# JMU Summer 2020 Research and Scholarly Activities Standard Operating Procedures: Field and Off-Campus

This document is for *faculty and staff* interested in performing off-campus and field work activities during Summer 2020. The underlying principle for this documentation is to **demonstrate care for each other and the community**. The safest way to conduct your research and scholarly activity is to minimize time near others or in spaces occupied by others.

PRIOR to initiating off-campus scholarly activities, a signed and approved **JMU Summer 2020 Research and Scholarly Activities Standard Operating Procedures (SOP: Field and Off-campus** document is required. Any person not adhering to this SOP may be subject to restrictive measures including the revocation of their approval to perform these activities during Summer 2020. Hard copy and electronic copies of the signed and approved SOP must remain on file in the relevant departmental office.

Scholarly activities and access needs vary across the JMU campus. As such, academic unit heads (AUHs) and deans must approve all off-campus and field work SOPs, considering the nature of the activities and specified precautionary measures. When performing work with non-JMU affiliated collaborators, the JMU employee is expected to comply with the safety protocols outlined by the host collaborator in addition to those specified in the approved SOP. The continued use of online collaboration platforms is highly encouraged, as possible.

The safety information below concerning daily best practices, social distancing, surface disinfection, and personal protective equipment is the most recent guidance as of June 1, but for any updates, see <https://www.jmu.edu/news/2020/05/29-covid-return-guidelines.shtml>.

## Daily Best Practices

* Take your temperature prior to leaving home. If you have a fever (100.40 or above), cough, difficulty breathing, or are otherwise feeling not well, stay home.
* Shower before visiting field sites and wear a fresh change of clothes.
* Wash hands or use hand sanitizer frequently to minimize possible contamination of yourself and the public surfaces you touch (door handles, elevator buttons, etc.)
* Continue to wear a protective mask, which includes a personal cloth mask, surgical mask, or face covering, in any shared space and social distance yourself from others.
* Do not touch your face or protective mask. If you do, wash or sanitize your hands immediately.
* Sneeze or cough into your elbow or tissue; immediately place tissue in the trash. Maintain this habit even when wearing a protective mask.

Do not engage in field or off-campus research if you:

* Have fever or respiratory symptoms, or have been in contact with anyone with these symptoms during the past 14 days; or
* Have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official.

NOTE: Individuals at increased health risk from COVID-19 due to underlying health conditions are discouraged from performing field work with others.

## Social Distancing

* COVID-19 is readily transmitted from person-to-person when they are in each other’s breathing zones.
* Maintain a minimum of six feet of distance between yourself and others. Hold out arms and step back until two feet separate your fingertips from others’ outstretched fingertips.
* Ask those that are too close to step back – you have the right to calmly and politely ask that of anyone you encounter in your work. If you are asked to yield space, please comply.
* Implement a work plan so that individuals can avoid using the same space or equipment at the same time as other individuals.

## Surface Disinfection

* COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
* It is critical that high-touch surfaces and equipment in the work area be sanitized on a schedule that will minimize risk to others.
* Use a minimum 60% ethanol, isopropanol, or other disinfectant whose active ingredient can be found on the EPA N-list.

## Personal Protective Equipment

Individuals performing off-campus scholarly activities must wear a protective mask (**REQUIRED**) when working in proximity of others.

* Fabric face coverings should be washed each day after use.
* Disposable masks that are not soiled or fluid saturated may be placed in a paper bag for 3 days to naturally decontaminate.

## Field and Off-Campus Work

* All participants will travel to the field site in separate vehicles. Field work often requires transport, and it is not possible to maintain social distancing in a vehicle.
* Ensure vehicle has appropriate PPE and sanitizing wipes.
* Maintain social distancing (>6ft) and wear appropriate PPE at all times during field operations.
* Use disinfecting wipes/spray etc. before and after using all tools/instruments etc.
* Wash hands upon return from the field and after unloading and stowing field materials.
* Remove and place PPE in a disposable bag before entering vehicle to leave field site.
* Upon return, use sanitizing wipes on all common surfaces (steering wheel, door handles, etc.).
* Log your name, location, additional personnel, time work started and ended with your supervisor.

### Tentative Timeline

**6/8/20**: Faculty with AUH and dean-approved SOP may perform on-campus and/or field work

**6/15/20**: Doctoral and advanced (selected) graduate students with AUH and dean-approved mentor SOP and student mentoring plan may perform on-campus and/or field work

**6/15/20**: Select undergraduate students working with faculty mentor with an AUH and dean-approved SOP and student mentoring plan may perform field work

**7/6/20**: Select undergraduate students working with a faculty mentor with an AUH and dean approved SOP and student mentoring plan may perform on-campus work

# Principal Investigator(s) Standard Operating Procedures Approval: Field and Off Campus

**Detail specific Standard Operating Procedures for   
your off-campus scholarly activities.**

Identify the location in which work is to take place, the likelihood of encountering others, and the procedures to be followed during the off-campus or field work activities below.

**Name(s)**: Click or tap here to enter text.

**Department**: Click or tap here to enter text.

**Location(s)**: Click or tap here to enter text.

If this SOP involves collaboration with others, describe how social distancing and sanitization measures will be implemented below.

Click or tap here to enter text.

If this SOP includes students, please discuss your student mentoring plan. This plan should detail the initial training and preparation for the student along with your continued frequent monitoring of student safety practices. Note: Please refer to the timeline above for when students are permitted to participate.

Click or tap here to enter text.

These SOPs will remain in effect until superseded by additional guidance or requirements by the university in response to changes in general COVID-19 status locally, regionally, or nationally.

I have read and understood the self-assessment and standard operating procedures for research and scholarly activity at JMU for Summer 2020 during the COVID-19 pandemic.

**Principal Investigator**: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

**Academic Unit Head**: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

**Dean**: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

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Approval Date

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| --- | --- |
| **Principal Investigator(s):** | Click or tap here to enter text. |
| **Date approved by**  **Principal Investigator:** | Click or tap here to enter text. |
| **Associated Staff:** | Click or tap here to enter text. |
| **Emergency contact phone number:** | Click or tap here to enter text. |
| **Location(s):** | Click or tap here to enter text. |