCSB Field Research Safety Program:** <https://www.ehs.ucsb.edu/field-safety>**UC Travel Insurance 24/7 Assistance:** 1-800-527-0218 or assistance@uhcglobal.com  |