Fieldwork is an important part of teaching, research, and clinical practice at the University of Washington. It is also an extension of on-campus work, and adherence to university policy and professional code of conduct by all members of a project field team while participating in university-sponsored fieldwork is required. A Fieldwork Health and Safety Plan, required for lone workers as well as field teams, is intended to help you prepare for health and safety problems you might encounter when fieldwork takes you away from university facilities. This template is provided as a resource to field teams as a framework for field teams in their predeparture planning and preparation.

In addition, this Fieldwork Health and Safety Plan template has been modified to include information relevant to COVID-19 mitigation measures to be undertaken when either the UW or the Washington State county(ies) in which the fieldwork is to be done are operating under Phases 1 or 2 of the Governor’s Safe Start Plan. The status of government conditions for returning to work for fieldwork proposed to be done out-of-state should be evaluated against the Washington State Phases as best as possible to determine what is allowable.

Note that not all elements of this plan are appropriate for all fieldwork. Local fieldwork with no overnight stay will not require as many elements as fieldwork with extensive travel and/or multiple overnight stays. Please consult your local unit requirements if you are unsure which apply to your fieldwork.

Instructions for the PI:
1. Complete this Health and Safety Plan template (insert specifics for your project, delete irrelevant sections, add sections that may be unique to your work) and provide a copy to your unit administrator or other designated individual for use in an emergency.
2. Complete appropriate training for your site, operations, and personnel (e.g., first aid, task-specific training).
3. Obtain immunizations and prophylaxis for your destination, if applicable.
4. Hold a pre-trip meeting with your group and/or supervisor to review your field safety plan, travel logistics, packing lists, personnel safety and security concerns, conduct expectations, and any remaining training needs. (This meeting should be held remotely during Phases 1-2.)
5. As applicable, register your fieldwork with:
   a. UW International Travel Registry for location-specific travel alerts and emergency/travel assistance contacts.
   b. UW Youth Program Registration System for projects that involve individuals under the age of 18.

COVID-19 Supplemental Instructions:
Fieldwork may only be undertaken during Phases 1-2 of the Governor’s Safe Start Plan if it meets at least one of the following conditions:
- It deals with the pandemic, helps the nation recover after the pandemic eases, falls into the category of public health research, or has the potential to lead to therapies to treat human health problems, or otherwise fall within the Governor’s definition of essential critical operations;
UW Fieldwork Health and Safety Plan (COVID Return: Phases 1-2)

- It is required to meet an upcoming deadline (e.g., funding or seasonal data availability); and/or
- It supports a facility that supports research.

See the Returning to In-Person Research Involving Fieldwork: Decision Tree to determine if your fieldwork is allowable.

In addition, the fieldwork must have an approved project-specific Health and Safety Plan that explicitly addresses the additional health and safety measures to be taken to mitigate the spread of COVID-19 and respond to potential or confirmed cases in the field. This Health and Safety Plan Template can be used or an existing Health and Safety Plan that includes all elements of the Return to Fieldwork checklist for Phases 1-2 can be used. If applicable, the fieldwork must also meet the criteria for continuation for research involving human subjects or travel.

During Phases 1-2, Fieldwork Health and Safety Plans should be approved according to the processes established by each Dean-level unit. See the University of Washington COVID-19 Prevention Plan for the Workplace for further details on unit-level prevention plan requirements and approvals.

<p>| Approved by:         | Stephen J. Majeski | 07/06/2020 |</p>
<table>
<thead>
<tr>
<th>Site Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location(s)</strong></td>
<td><em>The University of Washington’s Manastash Ridge Observatory, outside Ellensburg WA</em></td>
</tr>
<tr>
<td><strong>Site Information</strong></td>
<td><em>Single building at ~4,000 feet in scrubland. Weather is typically warm and dry during summer, and remains dry during open dates when fieldwork may take place (June-November)</em></td>
</tr>
<tr>
<td><strong>Travel to Site</strong></td>
<td><em>Route to site is well established (<a href="https://sites.google.com/a/uw.edu/mro/information-for-observers">https://sites.google.com/a/uw.edu/mro/information-for-observers</a>)</em></td>
</tr>
</tbody>
</table>

**COVID-19 Supplemental Information:** *Please indicate how participants will travel to/from the field in a way that minimizes the spread of COVID-19:*

- Travel to site will be in either UW UCar or private vehicles, drivers will follow all recommendations from UCar with regard to minimizing the spread of COVID-19.
- Fuel for the vehicles should only be obtained at gas stations where pay-at-the-pump service is available. Drivers will use hand sanitizer after refueling.
- Roadside emergency kit will be provided in the vehicle. Directions for emergency roadside procedures are located in the glove compartment of UCars.

<table>
<thead>
<tr>
<th>Site Ownership</th>
<th>UW, leased from the State of Washington</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Access</strong></td>
<td><em>Site is isolated at the end of 10 miles of dirt road in Kittitas County, on land administrated by the WA Department of Natural Resources (DNR). Kittitas county is in Safe Start Phase 2 as of June 9, 2020, and this land is open for use.</em></td>
</tr>
</tbody>
</table>

**COVID-19 Supplemental Information:**

Not all public lands or other research sites are open during Phases 1-2. Please make sure to obtain written confirmation from the property owner or responsible agency if the site(s) are otherwise closed to the public or to permitted research. In addition, once your fieldwork has been approved, you should receive an authorization letter on university letterhead. Make sure all members of the field team have a copy of this authorization letter and it can be made available upon request.

Is/are your site(s) open to the public, or do you have written confirmation of your ability to access the site? ☒ Open to the public ☐ Written confirmation of access ☐ N/A

Are there access restrictions related to COVID-19 mitigation measures that exceed those of the University of Washington? ☐ Yes ☒ No

If yes, have you integrated these measures into this Health and Safety Plan? ☐ Yes ☒ No

<table>
<thead>
<tr>
<th>Environmental Hazards</th>
<th>Typical hazards associated with camping in central Washington; avoid rodents which may carry Hantavirus.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Go Criteria</strong></td>
<td><em>Heavy rainfall can make roads in the backcountry dangerous; travel must be avoided during and immediately after electrical storms on the immediate area. Another WA State stay home order would cancel any field work plans.</em></td>
</tr>
</tbody>
</table>

**COVID-19 Supplemental Information:**

☐ During Phases 1-2, the UW Returning to Research Involving Fieldwork Decision Tree must be completed. If the questions in the Decision Tree cannot be answered Yes or N/A at any point during the project, the fieldwork may not proceed.

| Expected Weather | Weather is expected to be warm and dry. |
### Drinking Water Availability

- ☐ Plumbed water available
- ☐ Water cooler with ice provided
- ☒ Bottled water provided
- ☐ Natural source and treatment methods (e.g. filtration, boiling, chemical disinfection):

### Access to Shade/Shelter

If forecast temperatures exceed 80°F, shade must be provided by natural or artificial means for rest breaks. What will be available to the field team members?

- ☒ Building structures
- ☐ Trees
- ☐ Temporary Canopy/Tarp
- ☐ Vehicle with A/C
- ☐ Other: 

### High Heat Procedures

Required when temperatures are expected to exceed 95°F: If possible, limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for signs of heat illness are required at all times. Pre-work safety discussion required.

- ☐ Direct supervision
- ☒ Buddy system
- ☐ Reliable cell or radio contact
- ☐ Other: 

### Cold Weather Procedures

Required when temperatures drop below normal and wind speed increases, allowing heat to leave a body more rapidly: If possible, schedule heavy work during the warmer part of the day. Provide frequent breaks in warm areas. Acclimatize new workers and those returning after time away from work. Effective means of communication, observation and monitoring for signs of cold stress are required at all times. Pre-work safety discussion required.

- ☐ Direct supervision
- ☒ Buddy system
- ☐ Reliable cell or radio contact
- ☐ Other: 

<table>
<thead>
<tr>
<th>Emergency Services and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Contact</strong></td>
</tr>
<tr>
<td><strong>University Contact</strong></td>
</tr>
<tr>
<td><strong>Robert Young, <a href="mailto:ryng@uw.edu">ryng@uw.edu</a>, 206-543-4858</strong></td>
</tr>
<tr>
<td><strong>Lodging Location</strong></td>
</tr>
<tr>
<td><strong>Local Emergency Number</strong></td>
</tr>
<tr>
<td><strong>Emergency Medical Services</strong></td>
</tr>
<tr>
<td><strong>Nearest Emergency Department</strong></td>
</tr>
</tbody>
</table>
| **Cell Phone Coverage** | Primary Number: 206-669-1886  
Coverage: spotty, also email ofj@uw.edu  
Nearest location with reliable coverage: reception is good in most parts of observatory property, only issues are when downhill from ridgeline (e.g. near front gate). |
| **Nearby Facilities** | None, nearest services are in Ellensburg. |
| **COVID-19 Supplemental Information:** | During Phases 1-2, in order to minimize the risk of spreading COVID-19 to or from the field team, visits to nearby facilities should be minimized and done only to support field operations. Members of the field team who visit facilities away from the field site(s) or otherwise interact with individuals outside of the field team must:  
- maintain social distancing of at least 6 feet at all times;  
- wear appropriate PPE (e.g., disposable gloves, masks); and  
- wash or sanitize their hands thoroughly prior to and after each visit.  |

| **Side Trips** | None |
| **COVID-19 Supplemental Information:** | During Phases 1-2, in order to minimize the risk of spreading COVID-19 to or from the field team, there should be NO recreational side trips away from a field site. The response above should be “None”. |
**Participant Information**

| Field Team/ Participants | **Primary Field Team Leader:** Oliver Fraser, 206-669-1886  
Secondary Field Team Leader: none  
☐ Field Team/Participant list is attached and includes training documentation  
☒ Other attachment: e.g. course roster |
|--------------------------|------------------------------------------------------|
| **COVID-19 Supplemental Information:**  
The field team should be reduced to the minimum number necessary to safely carry out the work. |

| Lone Worker | Is anyone working alone? ☐ Yes ☒ No  
*If yes, describe a communications plan with strict check-in procedures (daily at a minimum) and actions to be taken in the event of a failure to establish contact when expected. If cell coverage is unreliable, a satellite communication device and/or personal locator beacon must be carried.* |

| First Aid Training | **UW policy (APS 10.5)** requires that all academic and/or research field teams must include at least one person with valid first aid certification. The level of first aid training required will depend on the type of activity the team is pursuing; the location; and the availability, response time, and means of communication by and with emergency response units. The EH&S Training office (206-543-7201, ehstrain@uw.edu) can advise on the first aid training and certification requirements on a case-by-case basis.  
*Oliver Fraser, First Aid/CPR.*  
**COVID-19 Supplemental Information:**  
Compression-only CPR is an acceptable alternative for those who are unwilling, unable, untrained, or are no longer able to perform full CPR. |

| Packing List | ☒ Attach a copy of the packing list for your field team/participants, including information on who is responsible for providing specific supplies and/or PPE as applicable.  
- Individuals will provide personal masks  
- Trip leader will provide disposable masks, hand sanitizer, cleaning |

| Participant Emergency Contact Information | While the University cannot require field participants to provide current emergency contact information and proof of medical insurance, PIs are encouraged to request this information from all field trip participants so that they have the information on hand to give to medical providers if the field team participants are not able to do so themselves. This information should be 1) treated as confidential (i.e., locked, limited access and distribution); 2) accessed and shared only with health providers during an emergency; and 3) shredded immediately upon completion of the trip.  
☒ Encourage field team members to ensure their emergency contact information in Workday is current for use in case of an emergency.  
☐ Check box if optional Emergency Contact Information/Medical Information Forms have been collected. (See Appendix XXX) |

| Volunteers | **UW Risk Services describes volunteers** and the process for ensuring their work is authorized in writing and in advance so that they have access to both UW liability coverage and limited workers’ compensation coverage (medical payments only) for their approved duties.  
☐ If your project involves volunteers, create a volunteer service agreement for each volunteer that documents the person’s name, a description of the duties they’ll be performing, and the dates and hours of work. Volunteer service should not be engaged by individuals if is it is not permitted by their visa status and/or immigration law rules. |
| Attestations of Health | Fieldwork involving daily travel to field site from home  
- Participants should follow the same protocols for daily attestations of health as UW researchers going into a UW facility (i.e., Daily attestations of well-being through Workday or other communications with a supervisor if Workday is not an option)  
- Personnel who feel ill may not participate in fieldwork and should notify their supervisor that they are unable to do so. In addition, if a member of their household develops symptoms of illness they must stay home and self-quarantine according to current CDC recommendations.  
Fieldwork involving travel to a remote field site for longer than one day  
- Members of the field team who exhibit any symptoms of illness within 72 hours prior to departure MUST stay home.  
- Field team participants must submit an attestation (See Appendix B) to the field team leader immediately prior to departure before being allowed to participate.  
- Field Team leaders should incorporate daily in-person health check-ins as part of routine operations. |
| Use of Virus Testing | Fieldwork involving travel to a remote field site for longer than one day  
Preemptive virus testing has limited utility and requires an individual case justification and consultation with EH&S Employee Health. Virus testing protocols for fieldwork shall be based upon:  
- Testing availability  
- Risk priority of the fieldwork being conducted, including considerations for:  
  o Remoteness of field location, including length of time to access definitive care  
  o Isolation of field group from general public, e.g., vessels at sea for prolonged periods  
  o Interaction of field group with potentially sensitive public populations, e.g., rural communities with no current COVID-19 exposures |
| Activities, Equipment, and Supplies – Consult with EH&S for specific training and requirements |  |
| Research Activities | Prepare the observatory for use by other researchers (especially PNSN), repair damage from weather and animals, ensure observatory weather seals are in good condition, complete tasks as necessary to assist/enable further remote project work. |
| Field Transportation | UW UCar SUV or trucks, personal vehicles. All vehicles will be SOV with the exception of UCar Suburban in which case 2 occupants will be permitted (1st and 3rd row oly)  
COVID-19 Supplemental Information:  
Briefly describe additional transportation logistics that have been added in response to COVID-19. Vehicles should be single-occupancy to the extent possible and PPE/masks should be used when they aren't.  
If relevant, please see [UW EH&S](#) Guidelines for COVID-19 Prevention During Small Boating Operations. |
<table>
<thead>
<tr>
<th>Personal Protective Equipment</th>
<th>Required: Masks, with hand sanitizer (to be used after fueling vehicle, visiting stores, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Supplemental Information:</td>
<td>Keeping a distance (at least 6 feet) from other people is the best protection against COVID-19; however, wearing a mask can add another layer of protection, especially if you must be inside with others. Masks can help protect others by containing respiratory droplets when the mask wearer coughs, sneezes or speaks. Face coverings must not interfere with other PPE (e.g., eye shields), required for safety and must be compatible with all safety requirements.</td>
</tr>
<tr>
<td>Face coverings are required:</td>
<td>- When you are indoors where other people are present. A face covering is not needed when working alone in a private office or work area.</td>
</tr>
<tr>
<td></td>
<td>- When you are outdoors whenever keeping a 6-foot distance from other people may not be possible. A face covering is not needed when you are outdoors (e.g., walking, exercising) and you are able to stay 6 feet away from other people.</td>
</tr>
<tr>
<td>Cloth face coverings do not replace job-specific requirements for use of personal protective equipment (PPE). EH&amp;S provides a PPE selection matrix that can be used as a reference.</td>
<td>Individual PPE should be assigned to each member of the field team. Team leader will provide disposable facemasks and nitrile gloves.</td>
</tr>
<tr>
<td></td>
<td>☐ Attach a copy of the list of PPE required to safely implement your field work that will be provided by the PI/Supervisor. An adequate supply of masks and disposable gloves should be included on this list. (Surgical masks or N-95 respirators are critical supplies that must continue to be reserved for healthcare workers and other medical first responders. They should not be used for fieldwork.) PPE should be purchased in advance to confirm availability prior to departure and the location of supplies should be announced to all team members.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Briefly describe the supplies needed to support the fieldwork, both for research/teaching and supporting functions (e.g., food, water, toilet paper). Indicate what will be brought from the point of departure and what will be acquired in the field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>From UW: road safety kit, water jugs</td>
<td>From the field: food &amp; sundries</td>
</tr>
<tr>
<td>Observatory already stocked with cleaning/disinfecting supplies</td>
<td>COVID-19 Supplemental Information:</td>
</tr>
<tr>
<td></td>
<td>• Tissues, hand sanitizer and soap/potable water should be provided by the PI/Supervisor.</td>
</tr>
<tr>
<td></td>
<td>• Review the EH&amp;S Cleaning and Disinfection Resources to help select appropriate disinfection products, including the use of EPA-registered disinfectants, and the manufacturer’s instructions for safe and effective use of all cleaning and disinfection products. Contact EH&amp;S at <a href="mailto:ehsdept@uw.edu">ehsdept@uw.edu</a> or 206-543-7262 with questions about cleaning and disinfection procedures.</td>
</tr>
<tr>
<td>☒ (see above) Attach a copy of a list of COVID-19-related cleaning/disinfecting supplies required to safely implement your field work. These products should be purchased in advance to confirm availability and the location of supplies should be announced to all team members.</td>
<td></td>
</tr>
<tr>
<td>First Aid Supplies</td>
<td>An emergency first aid kit should be available to the entire field team at all times. Location and description of group medical/first aid kit(s): <em>Team will keep road safety kit, which contains a first aid kit, in vehicle. Observatory has independent first aid supplies.</em> If a member field team requires urgent medical attention, emergency services should be called immediately. <strong>COVID-19 Supplemental Information:</strong> First aid kits must include single use thermometers and/or thermometers that can be sanitized between uses. If a member of the field team requires immediate first aid that cannot be self-administered, another crew member may assist. All members of the field team involved in the emergency response (including the injured party) will sanitize their hands prior to and after care and wear personal protective equipment (e.g., gloves, face masks).</td>
</tr>
</tbody>
</table>
| Cleaning and Sanitizing Procedures | *Briefly describe the cleaning and sanitizing procedures and responsibilities for all members of the field team. Description should include expectations regarding equipment, common spaces, food preparation/clean-up/storage, and actions that should be taken to mitigate damage to equipment, pests, wildlife incursions, spread of illness, etc.* To avoid cross-contamination, field team will work on separate equipment, and separate tasks for food storage, prep & clean-up. **COVID-19 Supplemental Information:**  
  - In alignment with public health recommendations, field teams should undertake enhanced cleaning and disinfection procedures. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces in common areas, restrooms, etc. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus. Identify all high touch surfaces in communal spaces and disinfect them before and after use, and daily at a minimum.  
  - Schedule any communal use equipment such that appropriate cleaning can take place before and after use.  
  - Participants should be able to wash their hands often with soap and water, for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol if soap and water are not available. |
| Food and Meals | *Briefly describe how food and beverages will be made available to the field team (including preparation, distribution, and procurement). Indicate what will be brought from the point of departure and what will be acquired in the field.* Food will be bought on the way to the observatory and prepared at the observatory. **COVID-19 Supplemental Information:**  
  - Fieldwork involving daily travel to field site from home  
    - Individuals who travel daily to a field site should pack in their food/water each day. Provisions should not be shared with other crew members.  
  - Fieldwork involving travel to a remote field site for longer than one day  
    - Where practicable, establish social distancing policies and procedures around meals. E.g.,  
      - Adjusting mealtimes to facilitate social distancing while eating  
      - Shift food service operations away from self-service  
      - Participants should wash or sanitize their hands before and after meals |
### Campus Contacts

