

Guidelines for Site Visits and Fieldwork in Project Center Senior Design Projects During Washington State's Re-Opening Plan

**These guidelines will meet the requirements of Washington State and Seattle University's Safe Start Plan and assume compliance with the University mandates for face coverings, daily self-screening, and response and contact tracing protocols for individuals reporting symptoms and/or those confirmed to have COVID-19.*

- 1) Definitions
 1. A site visit is defined as visiting any location associated with a Project Center senior design project.
 2. Fieldwork constitutes a site visit including any analysis, sampling, or measurement.
- 2) Planning the Visit
 1. All site visits and fieldwork must comply with applicable federal, state, and local law; Seattle University health and safety protocols; and public health mandates.
 2. Participants should inform the Project Center, the department chair, and the design coordinator of the trip, indicating all member names, the location of travel, date, approximate time of travel and total trip duration, at least five business days prior to the trip.
 3. Students are only permitted to visit the site when the faculty advisor is present.
 4. Participants should secure and bring disposable masks, face shields, gloves, disinfectant wipes, hand sanitizer, and any other personal protection equipment (PPE) needed for the site visit or fieldwork. The team can submit a budget request revision to the Project Center to cover the costs of PPE.
 5. If any fieldwork is required, the faculty advisor will also provide an equipment list, and brief procedure for all analyses. Special consideration should be given to maintaining physical distancing whenever possible. When site specific procedures do not allow for physical distancing, for example two participants need to collaboratively sample and operate a meter at the same location, then additional precautions such as using face shields should be noted and adhered to.
 - This procedure must have prior written approval by the department chair and the Project Center.
 6. Off-site locations may have restricted access because of COVID-19. All site restrictions should be observed.
 7. The attached form must be completed and submitted to the department chair at least five days prior to travel.
- 3) Travel
 1. Seattle University participants must complete the safe-start health check even if they won't be on-campus the day of the trip.
 2. If the site is more than 20 miles from Seattle University, the team may decide to depart from a prearranged location so that team members and/or faculty advisor are nearby if help is needed.
 3. The faculty advisor should notify the senior administrative assistant of their department when they arrive on site, and when they leave the site.
 4. Site visits and fieldwork are optional. Students who are unable to arrange transportation to the site or do not feel safe traveling to the site should inform their advisor. There will be no penalty for not participating in the site visit. However, students are encouraged to join their group virtually, if possible, during the site visit to learn the site conditions.
- 4) On site
 1. All students, faculty, and staff are required to wear masks while on site.
 - Disposable masks will also be available to anyone who requests them.
 2. Face shields will be provided by the Project Center when physical distancing is not possible.
 - Face shields are not replacements for masks, and should be worn over masks
 3. All students, faculty, and staff will be required to sanitize their hands upon arriving at and leaving from the site.
 4. Disposable gloves will be provided for all participants.
 5. If an individual becomes ill while on-site, they must seek immediate treatment and contact SU Public Safety (206-296-5990), as well as their department chair.
 6. All students must check-out with the faculty advisor before leaving the site.
- 5) Cleaning/disinfecting equipment
 1. Faculty or staff will wipe down any shared equipment/instruments with sanitizer (wipes or 70% ethanol solution) before and after use.
 2. If possible, there should be one set of equipment for each participant that requires it, so equipment doesn't need to be shared. If equipment must be shared, then it should be disinfected after each use.
- 6) Education
 1. Students, faculty, and staff will be educated and oriented on these guidelines and safety protocols by their design coordinator or faculty advisor.
- 7) Contact
 1. If an individual has concerns about these safety guidelines, such concerns and/or potential violations of the Safe Start Plan should be reported to either the appropriate Department Chair and the Project Center Director.

Project Center Site Visit and Fieldwork Planning Form

(To be approved by design coordinator and Project Center)

Senior Design Project # and Student Names:			
Department:			
Faculty Advisor:			
APPROVALS			
Design Coordinator Approved by:		Project Center Approved by:	
Signature:		Signature:	
Date:		Date:	

Overview of Proposed Site Visit	
1.	Briefly describe the purpose of the site visit.
2.	Briefly describe the types of activities, PPE, and the safety protocols you will be following to conduct this site visit.
3.	Please identify any activities that would preclude physical distancing and your plan to mitigate risks in these cases (e.g., use of a face shield). If no proposed activities preclude physical distancing, then reply as 'NA'.
4.	Are there any local requirements at the site? For example, having part of the work site closed due to COVID-19.

Optional Requirement – Procedure for Fieldwork

Please include all procedures for fieldwork on site. Procedures should seek to maintain physical distancing whenever possible. If physical distancing isn't possible, additional precautions such as use of face shields should be noted. An equipment list including all necessary PPE for fieldwork (both COVID and non-COVID-related PPE) should be included.