COVID-19 PROCEDURES
Fieldwork outside Macdonald Campus – 2021
2021-04-08

1. A common effort is required to keep everyone safe.

2. All McGill University directives regarding Covid-19 practices must be followed. As these are likely to be updated regularly, researchers must ensure they are up to date. Among the current directives is that only if the answer is 'no' to all three of the following questions is an individual allowed to perform field research:
   a. Have you been diagnosed with Covid19 in the last 14 days or do you display any symptoms consistent with the disease?
   b. Have you been in contact with anyone diagnosed with Covid19 in the last 14 days?
   c. Have you traveled abroad in the last 14 days?

3. Fieldwork can only take place if travel to the field site is feasible, permitted and legal according to the most recent provincial and federal directives.

4. A plan should be in place if a team member gets sick, or someone the team is in contact with gets sick. This could be a real problem if the field location is remote, in terms of quarantining, access to health care facilities, etc. The team should ensure full health insurance for everybody involved. The team should research in advance the locations and contact information of health care facilities in the area, such as hospitals, clinics, etc.

5. The number of people in a team conducting fieldwork should be thought through carefully. Teams should be at least two people whenever possible and must be two people whenever field work involves being out of earshot of others.

6. The team should have multiple ways to communicate among themselves and with the outside world (e.g., internet, cell phones, sat phones, walkie-talkies, etc.).

7. All researcher working in the field must follow the check-in check-out procedure before and after fieldwork, as established by the supervisor.

8. The team should have access to essential equipment, including a first aid kit, soap, hand sanitizer, alcohol-based wipes, PPE, etc., at all time.

9. For travelling to the field site, the below guidelines must be followed.
   a. A maximum of two individuals per vehicle is authorized.
   b. Mask must be worn when more than one individual ride in the same vehicle.
   c. Stable traveling teams must be established to avoid cross-contamination between teams.
d. Occupants of a vehicle must refrain from sharing tools and materials (cellphone, tablet, pen, etc).

e. Special care must be taken to respect social distancing when visiting rest areas and other accommodations along the way. Before entering the vehicle, the user(s) must sanitize their hands. The vehicle must be disinfected as described in the appendix below.

10. For accommodation, the principle should be one person per room, tent, etc.

11. All researcher must limit the time spent in the field to the minimum. This means that users should only perform high priority and necessary tasks and refrain from doing any optional tasks (nice-to-do/have). The users must leave the field as soon as the tasks have been completed.

12. Where possible, research teams should schedule regular working hours in shifts (either a.m. or p.m.) to avoid cross contamination between teams.

13. The team members should respect social distancing during meals in the field. When kitchens are available at field site, the following procedures must be followed:
   a. Social distancing must be respected at all time.
   b. Wash hands with soap and water for a minimum of 20 seconds **before and after** using the kitchen.
   c. All surfaces must be disinfected before and after use.

14. Use of washroom, when available at field sites:
   a. Wash hands with soap and water for a minimum of 20 seconds **before and after** using washroom.
   b. Sanitize all areas of contact before and after use with sanitizer spray bottle and paper towels provided – door handle, toilet flush handle and seat, sink taps – **BE CLEAN, BE TIDY, DO NOT LEAVE A MESS**.

15. Tools and equipment that are shared must be disinfected between each user.

16. Animals can be vector of COVID-19. **Please refrain from petting any animals.**

17. Permission to stay in a field camp for an extended period of time must first be requested from the Associate Dean Research, Salwa Karboune, and may require approval from higher university instances. The essential nature of such stay must be clearly demonstrated. If permitted, individuals should self-isolate for 14 days ahead of time to prevent infection of an entire team at a remote site.

18. Please report any issues or concerns to your supervisor. If you wish to discuss a sensitive topic, please contact either of the following individuals:
Finally, a friendly reminder – performing research in the field outside Macdonald Campus is a privilege granted to all of us by the Dean and McGill University administration. It is important that we respect and take care of each other by following all McGill guidelines and regulations, and the procedures outlined above. Failure to do so could lead to having the permission to conduct your research trial revoked. **In order to conduct external field research you must sign the following declaration and e-mail it to research.macdonald@mcgill.ca with Cc to your supervisor**

Thank you for your diligence and cooperation in following these procedures. We are all looking forward to a safe, productive and successful research season!

Salwa Karboune, Associate Dean of Research, Macdonald Campus

I have read the above procedure and commit to complying with the implemented measures.

________________________________  
Signature

________________________________  
Name

________________________________  
Supervisor’s Name

________________________________  
Date
APPENDIX 1:

Here below you can find important pieces of information about regulations/rules/practices that your team members must be aware of and comply with

- McGill Research Phase-in Directives
- Preventing the Spread of COVID-19:
- Guidelines for graduate student progress to degree in the context of re-entry to research laboratories

Cleaning field vehicles
Cleaning and disinfecting public spaces during COVID-19

All McGill-owned vehicles must be disinfected at the beginning of a shift and between drivers. High touch surfaces in vehicles that must be regularly cleaned include but are not limited to:
- Keys or FOBs, Starter button on vehicles with FOBs
- Inside and outside door handles, Inside door grab handles, pads and armrests; (all doors including rear hatches)
- Steering wheel, Shift lever and console;
- Dashboard;
- Door locks and window controls
- Radio and climate control buttons;
- Turn signal and wiper stalks;
- Seat and Seat adjuster;
- Touch screen;
- Rear view mirrors
- Gas cap
- Any other parts that are commonly used and that may have been touched (glove compartment, hood, trunk, van panel door handles, pick-up tailgate handle, sleeping areas, for example).