| Primary Department Contacts | Unit chair/director: Julianne Dalcanton, jd@uw.edu, 206-685-2155  
Unit Administrator: Robert Young, ryng@uw.edu, 206-543-4858 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Designated Point of Contact?, email, phone none</td>
<td>These individuals should have access to a copy of your final project Health and Safety Plan.</td>
</tr>
</tbody>
</table>

### Mental Health

- **Employees:** CareLink (24 hours a day, 7 days a week, 866-598-3978)
- **Students**
  - Bothell: Counseling Center (425-352-3183)
  - Seattle: Counseling Center (206-543-1240) and Hall Health Mental Health (206-543-5030)
  - Tacoma: Counseling & Psychological Services (uwtcaps@uw.edu)
  - While Abroad – The UW Student Abroad Insurance has mental health coverage. Students can arrange to see a mental health provider in-person locally or remotely.

  National Suicide Prevention Lifeline (24 hours a day, 7 days a week, 800-273-8255)

### Environmental Health and Safety (EH&S)

- 206-543-7262, ehsdept@uw.edu

### Report Injuries and Accidents

Report any work-related injury or illness to your supervisor as soon as possible. After reporting the incident to your supervisor, submit a report of the incident within 24 hours to EH&S via the UW’s Online Accident Reporting System (OARS).

**Call EH&S immediately at 206-543-7262 if the incident involves any of the following:**
- In-patient hospitalization
- Recombinant/synthetic DNA exposure or spill
- Fatality

EH&S must immediately report any employee in-patient hospitalization or fatality to Washington State Department of Labor & Industries (L&I). Do not move any equipment involved in the incident until EH&S receives clearance from L&I.

**Outside of EH&S business hours (8:00 a.m. to 5:00 p.m., Monday to Friday), call the UW Police Department (UWPD) at 206-685-UWPD (8973).** UWPD will notify an EH&S on-call staff member.
All members of the UW community have the right to a non-harassing (both sexual and non-sexual in nature) and non-discriminatory environment both on campus and in fieldwork situations. Individuals are encouraged to bring up safety and well-being concerns for themselves or others with the following individuals:

**Field Team**
- Field Team Leader/Chief Scientist: Oliver Fraser
- Another senior person (e.g., Co-PI, ship captain, bosun): n/a (field team is small!)
- Other members of the science team: n/a
- Field Buddy: TBD
- On-site anonymous reporting mechanism: use appropriate resource below

**UW Resources and Reporting**
(NOTE: UW Advocates and Offices may be contacted regardless of the institutional affiliation(s) of the individuals involved).

**Confidential Advocates for support, information and assistance**
- Faculty/Postdocs/Staff - Victim Advocate: UWPDAdvocate@uw.edu, 206-543-9337
- Students
  - Bothell: Violence Prevention and Advocacy Program Manager, uwbvae@uw.edu, 425-352-3851
  - Seattle: Livewell Student Advocate: hwormad@uw.edu, 206-685-4357
  - Tacoma: Assistant Director for Student Advocacy and Support, uwtsva@uw.edu, 253-692-5934

**Other University Resources**
- SafeCampus: 24 hours a day, 7 days a week, 206-685-7233
- UW Global Emergency Line for international assistance: 206-632-0153 (Emergency) or 206-616-7927 (Non-Emergency)
- Office of Ombud (office hours): ombuds@uw.edu, 206-543-6028

**Other**
- Campus/Home Buddy: TBD

### COVID-19 Supplemental Information

**Reporting Cases of COVID-19**

If a member of the field team shows any symptoms of COVID-19 infection, they should do the following:

1. Isolate themselves from all other members of the field team
2. Contact their health care provider in advance or a UW Medicine facility to discuss whether they should be evacuated and/or tested. Do not go directly to a clinic.
3. Contact UW EH&S Employee Health Center at emphlth@uw.edu or 206-685-1026. They will help facilitate testing and provide next steps for field group tracking and contract tracing.

Field team leads are required to direct personnel to follow the steps in the FAQ "What do I do if I feel sick?,” which includes the above information.
COVID-19 Supplemental Information

<table>
<thead>
<tr>
<th>Signs &amp; Symptoms</th>
<th>Treatment</th>
<th>Response Action: When to Seek Emergency Medical Attention</th>
</tr>
</thead>
</table>
| **COVID-19**                                         | If members of the field team begin experiencing symptoms while in the field, they should avoid all contact with other members of the field team. Describe specific isolation plans for individuals who exhibit mild symptoms of COVID-19 and evacuation plans for individuals when isolation is not possible, and/or who exhibit symptoms of concern, and/or who are directed to leave the field site by medical professionals. | Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, 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 |
| People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. | Evacuate to homes ASAP                                                                                                      | *This list is not all possible symptoms. Please call a medical provider for any other symptoms that are severe or concerning to you. |
| Symptoms may appear 2-14 days after exposure to the virus and may include: | Additional UW guidance on health, wellness, and prevention FAQs can be found on the UW COVID-19 webpage: [https://www.washington.edu/coronavirus/](https://www.washington.edu/coronavirus/) | Members of the field team who develop a suspected or confirmed case of COVID-19 should report it to UW EH&S Employee Health (206-685-1026 or emphlth@uw.edu) for public health follow up. |
| • Cough                                              |                                                                          |                                                                                                                         |
| • Shortness of breath or difficulty breathing         |                                                                          |                                                                                                                         |
| • Fever                                               |                                                                          |                                                                                                                         |
| • Chills                                              |                                                                          |                                                                                                                         |
| • Muscle pain                                         |                                                                          |                                                                                                                         |
| • Sore throat                                         |                                                                          |                                                                                                                         |
| • New loss of taste or smell                          |                                                                          |                                                                                                                         |

