# 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:

|  |
| --- |
| **Institutional Review & Approvals:**   * Resuming a field work project should be reviewed and approved by a committee. Office of Research will determine the committee members. |
| **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. |
| **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 |
| **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: |
| **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 |
| **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: |

|  |
| --- |
| **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 |
| **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:///\\dfs.isc.ucsb.edu\EHS\INDIVIDUAL\notra\Field%20Safety\COVID%2019%20Guidelines%202020\epa.gov\pesticide-registration\list-n-disinfectants-use-against-sars-cov-2), e.g. Chlorox disinfecting wipes, Lysol multi-surface cleaner, Envirocleanse-A, Peroxide Multisurface Cleaner & Disinfectant)   |  |  | | --- | --- | | * Hand soap * Hand sanitizer * Disposable gloves * Disinfectant: | * Extra face covers * Personal water bottles * Carry a thermometer in your first aid kit * Other: | |
| |  | | --- | | **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 | |
| **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:** |

|  |
| --- |
| **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:   |  |  | | --- | --- | | * Cough * Shortness of breath or difficult breathing * Fever * Chills * Repeated shaking with chills | * Muscle pain * Headache * Sore throat * New loss of taste or smell | |
| **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 |