

HUMAN PARTICIPANTS FIELDWORK CHECKLIST

Researchers wanting to take part in field work that involves human participants off campus are required to complete this check list and to obtain the approval of their HoD and thereafter their Dean, prior to embarking on the fieldwork. Please provide supporting documentation to this completed checklist listed below.

Researchers Names and Department at UCT : _____

CHECKLIST ITEM	Y/N or NA	COMMENTS (comment on reasons why NA or N)
1) Have alternatives to face to face options been explored? If No please discuss alternatives with your HOD. If Yes please complete this checklist		
2) H&S Risk Assessment completed to evaluate hazards and risks: a) trip route (travel arrangements across provincial and magisterial districts) b) COVID-19 hotspots c) site to be visited d) tasks to be performed e) policy and procedures in case of damage to property (field workers, internal & external UCT parties), vehicle breakdowns, accidents f) emergency situations such as fires, COVID-19 breakout g) accommodation and related subsistence arrangements h) transport of participants and or staff to facilities		
3) Strategies, plans and precautionary measures put in place and arrangements made: a) Address results/profile of individual team members health risk assessment b) PPE to wear c) Physical and other barriers to put in place d) promotion of ventilation such as natural/fresh air e.g. opening of windows e) Decontamination/cleaning of potentially contaminated site? (e.g Wiping surfaces down after each participant?)		
4) Form/record completed by all field workers to include: a) medical aid details (if available) b) medical practitioner's details		

	c) Contact details		
5)	Before persons may attend a field trip it is vital he/she completed the Personal Health Risk and Medical Vulnerabilities Assessment and may only be allowed to join the field trip if: a) He/she has received clearance by the Occupational Health Services to return to UCT/Research b) Received a Letter of Authority from the Faculty / Department to return to campus.		
6)	Programme/information pack handed out to field workers include info: a) Fieldwork programme: dates/times/time slots b) Trip route c) Route rest stops d) Areas to visit (descriptions of spaces to be accessed, eg building site offices etc) e) Accommodation/dining places names and arrangements f) Name & contact details of H&S persons on trip if applicable: i. first aiders ii. COVID-19 Compliance Officer or SHE Rep g) COVID-19 rules & protocols h) Emergency/incident reporting procedures		
7)	Copies of UCT issued fieldwork authorisation letters (as issued by the Faculty Deanery). Original/copy should be with field team members at all times, especially important for areas that might still be off limits if still closed due to lockdown.		
8)	Permission evidence/letter (whether on private, parastatal or government sites) obtained from sites where fieldwork is to be conducted.		
9)	Evidence/records that field trip training/induction completed by each fieldwork attendee before leaving on trip.		
10)	Health & COVID-19 symptom screening procedures in place e.g. completing HigherHealth App every morning - available at https://healthcheck.higherhealth.ac.za/		
11)	Procedure to follow (paper exercise) if symptom screening cannot be completed via a cellphone or online.		
12)	Reporting procedure of ill health or COVID-19 symptoms: a) who to report symptoms to b) procedures to follow if an attendee displays COVID-19 symptoms c) isolating/quarantining area procedures of symptomatic person d) procedures of keeping others safe from infection		

13)	Biological disposal drum/container lined with biohazardous red bag for soiled/contaminated first aid items, masks, gloves, tissue papers.		
14)	COVID-19 incident procedures in place: a) reporting procedure on field trip b) ceasing fieldwork c) wearing of surgical/KN95 mask/shields? d) isolation procedures e) isolation area.		
15)	UCT COVID-19 reporting contact details – for staff as well as students.		
16)	Local/nearest clinic/hospital or medical practitioner's contact details and/or location/s at all the field trip's stops		
17)	Contact details of local emergency services – ambulance, fire brigade, police		
18)	Procedure how injured, ill, COVID-19 + person/s to be transported to clinic, hospital, back to campus.		
19)	COVID-19 procedures for other fieldwork team members to follow after incident (high or low risk incident).		
20)	Field trip incident investigation procedure: a) access to HS02 forms b) completion procedure c) keeping of record d) to whom at UCT to send it to.		
21)	Procedure in place to log of each day's activities e.g. to be recorded in a shared folder such as google or dropbox. The log to include: a) places visited b) persons closely or at length interacted with external to UCT members on trip c) locations samples taken d) public or private venues accessed or visited e) personnel at venue that were in attendance f) any operation anomalies that may have occurred requiring assistance from persons outside the field crew (e.g. vehicle problems).		
22)	Social and physical distancing as well as de-densifying plan: a) dividing into smaller field teams - no more than 2 - 4 members b) teams to work separate from one another c) minimising staff/students on-site by using rotation/shift work		

