



University of Prince Edward Island: Return to Field and Off-Site Work Plan

There are a number of areas that need careful consideration for work in the field or off-site locations during the COVID-19 pandemic. Supervisors are to review the information below and use the form provided to describe their plan for field work and off-site work. Plans should be submitted to your Faculty Dean who will in turn obtain the necessary approvals, from the Vice-President of Academic and Research, prior to work.

1. UPEI's Operational Ease-Back Plan:

Supervisors must have individuals in their area confirm that they have read and understood all aspects of UPEI's Operational Ease-Back Plan. This can be done either by email or in writing.

2. Physical distancing:

Physical distancing is required whether in the field or off-site. A distance of 2m/6 ft. must be kept between people in all directions at all times.

- Describe your physical area of where you are conducting field work (i.e. marsh, agricultural field, etc.) including the site location. For work performed off-site, describe the building, structure, and or place that research is conducted.
- Report the number of University employees working together at one time.
- Submit the anticipated schedule for work that will be performed.
- Include any essential procedure or activity that does not allow for physical distancing.

3. Personal Protective Equipment (PPE):

Appropriate PPE must be worn at all times when in the field or off-site. Under the UPEI's Operational Ease-Back Plan, additional PPE may need to be considered on a case-by-case basis.

- Wear N95 respirators only in areas where they were previously recommended.
- A non-medical mask must be worn in circumstances where essential activities cannot guarantee physical distancing (6ft/2m).

4. Hand hygiene:

Frequent hand hygiene is a crucial activity. Soap and water is extremely effective when hands are washed properly. Hand sanitizer is effective as long as hands are not visibly soiled.

- Wash hands as frequently as possible. You must bring a jug of water or water bottle and soap to the field and off-site location if no water is available.
- Hand sanitizer must be brought to the site on each visit.

5. Daily disinfection:

Additional to your daily practice, decontaminate / disinfect all shared touched surfaces or objects such as equipment, vehicle steering wheel, etc.

Develop a checklist of these touch points and confirm that they have been decontaminated daily.

Please remember to take the following supplies on each visit:

Disinfectant
Hand sanitizer
Soap and water
Paper towel/rag
Bag/receptacle for waste

6. Transportation:

Carpooling is not recommended unless it is essential that two or more individuals travel in the same vehicle to the site.

- If two or more are required to travel together then all occupants of the vehicle must wear a non-medical mask.
- Hand sanitizer must be available in the vehicle.
- Touch points must be disinfected prior to, and after returning from, the site visit.

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Site Location: _____

Supervisor Name: _____

1. Confirm that personnel have read and understood all aspects of UPEI's Operational Ease-Back Plan. Please provide a list of the names of personnel involved in the work.

2. Provide the description of the site.

3. Report the number of individuals at the site at one time. _____

4. Indicate if any non-university people will be at the site in close proximity (within 6ft/2m - i.e. farmers, staff working in the same room, etc.).

Please circle one.

YES

NO

5. Submit the anticipated schedule for work that will be performed in the space provided below, or on a separate sheet. Please include a sample spreadsheet for recording field visits with corresponding names, the vehicle used and who is traveling in the vehicle, for tracking purposes.

6. Include any essential procedure or activity that does not allow for physical distancing.

7. Provide a checklist of touch points for decontamination.