

## **NDSU & SNRS Related Procedures Modified by COVID-19**

Compilation last edited 6/17/2020 (*Revised travel and quarantine procedures*)

This document's intent is to create an organized and up-to-date list of all the procedures relating to summer research (and beyond) that have been modified due to COVID-19. This includes new and modified procedures. The most recent version of this form as well as other relevant forms will be available on the SNRS Resources page (<https://www.ndsu.edu/snrs/resources/>)

### **Contents**

- In-State vs Out-of-State Employees
- Hiring In-State Employees
- Hiring Out-of-State Employees
- Visits
- Trainings
- Time Slips
- Travel
- Greenhouse and Laboratory

### **Research Technicians and Other Hourly Employees**

**CRUCIAL DISTINCTION:** Are new hourly employees "In-State" meaning they are currently living/working within North Dakota (or a city neighboring ND, like Moorhead, MN), or are they coming from out of state?

### **Hiring In-State Employees**

- Please inform Jacinda of all new hires at least one week before the employee's anticipated first date. As part of this, Jacinda will require a completed SNRS Hire form (available at [https://www.ndsu.edu/fileadmin/snrs/Files/SNRS\\_Hire\\_Form\\_2020.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/SNRS_Hire_Form_2020.pdf)).
  - Please indicate on the SNRS Hire form if the employee will be traveling to Montana as part of their employment. This will help make sure the new employee can receive a letter indicating that they are allowed to travel. Employees that will be travelling to Minnesota or South Dakota no longer need a letter.
- Before the employee's first day, s/he should visit the NDSU HR office.
  - HR office is still open Monday-Friday 8am-5pm.
  - At the HR office s/he must show acceptable identification documents ([https://www.ndsu.edu/fileadmin/snrs/Files/I-9\\_documents\\_rev\\_10-21-19\\_.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/I-9_documents_rev_10-21-19_.pdf)), and will fill out an I-9 form. When that form is filled out the employee will receive a yellow approval sheet.

- Please note that identification forms can be shown and I-9 form completed at most REC offices. If the employee is working at an REC, s/he can complete the form there, even if s/he is being paid through a PI on main campus.
- The yellow approval sheet and a completed employee information form (available <https://www.ndsu.edu/fileadmin/snrs/Files/HR-EmploymentInfo.pdf>) should both be emailed to Jacinda at [jacinda.wollan@ndsu.edu](mailto:jacinda.wollan@ndsu.edu)
  - Scanned copies work best for emailing forms that are not electronic.
  - Make sure that Jacinda has the appropriate email address for the employee for all remaining onboarding emails and other communications.

### **Hiring Out of State Employees – ADDITIONAL STEP REQUIRED**

- Please inform Jacinda of all new hires at least one week before the employee's anticipated first date. As part of this, Jacinda will require a completed SNRS Hire form (available at [https://www.ndsu.edu/fileadmin/snrs/Files/SNRS\\_Hire\\_Form\\_2020.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/SNRS_Hire_Form_2020.pdf)).
  - Please indicate on the SNRS Hire form if the employee will be traveling to Montana as part of their employment. This will help make sure the new employee can receive a letter indicating that they are allowed to travel. Employees that will be travelling to Minnesota or South Dakota no longer need a letter.
- Student and seasonal workers coming to North Dakota from international locations or from other states **must complete and submit this COVID-19 travel and new hires questionnaire** ([https://www.ndsu.edu/fileadmin/snrs/Files/COVID\\_outstate\\_return\\_form.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/COVID_outstate_return_form.pdf)). Completed forms should be sent to Angela Blaha at [angela.blaha@ndsu.edu](mailto:angela.blaha@ndsu.edu).
  - Depending on where the new hire is coming from, plans for introduction may include careful adhering to social distancing guidelines up to self quarantine.
  - Additionally, those hired from outside North Dakota should strictly adhere to the following guidelines:
    - Stay home if ill or not feeling well
    - Use appropriate social distancing
    - Appropriate use of masks, hand sanitizers, etc. to reduce the risk of spread of COVID-19.
    - All personnel should monitor themselves for COVID symptoms. Anyone with COVID-like symptoms needs to stay home and not report to work in order to reduce the risk of infection.
- In order to be paid and start their employment, workers should initiate their onboarding processes on the day they arrive in ND. If the worker can safely visit the HR office, then s/he should follow the procedures above for an in-state hire.

