Earth & Environmental Sciences

Policies and procedures regarding on-site research, Fall 2020

This plan continues the “sunrise” procedures that have been in place since May, with modifications as necessary based on the changing situation and U procedures.

Keep in mind that all work that can be done from home should be done from home. Return to on-campus or other on-site work must be justified; for example, if it requires laboratory equipment or other facilities.

Anyone working on-site must follow U requirements regarding mask-wearing, distancing etc. (see ‘required practices’ outlined at the end of this document and the Safe Campus website (https://safe-campus.umn.edu/return-campus/stop-spread-covid-19).

No one can be compelled to return to work on campus (or in the field or other non-home setting) if they do not feel comfortable doing so. Furthermore, no one has to describe their reasons for not wanting to work on campus. In cases in which a student or researcher is being paid on a grant and cannot do the planned research from home, it is important to have a conversation with the advisor/ supervisor to determine whether there are other research activities that can reasonably be done from home or another off-campus site. In cases in which communication is difficult for any of those involved, assistance should be sought from department, college, and/or university people or programs; for example, in the department: Sharon Kressler, Jen Petrie, David Fox, or Donna Whitney.

No one should be on campus if they are showing any signs of illness. People who develop symptoms while at work must depart as soon as possible without leaving behind unsafe laboratory conditions. People who have been at work and later develop symptoms must notify their supervisor as soon as practicable. Supervisors must alert the HR unit lead (Sharon Kressler for ESCI) and she will then alert HR. This information will not be made public, but will be used to provide additional safety precautions as needed.

If you do not yet have formal permission from the department (Donna Whitney) and CSE (Joe Konstan) to return to on-site research activities, you must apply by following the process described below.

Step 1. Discuss your plans with others in your research group who are working on campus. Each group must have a detailed plan and schedule that adheres to distancing requirements and minimizes the number of people working in proximity. This plan should be written and kept up to date here https://docs.google.com/spreadsheets/d/1_mwmDeF_wmP9ynmfvjP52EdgYk_Ws7FNFCS1u_524/edit#gid=449311261

Step 2. Researchers seeking approval for on-site work and already-approved researchers who are expanding their tasks to encompass significantly different facilities should email the ESCI sunrise committee via Marc Hirschmann (mmh@umn.edu) and provide information about the proposed
work (see Step 1). Requests will be examined once/week. Requests received by the sunrise committee by Monday noon will be evaluated and processed, with the potential for approval in time for return-to-work the following Monday. Requests received after Monday noon will be held over for consideration the following week.

Additionally, all individuals returning to Tate for research should read the ESCI Sunrise safety procedures here: 
https://drive.google.com/drive/u/0/folders/1kFvr_gOnhZ_MpwcXKVq9GCxjnbr_cKMw

After doing so, they should sign the ESCI Sunrise verification form here:
https://docs.google.com/forms/d/e/1FAIpQLSeRDMMIAWtQ047fU1iUd5UzJcv7rvOeuPSnQcIiZ8X4YYv9nA/viewform

**Step 3.** If you receive the go-ahead from the sunrise committee (typically by Wednesday noon), you can then fill out the University’s return-to-work online form https://eforms.umn.edu/xfp/form/77. Do not submit this form until you hear from the sunrise committee and have the green light to proceed to this form.

This form asks for information about what buildings and rooms you will work in and asks for a justification for why the work cannot be done at home (similar to information provided to the ESCI sunrise committee). You must also provide information about the safety protocols that will be followed. This information should be uniform (and verbatim) for all individuals coming from a particular lab or group unless there are additional details that need to be added for a particular individual’s work. Consult with your supervisor or lab principal to get the necessary text.

The department approver is Donna Whitney (dwhitney). *Do not* route the form to your advisor/supervisor or anyone else.

Forms submitted by noon on Thursday will be reviewed and, if approved, sent to CSE associate dean Joseph Konstan for his review. Once you receive a confirmation of approval from Joseph Konstan, you are cleared to return to campus for the activities that you described in your request.

You may not access other rooms/buildings not listed on your return-to-work request. If you need to add additional buildings/rooms, you need to submit a new request. If these buildings/rooms are not in the School of Earth & Environmental Sciences, you will need to follow the sunrise procedure of the relevant department/center/unit.

**Additional information for undergraduate researchers:** The return-to-work form must have a letter from the research advisor attached.

**Summary of time frame of the process:**

- Contact department sunrise committee by noon on Monday.
- After getting the go-ahead, submit the U’s online form by noon on Thursday.
- If approved, you may return to on-site work the following week.
Required Practices

All departments and units agree that they will follow these practices. These requirements may change at any time subject to federal, state, or University policies related to COVID-19. It is the responsibility of the unit to ensure all students, faculty, and staff are aware of and comply with these practices.

- Take your temperature in the morning and when you return home from work. Log those results and report to your supervisor when you record any temperature over 100.4°F. If you do not have a thermometer available, "feeling feverish or not" is not an ideal but an acceptable substitute for a true temperature.
- Wash hands for 20 seconds with soap or water when contact is made with another person or upon arrival and departure from a facility; use hand sanitizer when soap and water are not available.
- Maintain at least 6 feet of separation whenever possible (physical distancing).
- Comply with the University’s face covering directive.
- In-person meetings are strongly discouraged. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a room large enough for attendees to be 6 feet away from one another.
- Break rooms / lunch rooms and gathering areas should be limited to food preparation (one at a time, or multiple people as long as 6 foot physical distancing can be maintained) as much as possible. When possible, people should eat in other areas that are not used for food preparation.
- Visitors who are not relevant to the individual’s or unit’s work are not allowed.
- People should travel to sites in ways that maintain physical distancing.
- To the extent that multiple people are working in a single facility or room, furnishings should be adjusted to support physical distancing. Supervisors may stagger start/end times as an effort to limit contact, to the extent doing so is feasible for operations.

People must cooperate with and follow the guidance of the Health Emergency Response Office (HERO), Boynton, and public health officials regarding contact tracing, testing, isolation and quarantine. Confidentiality of individual health information is paramount.