The [UW Coronavirus website](https://www.washington.edu/coronavirus) and CDC are resources for [current lists of COVID-19 symptoms](https://www.washington.edu/coronavirus).
**Signature of PI/Supervisor:**
I approve this safety plan and acknowledge that it has been prepared for fieldwork under my supervision.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Field Team/Participant Roster - Training Documentation**
I understand that this Project Health and Safety Plan is intended to document hazard assessments, communication plans, emergency procedures, and training requirements for the proposed fieldwork. This plan also identifies hazards, as well as precautions and actions to be taken to address and mitigate those hazards, to significantly mitigate the risk of COVID-19 exposure and transmission, but is not a substitute for self-isolation for individuals who may have concerns about their health or that of others. I verify that I have read this Fieldwork Health and Safety Plan, understand its contents, am voluntarily participating in the fieldwork, and agree to comply with its requirements. (A PI may choose to collect this documentation by email to help avoid the need to meet in-person prior to departure.)

<table>
<thead>
<tr>
<th>Name/Contact Information</th>
<th>Signature</th>
<th>Date</th>
<th>Training Completed¹</th>
</tr>
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<td>List relevant trainings completed, and date completed.</td>
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<td>Contact information in the field</td>
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<td>Field Team Leader/Chief Scientist</td>
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Name (First, Last)
Contact information in the field
On-site COVID-19 Supervisor if different than above

<table>
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<tr>
<th>Name (First, Last)</th>
<th>Signature</th>
<th>Date</th>
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¹ All academic and/or research field teams must include at least one individual with valid first aid certification.
Appendices

1) Route Plan
2) Map with specific directions to closest Emergency Department
3) Attestation form
4) MRO Facilities Addendum

Appendix 1. Route Plan

To get to the observatory from Seattle you start by taking I-90 East to the Canyon Road exit, which is the last Ellensburg exit along I-90. At the bottom of the exit ramp you turn right on Canyon Road and head back towards Ellensburg. Umptanum Road is half a mile from the Canyon Road exit, marked by the two-story subway. Turn left onto Umptanum Road.

After a mile and a half on Umptanum road, you will pass Dammon School on your right, and soon after the road will lead you up the Shushuskin Canyon. At the top of this canyon and the road will turn into an unpaved dirt road. From this point, you will travel 10.0 miles before you get to the Observatory Road. All the following distances are measured from this point.

- Watch out for the sharp, descending turn at 3.3 miles.
- About 4.5 miles in the road often gets rough as you descend toward the Umptanum Falls trailhead. There's a gravel parking lot with a 30 minute hike into a really lovely waterfall tucked in amongst the hills. Well worth the detour!

At 10.0 miles turn right onto Observatory road. You will know you are close to the intersection when you pass a large house with a green roof at 9.6 miles. You will descend a short hill and find the a wood and wire gate on the right that you may need to open. Be sure to leave the gate in the exact same state as you found it.

Once on Observatory Road, turn right at all forks until MRO's driveway. You will pass:

- A cattle grate at 11.3 miles.
- An intersection at 12.3 miles with a road referred to as Mudflat Road on the map below or Manastash Ridge Road on online maps. As usual, turn right.
- Umptanum Creek at 12.5 miles.
- The last right turn at 14.2 miles.

At 14.7 miles you have just passed a big yellow DNR gate and will be almost to the top of the Manastash Ridge when you'll reach a fork in the road. The left leg of this fork is the observatory's "driveway". Take the left.
Appendix 2. Map to nearest Emergency Dept.

