

TKO SAFETY POLICY & PROCEDURES

COVID-19 ENVIRONMENT



TRAILKEEPERS OF OREGON

INTRODUCTION

This field manual was developed by TKO staff and volunteers, with consultation from Experiential Consulting's Principal Steve Smith. Special thanks goes to TKO's Physician Advisor, Dr. Peter Reagan and clinical nurse Elaine Keavney RN.

Trailkeepers of Oregon (TKO) has three primary objectives, in order of priority:

1. *Safety*
2. *Fun*
3. *Get work done.*

Trail stewardship activities have inherent risks associated with them. During TKO's trail work and ambassador activities, the safety of volunteers, staff and visitors comes first. We are experienced in managing these safety concerns - including, but not limited to, using sharp tools, working in high-risk conditions (such as fire-damaged trail systems) and overseeing the safety of inexperienced, single-day volunteer participants.

TKO provides a number of ways for the general public to give back to public lands. Our mission is to protect and enhance the Oregon hiking experience through stewardship, advocacy, outreach and education. We seek to build ethics of stewardship and advocacy in all trail users, becoming lifelong partners in caring for Oregon's public lands. As public land agencies have been seeing steady declines in the resources needed to steward their trails, we consider our mission to be critical in supporting trail stewardship opportunities as a part of a much larger national recovery effort. Our mission can only be fulfilled when everyone experiences trail stewardship safely.

We also take the current COVID-19 health emergency very seriously and believe trails, and the communities they create, need us now more than ever. The following document describes our organization's: (1) approach to assessing conditions to ascertain when we can successfully offer field-based programs; (2) procedures for screening staff and volunteers prior to their participation in and during programs, to help reduce and mitigate the introduction of COVID-19 into our programs; and (3) standard operating procedures and guidelines for offering volunteer activities and internships while COVID-19 remains a public health threat, including practices to help ensure that all participants are healthy when they return home.

The COVID-19 situation and associated data is constantly changing, this document will be updated and/or revised as necessary based on CDC Recommendations and will align with the State of Oregon Re-Opening Phases (<https://govstatus.egov.com/or-covid-19/>). This version was completed June 5th, 2020.

LEGAL NOTICE: The following protocols have been developed for Trailkeepers of Oregon (TKO) programs, in consideration of specific programmatic and organizational elements. While TKO gladly shares this document as a resource, these protocols are not meant to be applied to any other organizations without careful consideration and revision to match the uniqueness of that organization's population, staff, mission, training, resources, environment, and risk tolerance. Anyone who seeks to adapt or otherwise utilize these protocols in their programming does so at their own risk and expressly agrees to release from liability, and hold harmless, Trailkeepers of Oregon; our physician advisor Dr. Peter Reagan MD and clinical nurse Elaine Keavney RN; and Experiential Consulting, LLC for any liabilities, losses, damages, suits, or expenses of any kind.

TABLE OF CONTENTS

Introduction	1
Volunteer Activities in COVID-19 Environment	2
Decision Making Matrix for Volunteer Programming	3
Key Elements of TKO Safety Policies and Procedures	4-6
Screening Policies and Procedures	6
Participant Screening	6
Pre-program Health Assessment procedure	6
Health Assessment Procedures	6
COVID-19 Related On-Trail Standard Operating Procedures	7
Level 3: Trail Scouting / Assessment / Inventorying Activities	7
Level 2: Trail Ambassador Protocols	8
Level 2: Small Group Activities	8
Level 1: Regular Group Activities	TBD
COVID-19 Related Symptoms Protocol	9
COVID-19 Protocol for Intern Programming	10-12

VOLUNTEER ACTIVITIES IN A COVID-19 ENVIRONMENT

Following safety restrictions and risk assessments from the USDA Forest Service and other land managers, TKO has identified activities to begin supporting stewardship on public lands. With the timeliness of activities to be considered, the following component levels have been established at this time:

- A. Trail Scouting / Assessment / Inventorying Activities - Solo or two person teams of staff and/or volunteers will be tasked with assessing, collecting and reporting information about conditions on open and closed trails. Objective is to report on trail conditions and perform rapid response trail work for first responders, Agency personnel and subsequent TKO trail crews.
- B. Trail Ambassadors Activities - Solo or two person teams of staff and/or volunteers would host trailhead tabling stations at open parks and forests. Objective is to educate the public on visitor safety and experience.
- C. Small Group Activities - Structured to maintain solo/within-household volunteer teams, or groups of 2-6 staff and/or "experienced" volunteers that would perform trail maintenance tasks - tread/drainage improvements, brushing/fallen debris removal, single-bucking log removal, etc. Objective is to make trails passable and sustainable for visitor access.
- D. Multiple Cohort Activities. Follow and align with the State of Oregon Re-Opening Phases (<https://govstatus.egov.com/or-covid-19/>)

Additional activities will be reviewed and procedures developed as certain benchmarks in health and safety are attained. Those additional components - ie saw work, structure building, multi-day/overnight events, in-person training - will be included as an addendum(s) to this document.

DECISION MAKING MATRIX FOR VOLUNTEER PROGRAMMING

In our efforts to offer volunteer activities to support public lands, the following conditions will be considered to ascertain if TKO can safely offer programs. We will only offer volunteer activities if our analysis indicates that our staff and volunteers will not increase their risk of contracting or spreading COVID-19 due to their participation. Key assessments include:

- A. **Organization COVID-19 Policies and Procedures are in place:** TKO programs may resume programming when these documents are in place, are understood by all relevant staff and stakeholders, and we have the resources available to implement them.
- B. **Civil Authority Restrictions are lifted:** TKO programs may resume programming when national and/or state Executive Orders allow our program to resume travel and do not exceed mandated gathering numbers of individuals necessary to operate our program model.
- C. **Medical resources are available for support:** It is understood that COVID-19 related demands on our medical infrastructure are an important consideration for four reasons:
 - 1. Additional demands on medical facilities/medical personnel may distract from our collective ability to meet the demands associated with COVID-19 and therefore may be irresponsible;
 - 2. Additional demands may strip the physical/personnel resources away from the communities in which TKO operate (e.g. medical personnel may lack access to proper PPE) which might make medical care less available, or
 - 3. May increase the likelihood of exposure to patients if care is sought. TKO programs may resume programming if COVID-19 models (www.covid19.healthdata.or/projections)

and/or other available data indicate that the demand on the medical facilities in the areas in which we operate programs will not be overwhelmed during the times in which our programs are operating.

4. Our volunteer activity could spread the virus to a local community with limited medical resources.

D. Our partners are prepared: TKO programs may resume programming when our partners are secure and confident enough in their own operations/availability to provide us reasonable assurance that plans, schedules, facilities, etc., won't remain in flux – thereby increasing our opportunity costs, financial risks, and risks to our people.

E. It is socially responsible: TKO programs may resume programming when the organization believes it is socially responsible for us to be operating. We believe that volunteer stewardship programs will be a key part of our national recovery effort and we want to begin offering those opportunities as soon as these activities can be done safely, including gaining assurances from experts, our board of directors and our larger stakeholder groups that they are comfortable with us going back to work.

F. We are prepared: Lastly, TKO programs may resume programming when: (a) we have had the time to recruit and train sufficient staff, volunteers; (b) identify sufficient project/recreational partners, and; (c) we have the physical equipment and supplies to implement our planned activities.

KEY ELEMENTS OF TKO SAFETY POLICIES AND PROCEDURES

BEFORE EVENTS AND ACTIVITIES

- All crew leaders will receive a specific COVID-19 safety orientation. Training will highlight procedures for activating staff and volunteers in trail stewardship activities.
- