

University Travel and Fieldwork Guidance for Sponsored Projects at UNI

August 4, 2020

This information, in addition to other UNI guidance, should be used when preparing for travel and fieldwork. For further university travel information please visit the [Information for Faculty & Staff](#) section of the UNI Forward Together website.

Travel

1. It is the responsibility of the employee and supervisor to check CDC website for travel restrictions, and county/local level restrictions, before submitting and approving ProTrav
2. All restrictions and travel guidelines of the destination must be followed
3. At minimum, all UNI protocols and guidance will be followed even when the project activity is taking place off-campus
4. Send the minimum number of people to the destination
5. Single room capacity in lodging is highly recommended
6. 6. Create alternate routes in case of resurgences

Ride-Sharing

1. Capacity
 - a. Low-risk and preferred capacity = 1 person per vehicle
 - b. Medium risk = 50% capacity per vehicle with mitigation strategies
 - i. Physical distancing
 - ii. Face covering
 - iii. Ventilation for fresh air, not recirculated
2. Clean and sanitize high touch surface areas

Health of Students/Staff/Faculty

1. Monitor symptoms throughout trip
2. Create a contingency plan in case someone in the group develops symptoms of or is exposed to COVID-19
3. Prepare group members for self-isolation, as needed
4. Keep log of everyone you make contact with for contact tracing

Fieldwork

1. Send the minimum number of people possible to complete fieldwork experience
2. Avoid being downwind from others as much as possible
3. Provide alternate assignments for students who are not comfortable with the risk associated with fieldwork
4. See [operational guidelines \(lab and studio\)](#) for information about shared equipment and other considerations

If you have any questions please contact the RSP office at 319-273-3217 or email rsp@uni.edu, or contact Tolif Hunt, Director Research & Sponsored Programs at 319-273-3025 or tolif.hunt@uni.edu.