However, if the employee will be following a quarantine when s/he arrives, they should follow the guidelines below:

- HR can help start the process remotely. Workers should work directly with Sara Oestrich in the HR office (sara.oestrich@ndsu.edu / 701.231.8961) and submit documents to her electronically.
  - 1) Employees should complete and submit section one of the I-9 form ([https://www.ndsu.edu/fileadmin/snrs/Files/I-9\\_rev\\_10-21-2019\\_.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/I-9_rev_10-21-2019_.pdf))
  - 2) Employees will also need to submit electronic copies (photos or scans) of acceptable identification documents ([https://www.ndsu.edu/fileadmin/snrs/Files/I-9\\_documents\\_rev\\_10-21-19\\_.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/I-9_documents_rev_10-21-19_.pdf))
  - As soon as the quarantine is completed, employees will need to go in person to the HR office and show the original forms of identification.
- Make sure that Jacinda ([jacinda.wollan@ndsu.edu](mailto:jacinda.wollan@ndsu.edu)) knows that HR has been contacted about the forms and send her a completed employee information form (available at: <https://www.ndsu.edu/fileadmin/vpfa/forms/HR-EmploymentInfo.pdf>)
  - Also make sure that Jacinda has the appropriate email address for the employee for all remaining onboarding emails and other communications.
- Please note that identification forms can be shown and I-9 form completed at most REC offices.
  - Normally, an employee that is working at an REC can complete the form there, even if they are being paid through a main campus PI.
  - An employee who will be working at an REC but must start quarantine when they arrive should call his/her REC office and ask whether they should start paperwork through the REC or HR.

## Required Trainings

- **New Hourly Employees**
  - Baseline Safety (on-line) – complete within 7 days after date of hire
  - Equal Opportunity / Title IX – complete within 30 days after hire date
    - On-line training is sufficient for seasonal employees
    - Permanent, full-time employees should take the live remote training that fulfills the in-person training
  - If the employee will be working in a lab, workshop space, or anyplace chemicals might be used, additional trainings are required.
    - All such employees must complete **Laboratory Safety Course Module 1: Employee Right to Know** before they are allowed access to the workspace.

- If activities might include the generation of any hazardous or universal waste (i.e. chemicals, used fluorescent lamps, used batteries, or used oil) they must also complete **Lab and Chem In-Person Module 2 (Waste Handling)** before they are allowed access.

### Hourly Employees - Time Slips

- As part of their onboarding, new hourly employees will be given the procedure for regularly turning in time slips.
- Given work from home restrictions, follow these steps for every time slip.
  - Employee should scan or take a picture of the completed time slip and email this to their supervisor.
  - The supervisor should indicate their approval and forward the attachment to Jacinda ([jacinda.wollan@ndsu.edu](mailto:jacinda.wollan@ndsu.edu)).
    - If the supervisor does not approve or there is a problem with the time slip, s/he should resolve the situation with the employee.

### Travel Guidelines and Restrictions - ALL EMPLOYEES

- **In-State Travel**
  - In-state travel can proceed using standard pre-COVID travel review processes. No additional approval is required for in-state travel.
  - **However**, all employees must still heed social distancing and personal hygiene recommendations related to COVID-19, **including** guidelines about the number of people allowed in a vehicle. Additionally, all vehicles must have hand sanitizer or soap and water available with disposable hand towels and trash receptacles.
  - In general, only one person is allowed per vehicle.
    - One exception is for short distance travel requiring less than a 5 minute drive, for example from a campus building or REC headquarters building to a nearby field or plot location.
      - For these trips, it is not necessary for personnel to travel in separate vehicles. Multiple people can ride in the same vehicle.
      - **However**, personnel in vehicles with multiple occupants should wear masks during these short duration trips.
    - For trips longer than 5 minutes, the only exceptions are individuals who live and work in close proximity to each other, referred to as being in the same “circle of friends”. For employees to be in the same circle of friends they must know and understand each other’s comings and goings and whether they have maintained social

distancing during off hours. It also implies a major level of trust that the other person has maintained adequate social behaviors that would limit exposure to COVID-19.

