Advanced Operational Guidelines to Improve Field Research

June 2020
The primary goal of this guidance is the health and safety of our field station staff, students, faculty, and the general public; and all KSU employees engaged in field work not located on KSU property.
Field Station Users – Waiver Form

✓ All Field Station users must not be compelled to engage in activities with which they are not comfortable.

✓ Field Station users have the right to refuse to engage in activities that could expose them to infectious, food spoilage, contaminating, or other potentially hazardous agents and must obtain positive consent of their willingness to assume the risks involved (by signing the **KSU Field Station Waiver form**).
To ensure continuity of operations for Fall 2020, Field Station staff will only include essential on-site work.

- Work at safe distances.
- Minimize direct contact with one another or contact with materials/surfaces contacted by others.
- Regular hand-washing and use of disinfectants/cleaning agents.
- Field work with larger groups, stagger work assignments in space/time to allow physical distancing.
  - If a necessary task requires two or more people to complete, implement safe distancing when possible.
Employ Sanitary Practices

- When possible, field workers should minimize direct contact with each other or contact with materials or surfaces contacted by others.

- All field workers should wash hands prior to and wear masks while harvesting, cleaning, and transporting materials for human consumption (e.g. fruit, vegetables, mushrooms, eggs, etc.).
Instructions for field station work at the KSU Field Station should be communicated to and approved by Field Station Manager prior to beginning the work.

Instructional documentation should be created to train any new personnel in necessary research tasks. This documentation will provide baseline instructions which can be followed-up either virtually or in person, but while maintaining physical distancing.
Health of KSU Field Station Workers

On a daily basis, field station workers should **assess** their **body temperature** to ensure they do not have an elevated body temperature or other symptoms indicative of illness or infection.

- Any field station worker **exhibiting fever/other symptoms of illness or infection** -
  1. required to contact supervisor and Field Station Manager AND
  2. will NOT be permitted on field station property

- Any person **experiencing symptoms of illness or infection during past 14 days** will NOT be permitted on field station property or engage in field station activities until
  1. cleared for work by medical professional AND
  2. granted permission by supervisor and Field Station Manager
Maintain Appropriate Physical Distance

Necessary in-person interactions (ideally outdoors):
- Minimum separation distance – 6 feet
- Rule-of-thumb example – field planted at 35” row spacing = minimum separation of 2 or 3 rows

Minimize number of people:
- riding in same vehicle for field work (including farm trucks/tractors)
- in close proximity within enclosed building (e.g. office)
Assign exclusive use of specific areas/equipment for extended periods of time (i.e. hours or days)

Minimize direct contact between users or contact with materials or surfaces contacted by users (workspaces, fields, trucks, tractors, utility vehicles, sprayers, etc.)

- **Space or equipment must be clearly understood to be assigned to a particular user.** If you are unsure, check with the Field Station Manager before proceeding.

- **Use only your assigned space or vehicle and disinfect its surfaces before use**, when appropriate. Communicate with the Field Station Manager if you desire an exception.

- In areas where multiple groups and users have ongoing operations, **coordinate between groups to ensure appropriate social distancing and sanitary practices can be maintained.**
Use good hand-washing procedures at a regular interval even when you are only assigned user for area/equipment.

- All field station users will wash hands when they arrive, at each break, and before they leave.
- Avoid touching your eyes, nose, and mouth with your hands, even if they were just washed.
- Wash your hands with soap and water for at least 20 seconds, especially after being in a public place with other people, touching surfaces, blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use hand sanitizer and cover all surfaces of your hands and rub them together until they feel dry.
Daily disinfecting is recommended for commonly touched surfaces.

- Treat all common spaces and surfaces (e.g. door handles, toilet handles, tools, steering wheels and hand controls of vehicles/tractors, etc.) as if they are contaminated and reduce exposure as much as possible.
- Disinfect surfaces following best practices (70% ethanol, Lysol, or other approved disinfectants).
Traveling for Field Research

- For faculty or field station users who must travel in-state to perform their duties, physical distancing guidelines should be followed.

- If two or more people are traveling to the same workplace, it is suggested to drive different vehicles.

- Travel out-of-state to perform duties is strongly discouraged and requires prior approval by the faculty’s supervisor.
Contact/Questions

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