

Field Work Ramp-Up Planning Checklist

During COVID-19 Pandemic

Department/Group/Project:	
Field Team Leader Name, Phone, Email:	
PI/Supervisor Name, Phone, Email:	
Worksite Location:	Project Dates:

Institutional Review & Approvals:

- Research must be approved by each Chair, Dean, or Director.
- Review [Office of Research definition of critical research and ramp-down/ramp-up guidance](#)
- Register travel via [UC Away](#). All international travel is currently subject to approval. Contact [Global Affairs](#) for more information.
- Obtain export control review for any research equipment being transported internationally.
- Project-specific approvals (reserve manager, partner agency, dive control board, etc.):
- Other:

Continuity Planning and Protocol Changes:

- Develop a contingency plan for reduced staffing, in case a team member is out sick or otherwise can't come in to work.
 - Cross-train multiple people on critical tasks and document protocols in detail.
 - Discuss how you will prioritize the most time-critical tasks, if team members can't work.
- Consider dividing staff into smaller teams that will work separately from other teams for the season. This minimizes personal interactions and the number of team members who must self-isolate if one co-worker becomes ill.
- Identify tasks that can be completed from home or while working alone on campus to reduce time in the field and in-person interactions. For example, pre-label sample collection bags, conduct daily pre-trip briefings and training via video conferencing, or pre-assemble and repair equipment for field deployment. Note that the UC Office of the President has restrictions on taking research materials home.
- Avoid sharing equipment. Where possible, assign each team member a personal kit of field tools and equipment, to be stored in separate labeled containers. When equipment must be shared, disinfect between users.

Required Training/Safety Brief:

Along with discussing work goals and plans, review safe work practices identified in this checklist with all participants.

- Maintaining social 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](#).
- Maintain reliable communication to receive updates or get assistance; maintain a frequent check-in schedule.
- The [Working Alone SOP](#) is required if working out of the visual or audible range of other team members, whether in the field or on campus.
- 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 the public during pandemic.
- Maintain flexibility to alter plans at any time, self-isolate, or return home.
- Follow the campus reporting protocol, if you, a colleague, or an immediate family member tests positive for COVID-19: <https://safetyservices.ucdavis.edu/coronavirus/reporting-positive-test-covid-19>

Transportation to Worksite:

- Avoid public transportation.
- Meet at the worksite (each crewmember should have their own field 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:

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:

Fueling Vehicles/Service Stops:

- Maintain social distancing from anybody who is at the fuel location, store, etc.
- Be cognizant of what you touch at any service stations, stores, etc., sanitize hands prior to re-entering your vehicle.
- Use disinfecting wipes on handles and buttons before you touch them (if available).
- After fueling, use a hand sanitizer with at least 60% alcohol. Wash your hands for at least 20 seconds when you get home or somewhere with soap and water.
- Other precautions:

General Safe Practices:

- Maintain social 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 and campus guidance.
- 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](#), e.g. Clorox disinfecting wipes, Lysol multi-surface cleaner, Envirocleanse-A, Peroxide Multisurface Cleaner & Disinfectant.

- Hand soap and extra water for handwashing
- Hand sanitizer (>60% alcohol)
- Single-use paper towels
- Disposable gloves
- Disinfectant:
- Extra face covers
- Personal water bottles
- Carry a thermometer in your first aid kit
- Other:

Wrap-up & Debrief:

- Clean and disinfect all shared equipment, touched surfaces
- Bag up used supplies, return to campus for disposal if possible
- Debrief with all participants
- Other:

Emergency Medical Procedures and Communication Plan:

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 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

Seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Review the [CDC list of COVID-19 Symptoms](#), which includes guidance on when to seek emergency medical attention.

Campus Resources

Emergency Medical Response: 911

UC Davis Campus Police Emergency Number: 530-752-1234

UC Davis COVID-19 updates from Safety Services: safetyservices.ucdavis.edu/coronavirus

UC Davis Field Research Safety: fieldsafety.ucdavis.edu

UC Travel Insurance 24/7 Assistance (United Healthcare Global): 410-453-6330

UC Davis Campus Privacy Officer: privacy@ucdavis.edu

UC Davis Occupational Health: occupationalhealth@ucdavis.edu or 530-752-6051