Driving directions from observatory to Ellensburg are reverse of those leading to site, and well known. Once at the intersection of Umptanum and Canyon Rd (two-story Subway), turn left onto Canyon (toward Fred Meyer), then right onto Mountain View (next main street) for half a mile. Left onto Chestnut St, hospital is on the left. Travel time is about 1 hour.
Appendix B. COVID-19 Symptom Attestation Prior to Departure for Fieldwork Involving Overnight Travel

The following text should be sent by email to a field team leader by all members of the field team immediately prior to departure for fieldwork involving overnight travel. Daily attestations in Workday should be made for fieldwork that is conducted by daily travel to the site from the participants' homes. Members of the field team who do not submit attestations are not allowed to participate in fieldwork.

In the last 72 hours, have you experienced any of the following symptoms:

- A new fever (100.4 F or higher) or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
- New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
- New chills or repeated shaking with chills that you cannot attribute to another health condition?
- New loss of taste or smell that you cannot attribute to another health condition?

If you are sick or have one or more of the above symptoms:

- You must stay home and cannot participate in the fieldwork until at least 72 hours after the time when your symptoms improve and your fever goes down without the use of fever-reducing medication.
- Follow your department’s procedure for calling out sick or requesting to work from home.
- Contact your health care provider for medical guidance.
- Follow the guidance on the FAQ [What do I do if I feel sick?] at the UW's Novel coronavirus & COVID-19 facts & resources webpage.

By sending this email, I attest that

I have read the above statement   YES

and

I attest that I do not have any of the above symptoms.   YES

and

I have not knowingly been in contact with COVID-19 cases or high-risk regions for at least 14 days.   YES

Signed,
[Employee name]
MRO Facilities Addendum

Cleaning supplies and PPEs
  - The MRO facility will have a clear plastic tote to be used to store PPE supplies (masks, gloves, spray bottle filled with disinfectant and wipes). The tote will be filled with enough supplies for one visit of use. At the end of each visit the tote will be returned by the site supervisor for restocking.
  - Additional information on COVID-19 Enhanced Cleaning and Disinfection Protocols. Guidance on Facemask use for Preventing the Spread of COVID-19 is available from UW.

- In order to conserve PPEs, the use of own reusable cloth masks is encouraged.

Face mask policy and social distancing requirements
  - Inside the building, all individuals must wear face coverings over their noses and mouths, unless they work alone in a room. This aligns with King County’s directive effective May 18, 2020 and operating procedures at national laboratories. As medical-grade and N95 masks should be preserved for health-care workers, private cloth face masks or the face masks used for lab work are recommended.

UNIVERSITY REQUIREMENTS FOR COVID-19 PREVENTION IN THE WORKPLACE state

  - Minimize the number of people in a work area at the same time.
  - Small, narrow offices/facilities on the order of 100-150 square feet can likely accommodate only one person at a time.
  - Square or rectangle work areas larger than 200 square feet can likely accommodate more people but keep the number to a minimum.
  - Every person must be able to enter, work in, and exit the space while maintaining 6 ft of physical distance from other occupants.

Sleeping Quarters
  - Groups visiting MRO will be limited to 4 individuals. MRO has 4 separate dormitories so each participant will have their own space for sleeping and the storage of personal items.

Shared spaces
  - Groups will limit shared spaces to their immediate work area. As a rule, use restrooms, kitchen facilities, etc. on your work floor. If possible, limit kitchen, machine shop access to authorized people by locking doors.
  - Contact tracking o Every shared space must have a sign-in mechanism. We suggest a simple sign-sheet mounted at the door and use of your own pen to reduce touching. This is required for tracking if a lab member is tested positive.
    - We require people to restrict themselves to the nearest restroom on their floor, but won’t require sign-ins. You should minimize touching door handles with bare hands. Use paper towels for touching, in particular after washing your hands. Waste baskets will be placed outside.
  - Establish electronic reservation systems (calendar) for each shared space. Goal is to restrict occupancy to a minimum. Shared space like workshops, where the same staff comes in daily, does not need an additional reservation system, as the presence is recorded by Workday.
Elevators/Stairwells

• Wear face mask in elevator. We recommend only one person in elevator to comply with social distance rule.