<ul style="list-style-type: none"> d) only 2 persons per vehicle with FCMs on at all times e) only one person per room f) 2m distancing kept between field workers/teams, community, shop or site members/staff etc). 		
<p>23) COVID-19 etiquette and rules set up for field trip and an induction completed:</p> <ul style="list-style-type: none"> a) wearing of face cloth masks (FCMs) b) social distancing c) use of physical barriers d) reporting of COVID-19 symptoms e) persons per vehicle f) promotion of ventilation in vehicles, rooms g) protocol to use toilets/bathrooms procedures (on and off site) h) hand washing and sanitising procedures i) disinfecting procedures (how frequent, when and what) j) how, when to dispose of biological & cleaning/disinfecting waste k) doffing & donning of FCMs l) donning & doffing of face shields and when to wear these - e.g. together with FCM when need to be in close contact for >15min; <1m m) cleaning or disinfecting of PPE n) rules of engagement and interactions with society - purchase of food supplies and fuel o) minimise interactions with local individuals/community members. p) No sharing of food, water bottles and any eating or drinking utensils 		
<p>24) Procedures and resources for promotion of personal hygiene (ensure adequate soap, water, sanitizer and wipes for hand sanitising, toilet paper).</p>		
<p>25) Protocol for enhanced cleaning/disinfection of shared bathrooms, kitchen facilities, or equipment</p>		
<p>26) Disposal procedures of general, chemical and biological waste.</p>		
<p>27) Procedure/protocol of when and how must fieldwork equipment be used, disinfected and stored.</p>		
<p>28) Water/liquids and food - each member to bring enough for themselves on trip and/or to site. Clearly labelled bottles and containers – prepared and brought from home if possible.</p>		

29) Extra water resources provided/planned by field trip organisers.		
Optional provisions dependent on faculty specific regulations		
30) First aider/s appointed for trip and trained in what to do in case of a COVID-19 symptomatic person.		
31) First aid kit contains all the legal minimum required items, but also include: a) Appropriate cloth/surgical or KN95 masks (enough for first aider & those possibly infected on trip in case of a possible COVID-19+ incident) b) face shields for first aider and possible COVID-19+ patient c) a thermometer d) blanket (in case of chills)		

Supporting documents to attach

1. Up to date Ethical approval for the study
2. Recommencement approval of research activities frm HREC or REC
3. Study protocol with relevant amendments for safe recommencement of research activities.
4. Study synopsis for the research to be conducted for this application
5. Health and Safety risk assessment IF RELEVANT

Signatures

Research Supervisor (for post-grad students)

Head of Department

Deputy Dean/Dean

DVC sign off

Study Synopsis

Please provide no more than 1.5 pages of information on the key details of the research to be conducted. Use the following guidelines to do so.

- a) Justification for why face-to-face research is needed;
- b) Details on the nature of the research,
- c) Number of researchers and their risk profiles
- d) Discuss the risks associated with the research and the benefits of the research.
- e) Describe where the research will also take place, i.e the field
- f) The number of participants and their risk profile
- g) The community risk profile sites to be visited
- h) What community engagement has taken place regarding research recommencement plans
- i) Where and what PPE has been obtained
- j) What other infection measures are in place and whether sufficient resources are in place for the duration of testing
- k) where in the whole project continuum the work currently proposed fits.
- l) what training students and field workers will undergo prior to commencement of fieldwork and how competency will be determined