

Supplementary Safety Plan for Online/Virtual Summer Program:

The “in-person” safety plan will take precedence for any event, activity or CARE interaction with non-student minors. This in-person and online/virtual plans are meant to be an additional contingency plan specifically for any in-person and online/virtual programming or presence CARE holds.

Response Protocols in the event of Injury or Illness

The safety protocol listed in the original Safety Plan will be adhered to where needed in response to injury or illness.

All staff must go through training of how best to support students’ health and well-being when in an in-person/online/virtual classroom. This includes listening and looking for stress, anxiety, as well as outward physical distress. If a student needs additional support or a wellness check the instructor/CARE representative in the class (see below) will immediately contact the student’s parent/guardian.

<https://in.nau.edu/campus-health-services/guide-for-faculty-and-staff/>

Class Environment:

Each in-person and online session will be supervised by the instructor, and will also have a CARE staff member in “attendance” to ensure quality, consistency, and safety. The class must be inviting, inclusive and make all attempts at including and accessible for all CARE students. Because of the inconsistency with student’s access to the Internet some additional contact may be needed by phone, or with paper. A CARE staff member will make sure all students have access to the class materials. A virtual platform that is accessible, but primarily secure for student’s privacy and safety is the foremost concern. Any student who is absent for more than one class without an excused absence from a required course will be contacted by CARE staff to ensure their safety and well-being. In addition, all online sessions will be recorded and saved on a secure server for 6 months.

Response Protocols if an Authorized Adult or Program Participant is accused of Misconduct

In the event that an Authorized Adult or Program Participant is accused of Misconduct, the Program Coordinator, and/or Director will cancel all future events with the accused. The participant not be allowed to participate in any event or activity, and depending on the severity of the behavior the Director will determine the next course of action which will adhere to NAU policy.

Appropriate accusations will be escalated up to NAU Leadership to determine which other departments (including legal, police, and insurance) need to be included. This includes contacting police and completing a Campus Security Authority form if warranted.

Training of Authorized Adults

All CARE staff, full-time and part-time, are required to go through all onboarding and training processes and procedures to ensure quality, consistency and safety. This includes adherence to any and all NAU policies in regards to training, including but not limited to interaction with non-student minors on and off the NAU mountain campus.

Cultural and Academic Research Experience (CARE) Virtual and In-Person Safety Plan

All staff must go through an additional online/virtual training that will consist of how to manage an online/virtual classroom. This includes managing the attendees, materials, “discussions”, offline interactions between students (calls, texts etc.) where relevant, an interaction or communication with any student, and any intrusion from outside entities e.g. Zoom Bombing <https://in.nau.edu/elearning/workshops/>

All staff must go through training of how best to support students’ health and well-being when in an online/virtual classroom. This includes listening and looking for stress, anxiety, as well as outward physical distress. If a student needs additional support or a wellness check the instructor/ CARE representative in the class will immediately contact the student’s parents
<https://in.nau.edu/campus-health-services/guide-for-faculty-and-staff/>

All staff will have to attend training in online/virtual behaviors that may have a negative effect on the classroom environment
<https://in.nau.edu/elearning/workshops/>

Attend any trainings that are mandated by NAU. This includes adherence to any and all NAU policies, including but not limited to interaction with non-student minors on and off the NAU mountain campus.
<https://nau.edu/university-policy-library/wp-content/uploads/sites/26/Supervision-of-Non-Student-Minors.pdf>

Background Check and Fingerprint Screening Protocol and Procedures

CARE will require all employees to pass background and fingerprint clearance through NAU and A-Check Global. See original safety plan for additional processes and procedures.

Fieldwork or off-campus events for Non-Student Minors

CARE students may have the opportunity to conduct fieldwork or attending events outside of the NAU Flagstaff campus with the research mentors, laboratory, and/or CARE staff. Below are safety considerations for day and overnight trips.

