

Midwest Area Request to Perform Time-Sensitive Research (On-site/Travel)

*Not for Mission Essential (M1 employees) or brief administrative duties (picking up a file from the office);
for those tasks please obtain RL/LC/CD approval as stated by location policy.*

Please select all that apply: Time-sensitive work at duty station Time-sensitive work at another location
 Travel Required

Name(s):

Research Leader: Scientist Overseeing Research:

Are these employees doing this work voluntarily? Yes No

Work/Travel Location:

Work/Travel Dates (describe if this is recurring and include specific date/range):

Mode of Travel (describe how many employees will be in each POV or GOV):

Hotel Accommodations (if needed, please describe the accommodations):

Tasks to be accomplished:

Briefly describe why this activity is time sensitive (to meet milestones, manuscript requirements, CRADA/MTRA):

Alternatives Considered:

Social Distancing Plan/ Other Safety Measures (PPE) to be used (e.g., social distancing, PPE requirements, staggered scheduling and safety checks for personnel working alone):

Is there sufficient PPE for all personnel working on the project? Yes No N/A

Is there sufficient disinfectant for frequent cleaning? Yes No N/A

Have employees been provided a copy of the location pandemic playbook and received training on use of PPE and disinfectants? Yes No N/A

Is checking all safety equipment (safety showers/fire extinguisher/etc.) in the occupied areas part of the requirements prior to initiating operations? Yes No N/A

SY Approval: RL Approval:

CD/LC Approval: AD Approval:

Email signed form to Karen Hughes at least two business days before work is to begin