

Off-site Research Committee Planning Template

PI name:

Department:

Building Committee's name:

Date of Submission:

Approximate Travel Dates:

Project Title:

Project Description (brief):

To perform a meaningful review, the [Offsite Research Committee](#) requires each PI to include a comprehensive COVID-19 Safety Field Plans within their research requests dictating the use of facial coverings, safe distancing, and disinfection during:

- Staging/Mobilization
- Travel
- Field operations
- Demobilization

Feel free to use the [UCSB COVID-19 Fieldwork Safety checklist](#) when creating your plan.

Please include in the plan following information:

1. Where will the work take place?:
2. Describe any COVID-related restrictions and requirements at destination (provide documentation or links to relevant information):

For research requests in counties that do not match Santa Barbara County's phase provide a written permission [by the county](#) to conduct the research activity.

3. If activity includes a shared facility (e.g. research lab at another institution) or has international components (e.g. work performed by others in another country) include documentation that work is allowed and can be performed safely:

4. Per [Guidelines for Establishing Safe Research Practices](#), Paragraph 12, list:
 - Number of personnel involved in the proposed research activity;
 - The status of their relationship to the university (e.g. GSR, postdoc, faculty, professional researcher, visitor, etc.);
 - Their contact information (phone number, email);

5. Describe means of travel:

PERMITTED:

- Personal or UCSB fleet vehicles (1 passenger or group of cohabiting passengers per vehicle);
- Private rental companies with disclosed COVID-19 safety protocol, e.g. Enterprise (capacities as above);
- Boats (approved by the Boat and Dive Safety Committee);

- As of October the 20th, 2020 forming a “fieldwork pod” and sharing a vehicle could be approved if the following requirements are fulfilled: 1) The trip leader schedules an online training with all participants in the trip to set expectations for behaviors during the quarantining period and the trip; The COVID-19 safety protocol is discussed. 2) 14 days prior to departure everyone is symptom free and have been isolating themselves for 14 days; 2.) 48-72 hours prior to the travel test for Covid-19 with the UCSB test group shows negative results.

NOT PERMITTED:

- Shared vehicles (unless cohabitants/roommates; forming a “fieldwork pod” requirements are fulfilled);
- Private rental companies with unknown COVID-19 safety practices
- Travel by air discouraged for all but most exigent circumstances
- International travel discouraged for all but most exigent circumstances
- Expeditions on vessels with no history of use by UCSB investigators;

NOTE:

Individuals should be COVID-19 asymptomatic for 14 days prior the departure date.

6. For overnight stays describe accommodation arrangements:

PERMITTED:

- Tents, groundcloths, trailers, vehicles, hammocks, etc. (one/person);
- Hotel/dormitory rooms - one person per room.
- If the requirements for forming a “fieldwork pod” are fulfilled, then sharing rooms is allowed.

(As of October the 20th, 2020 forming a “fieldwork pod” and sharing a vehicle could be approved if the following requirements are fulfilled: 1) The trip leader schedules an online training with all participants in the trip to set expectations for behaviors during the quarantining period and the trip; The COVID-19 safety protocol is discussed. 2) 14 days prior to departure everyone is symptom free and have been isolating themselves for 14 days; 2.) 48-72 hours prior to the travel test for Covid-19 with the UCSB test group shows negative results.)

NOT PERMITTED:

- Shared tents and hotel rooms (unless cohabitants/roommates, approved “fieldwork pod”);
- Air BnB;
- Hostels;
- Private residences with other occupants not part of the research team.

7. Describe how will you ensure physical distancing, facial covering in group settings and disinfection of shared equipment and surfaces during all stages of the fieldwork:

Stage 1 - Mobilization:

Stage 2 - Travel:

Stage 3 - Fieldwork:

Stage 4 - Demobilization:

FIELDWORK REQUIREMENTS:

- Fieldwork must allow physical distancing (9 ft) and other COVID-19 safety plan requirements (wearing masks, sanitizing procedures).
- Equipment sharing must be minimized with a disinfection plan in place
- Separate cooking and food storage for each participant. (No sharing of food, utensils, cookware, drinks, coolers, bear canisters, etc.)
- Plan for 14 days self quarantining after the trip and prior to return to campus should be in place
- Daily health checks and completing the UCSB daily COVID-19 screening process using this link: [enrollment link](#)

- International projects involving local staff must adhere to a robust COVID-19 safety plan that meets local and UCSB COVID-19 safety requirements.

FIELDWORK NOT PERMITTED AT THIS TIME:

- Fieldwork requiring people to work in close proximity for an extensive period of time to execute safely (e.g., climbing, entering confined spaces, etc.);
- Fieldwork involving volunteers, contractors and undergraduate students (temporary suspension of the critical and essential exemption criteria);
- Human subjects with face to face interactions;

NEEDS CLOSE REVIEW:

- Visiting facilities associated with different campuses/institutions (other UCs and outside the UC system);

8. Describe how will you ensure communication with the team in the field in case of changes in plan due to campus administrative decisions (e.g. Research Ramp-Down) :

9. Describe your contingency plan and medical response plan in case a team member exhibits COVID-19 like symptoms :