Day trips

1. The research mentor and NAU/CARE staff will have completed a background check and fingerprint screening. Other NAU or CARE students on the trip may not receive the background check and fingerprint screening. A list of all staff and students attending the trip will be provided to the CARE staff prior to departure.
2. Permission slips from parents/guardians will be signed at least 24 hours prior to the event. The permission slip will outline details of the trip such as location and the research mentors contact information.
3. Vehicles – CARE students will NOT be responsible for driving during the field work regardless or licensure status. Day trips may include a personal vehicle or NAU fleet vehicle. The driver MUST complete all required trainings to be an Authorized Driver pertaining to the mode of transportation (personal, fleet, passenger van, etc.).
4. Cold/Hot weather injuries – Student will be in appropriate attire outlined by the research mentor with proper gear (water bottle, food, shoes, etc.) that is dictated by the weather.

Cultural and Academic Research Experience (CARE) Virtual and In-Person Safety Plan

Fieldwork will be cancelled if weather drops below 22 °F or above 100 °F. All students will have a water source on them at all times.

5. Wildlife - Students will be briefed on all pertinent wildlife and instructed to stay clear of any wildlife in the research area.
6. Tripping, falling causing minor injuries (sprains, strains, and fractures) – Students will be informed prior to requesting permission from parent/guardian of any field work that requires physical activity (walking, hiking, carrying items >20 lbs, etc.). Upon approval, time will be given for students to warm up and stretch prior to field work.
7. Severe weather conditions to include lightning, high winds, rain, and possible snow - Updated weather forecast will be briefed each day of field work and be evaluated by the research advisor. Actions upon severe weather will be briefed 24-48 hours to the student and other research members prior to field training. In the event of a sudden change in weather conditions, the students will return to designated assembly area, shelter in place, and call in location to research advisor and CARE staff.
8. Lost or missing students – Field work may occur in wooded or rural areas. Students will be shown identifying terrain boundaries and research mentor will emphasize landmarks for terrain association. Students will be provided terrain and landmark association for events that are in urban areas such as a conference. Contact information for the student, research mentor, and CARE staff will be exchanged prior to leaving for any field work or events.
9. Medical response plans - Any injuries that occur will be transported to the designated health facility listed in “Assumption of Risk” form. However, students with life threatening or emergencies will be sent to the nearest Urgent Care or emergency room. The parent/guardian will be informed of the nearest location on the permission slip and/or travel agreement. All students and the parent/guardian will have the research mentor and CARE staff contacts.

Overnight trips

All activities listed above will be followed along with the following.

1. Hotels and sleeping accommodations – Students will be paired with another student of the same gender in their sleeping accommodations (hotel, tent, etc.) or by themselves.
2. Travel agreement for an event such as a conference will be signed by the CARE student and their parent/guardian.
3. An itinerary will be provided to the student and the parent/guardian prior to the event.
4. CARE staff can be requested to attend the field work or event to monitor the safety of the CARE student.

Required Forms for Non-Student Minors

CARE will require all Non-Student Minors who are receiving services through CARE to complete a Behavioral Expectations for Non-Student Minors form: <https://nau.edu/wp-content/uploads/sites/26/Behavioral-Expectations-for-Non-Student-Minors.pdf>

CARE will require all Non-Student Minors who are receiving individual services from an Authorized Adult through a CARE sanctioned event or activity to complete a Disclosure and Approval of One-on-One Interaction with Non-Student Minors Form: <https://nau.edu/wp-content/uploads/sites/26/Disclosure-and-Approval-of-One-on-One-Interaction-with-a-Non-Student-Minor.pdf>

Cultural and Academic Research Experience (CARE) Virtual and In-Person Safety Plan

CARE will require all Non-Student Minors who are conducting experiments at home or in an NAU laboratory setting to complete the Assumption of Risk form:

Each parent must still complete a minors' release form and all forms associated with attending an in-person/online/virtual program associated with NAU, CARE along with the following: <https://nau.edu/wp-content/uploads/sites/26/Assumption-of-Risk-Waiver-Release-and-Consent-for-Non-Student-Minor-Participation.pdf>

The CARE students and their parents/guardians are required to complete ALL relevant non-student minor forms to participate in the summer program or to go on a field trip with CARE staff. <https://nau.edu/wp-content/uploads/sites/26/Supervision-of-Non-Student-Minors.pdf>