CFANS REQUEST FOR TRAVEL FOR FIELD, ANIMAL and PLANT GROWTH FACILITY ESSENTIAL RESEARCH DURING COVID-19 REDUCED OPERATIONS
To Be Completed Prior to Travel or Expenses for Travel WILL NOT be Reimbursed

1. Person Requesting Travel to Remote Site or Animal/Plant Research Facility Essential Research: ________________

2. Locations and Dates for Each Site Visit and Duration: ______________________________________________________________________________________________

3. Check the Item for Justification of Research Travel or Field/Animal Research
   - Activity that if discontinued would generate significant data and sample loss
   - Activity that maintains critical samples and animal populations
   - Activity that maintains critical equipment in facilities and laboratories
   - Required for safety and wellbeing of animals in research trials or needed treatment

4. Provide a brief paragraph summary of the research or travel necessary and specifically why it fits the justification selected.

5. Identify other people who will be traveling, and people you may encounter as part of the work (e.g., work with ROC Personnel, or “work with non-University site with DNR”).

6. Describe precautions you will take with non-University encounters if necessary.

7. Read and sign the attached document prior to your site visits. Send this document to your Department Head for Approval, and heads will forward to the Dean Buhr for final approval. Provost Hanson and VP for Research Cramer have delegated this authority under the extended reduced operations or closure. This may change at any time subject to Federal, State or University Policies related to COVID-19 actions.
The following protocol is put into place for all people working in CFANS field, plant growth and livestock facility research and outreach enterprises. This includes activities on the St. Paul Campus and all Research and Outreach Centers as well as any cooperator farms or facilities. The goal is to explicitly identify items that prevent or reduce the transmission of COVID-19 and is under effect until no longer deemed necessary by the University of Minnesota Provost and Vice President for Research.

This is only to be approved under the circumstance the activity to be undertaken has already been identified as being “necessary and essential” under the OVPR designations for continuation of research justification. These are below:

- Activity that if discontinued would generate significant data and sample loss (case for annual trials)
- Activity that if discontinued would pose a safety hazard
- Activity that maintains critical equipment in facilities and laboratories
- Activity that maintains critical samples and animal populations (case for unique plant/animal genetics)
- COVID-19 related activity that has a timeline for deployment that could address the current crisis
- Clinical trial activity that if discontinued would negatively impact the patient’s care

All individual’s approved to engage in the research or outreach activities agree that they will follow these practices. Failure to do so may result in immediate removal from the research outreach project.

- Wash hands 20 seconds with soap or water when contact has occurred or upon departure from a facility
- Use hand sanitizer when soap and water is not available or when contact is made with another person.
- Maintain at least 6 feet of separation at all times regardless of circumstances (social distancing).
- People should travel to the sites with one person per vehicle to maintain social distancing.
- If that is not possible (for example animal movements or treatments that require 2 or more people) all people involved will assure they have not exhibited symptoms similar to COVID-19 for at least 14 days prior to work.
- Contact with public will be avoided as practicable, and ideally communication would occur only through electronic methods.
- To the extent that multiple people are working in a single facility or room (e.g., greenhouse, BSL facility) efforts will be taken for social distancing. In addition supervisors will stagger start/end times as an effort to limit contact, to the extent doing so is feasible for operations.
- Each PI on a trial will submit to the Dean of CFANS and the Unit Head an outline of the research/outreach project that is underway, including travel required, location of research, and the impact of NOT conducting the research at this time. Explicit approval by the Head and Dean will be required for work to continue or commence, and failure to receive approval will result in immediate work stoppage. These summaries should in all cases be less than one page. If the research is occurring at more than one site or facility, those sites may be listed for a single approval.
- Any contact with a person identified as testing positive or exhibiting symptoms of COVID will be reported immediately to the Head and Dean so that appropriate action may be taken, including potential self-quarantine to allow further spread, as well as cleaning procedures implemented if this occurs in a plant or animal facility.

I have read and understand my responsibilities: I approve the work of the researcher:

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