

COVID-19 Field Protocol Worksite Planning Checklist

Revised: June 2020

The field safety planning checklist serves as a tool for UCI field researchers. The checklist has been modified for COVID-19 regulations and guidelines and will help with your trip planning. The checklist is a precursor to the [Field Safety Planner](#).

- Complete this field protocol checklist and insert specifics for your site and operations and delete non-relevant sections
- Limit the number of researchers going into the field. Practice physical distancing as much as possible and have one person per vehicle, room, and tent when possible
- Complete appropriate COVID-19 training for your site and operations
- Hold a pre-trip meeting with your group and/or supervisor to review your field safety plan and checklist

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

<p>Institutional Review & Approvals:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Departmental Approval <input type="checkbox"/> Register travel > 100 miles via UC Away: https://ehs.ucop.edu/away/#/; for international travel follow approval process at https://global.uci.edu/faculty-staff/travel-resources.php <input type="checkbox"/> Project-specific (reserve manager, partner agency, dive control board, etc.): <input type="checkbox"/> Other:
<p>Required Training/Safety Brief: Along with discussing work goals and plans, review safe work practices identified in this checklist with all participants.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Team members should have dedicated PPE, provisions, and supplies, if feasible, to minimize sharing. <input type="checkbox"/> Team members have the right to refuse participation without fear of penalty if they feel conditions are unsafe. <input type="checkbox"/> Each team member should be asymptomatic for at least two 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. <input type="checkbox"/> Maintain reliable communication to receive updates or get assistance; maintain a frequent check-in schedule. <input type="checkbox"/> Remain aware of local public health requirements and campus policies regarding COVID-19. <input type="checkbox"/> Review responsible conduct in the field, community; minimize contact with the public during the pandemic. <input type="checkbox"/> Maintain flexibility to alter plans at any time, self-isolate, or return home. <input type="checkbox"/> Follow campus reporting protocol, if you, a colleague, or an immediate family member tests positive.
<p>Continuity Planning:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Utilize video meetings for training, planning, and discussion, when possible, to minimize in-person interactions. <input type="checkbox"/> Cross-train multiple people on critical tasks; document protocols in detail. <input type="checkbox"/> Discuss how to prioritize the most time-critical tasks, if team members are unable to work. <input type="checkbox"/> 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 (each team member should have their own field vehicle).
- Depending on the history of the vehicle, all common areas should be wiped with a disinfectant prior to and upon completion of field transportation for the day.
- Other precautions:

Provisions:

- Each team member 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 team member should have at least two gallons of drinking water available per workday.
- If coolers are used, each team member should have their own designated 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, ie. single rooms, single tents.
- Other precautions:

Fueling Vehicles/Service Stops:

- Maintain social distancing from anybody at the fuel location, store, etc.
- Be cognizant of what you touch at any service stations, stores, etc.
- Use disinfecting wipes on handles or buttons before you touch them; or single-use towels as a barrier.
- Use hand sanitizer prior to re-entering your vehicle.
- Other precautions:

General Safe Practices:

- Maintain social distancing of at least 6 feet, whenever feasible.
- Keep from touching face (specifically eyes, mouth and nose); follow CDC guidance to [Prevent Getting Sick](#).
- Wear a face cover 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 when soap and water are not available.
- 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 cover 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

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| <input type="checkbox"/> Hand soap | <input type="checkbox"/> Tissues |
| <input type="checkbox"/> Hand sanitizer (> 60% alcohol) | <input type="checkbox"/> Extra face covers |
| <input type="checkbox"/> Single-use paper towels | <input type="checkbox"/> Carry a thermometer in your first aid kit |
| <input type="checkbox"/> Disposable nitrile gloves | <input type="checkbox"/> Personal water bottles |
| <input type="checkbox"/> Disinfectant: | <input type="checkbox"/> Other: |

Emergency Procedures: List participants or attach roster; all team members 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; or attach project <https://ehs.uci.edu/programs/field/index.html> (UCI Field Safety Plan link) and map to nearest hospital.

Notes:**Wrap Up:**

- Clean & disinfect all shared equipment, touched surfaces.
- Bag up used supplies; return to field office or campus for disposable, if possible.
- Debrief with all participants.

Reference: Signs and Symptoms of COVID-19 (per CDC May 13, 2020)

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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| <ul style="list-style-type: none">• Cough• Shortness of breath or difficult breathing• Fever• Chills• Muscle pain• Sore throat• New loss of taste or smell | <p>Seek emergency medical care immediately:</p> <ul style="list-style-type: none">• Trouble breathing• Persistent pain or pressure in the chest• New confusion• Inability to wake or stay awake• Bluish lips or face |
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Campus Resources

Emergency Medical Response: 911

Campus Police Emergency Number: 1-949-824-5223

UC Irvine COVID-19 Updates: https://uci.edu/coronavirus/?utm_source=homepage&utm_medium=referral

University Health Services Occupational Health Clinic: <https://shc.uci.edu/> 949-824-5301

Office of Environment, Health & Safety (EH&S): <https://ehs.uci.edu/> 949-824-6200

UC Irvine EH&S Field Safety Resources: <https://ehs.uci.edu/programs/field/index.html>

UC Travel Insurance 24/7 Assistance: 1-800-527-0218 or assistance@uhcglobal.com