# COVID-19 Research Travel Checklist

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| **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:**   * Office of Research (<https://officeofresearch.ucsc.edu/covid-19/index.html>) * Departmental and Division * Project-specific (reserve manager, partner agency, dive control board, etc.): | |
| **Pre-Travel Planning**   * Field or Travel Safety Plan (<https://ehs.ucsc.edu/programs/research-safety/field-research/#tool>) * Register any travel >100 miles from UCSC via UC Away (<https://ehs.ucop.edu/away/#/>). * Review CDC travel guidance (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>). * (International travel) Review [DOS country specific COVID-19 information](https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html). * (Domestic travel) Review [CDPH travel advisories](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx) and state health agency guidance of destination. | |
| **Required Training/Safety Brief:** Along with discussing work goals and plans, review safe work practices identified in this checklist with all participants.   * [COVID-19 Workplace Safety](https://uc.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=core%2Factivitydetails%2FViewActivityDetails%3FActivityId%3D403232%26UserMode%3D0): UCSC Injury and Illness Prevention Program (IIPP) and COVID-19 information and best practices for returning to the workplace. * Review physical distancing, equipment handling, signs/symptoms of COVID-19, communication options in the field, check in procedures, and emergency procedures. * Team members have the right to refuse participation without fear of penalty if they feel conditions are unsafe. * 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. * Maintain reliable communication to receive updates or get assistance; maintain a frequent check-in schedule. * Remain aware of local public health requirements and campus policies regarding COVID-19. * Review responsible conduct in the field, community; * 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. | |
| **Transportation to Worksite:**   * Maximize ventilation in shared vehicles by opening windows or keeping AC on single pass. * Other precautions: | |
| **Provisions:**   * Each team member should have at least two gallons of drinking water available per workday. * 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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html). * 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. * If cough or other symptoms develop, wear a face cover to prevent spread via saliva droplets; return home. | |
| * Hand soap * Hand sanitizer (> 60% alcohol) * Single-use paper towels * Disposable nitrile gloves * Disinfectant: | * Tissues * Extra face covers * Carry a thermometer in your first aid kit * Personal water bottles * Other: |

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| **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. |
| **Notes:** |
| **Wrap Up:**   * Clean all shared equipment and touched surfaces. * Bag up used supplies; return to field office or campus for disposal, if possible. * Debrief with all participants. |

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| **Reference: Signs and Symptoms of COVID-19** ([CDC](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) | |
| 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: | |
| * Fever or chills * Cough * Shortness of breath or difficulty breathing * Fatigue * Muscle or body aches * Headache   **Symptoms requiring immediate medical care:**   * Trouble breathing * Persistent pain or pressure in the chest | * New loss of taste or smell * Sore throat * Congestion or runny nose * Nausea or vomiting * Diarrhea * 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:** 1-831-459-2231  **UC Santa Cruz COVID-19 Updates:** <https://recovery.ucsc.edu/>  **University Health Services Health Center:** <https://healthcenter.ucsc.edu>or 1-831-459-2500  **Office of Environment, Health & Safety (EH&S):**  [https://ehs.ucsc.edu](%20https://ehs.ucsc.edu%20) or 1-831-459-2553  **UCSC EH&S Field Research Resources:** <https://ehs.ucsc.edu/programs/research-safety/field-research/index.html>  **UC Travel Insurance 24/7 Assistance:** 1-800-527-0218 or assistance@uhcglobal.com |