- Examples include spouses, roommates, those housed together at a field station, or other partners that might not live together but socialize almost exclusively.
- Even under these exceptions, best practices should be applied, including wearing face masks within the vehicle and self-distancing wherever possible.
- As long as everyone involved is in the same circle of friends, there is no limit to the number of people who can be in the car at the same time.
- Individuals who are co-workers, but are not in the same circle of friends are not exempted. In such cases, all individuals must travel in separate vehicles.
- If an employee is ever uncomfortable with the travel arrangements they should speak to their supervisor and/or Dr. Casey.
- SNRS personnel working at REC's should consult with the REC director about travel restrictions. As the unit leader, the REC director is authorized to allow multiple people to travel in the same vehicle. This is not a unilateral guidance and unit leaders will evaluate each situation on its' own merits.
- **Out-of-State Travel**
  - Out-of-state travel no longer requires the President's review and approval.
  - Faculty and staff traveling to neighboring states (MN, SD, MT) can once again submit a blanket out of state travel request to Dr. Casey, which will then be reviewed for approval by the office of VP of Ag Affairs.
    - The blanket travel authorization should include the following:
      - A brief description of the purpose of the trip
      - The time period for which the authorization is requested (which can be up to one year in length)
    - Once the blanket out of state travel request has been approved, employees are no longer required to submit individual travel requests for each trip.
  - All other out of state travel requests should follow pre-COVID procedures, including filling out the online travel form (<https://apps.ndsu.edu/busforms/>).
    - These requests need approval from VP Ag before travel purchases are made.

- In addition, student and seasonal workers coming returning from travel to non-bordering states **must complete and submit this COVID-19 travel and new hires questionnaire** ([https://www.ndsu.edu/fileadmin/snrs/Files/COVID\\_outstate\\_return\\_form.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/COVID_outstate_return_form.pdf)). Completed forms should be sent to Angela Blaha at [angela.blaha@ndsu.edu](mailto:angela.blaha@ndsu.edu).
- For those traveling to Montana for agricultural research activities, work with Dr. Casey and Jacinda to get an official letter from Human Resources to carry during travel. Get this letter the first time you seek authorization for a trip to a neighboring state. You do not need a separate letter from HR each time you travel. Those traveling to Minnesota or South Dakota no longer need a letter.
- Any **visitors** to North Dakota from out of state who will be working or interacting with other SNRS personnel should also **complete and submit this COVID-19 travel and new hires questionnaire** ([https://www.ndsu.edu/fileadmin/snrs/Files/COVID\\_outstate\\_return\\_form.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/COVID_outstate_return_form.pdf)). Completed forms should be sent to Angela Blaha at [angela.blaha@ndsu.edu](mailto:angela.blaha@ndsu.edu).

### **Greenhouse and Laboratory Procedures**

- New greenhouse procedures are in effect for all NDSU and NDAES greenhouses ([https://www.ndsu.edu/fileadmin/snrs/Files/Greenhouse\\_Guidance\\_with\\_Signature.pdf](https://www.ndsu.edu/fileadmin/snrs/Files/Greenhouse_Guidance_with_Signature.pdf))
  - Please make sure all greenhouse employees have read and signed the new policies, and that they follow the procedures throughout their work.
  - Coordination among workers is required because of the new guidelines, especially in shared spaces such as the Waldron greenhouse.
    - An Outlook calendar exists for those who need to reserve time to work in Waldron greenhouse
    - If a worker needs a chunk of time to work in Waldron greenhouse, s/he should find an empty time in the calendar and reserve the time they will need.
    - Please talk with Dr. Tom DeSutter ([thomas.desutter@ndsu.edu](mailto:thomas.desutter@ndsu.edu)) for access and approval.
- Individuals working in laboratories or other NDSU facilities should follow all relevant rules and safety guidelines. In addition, social distancing should constantly be enforced.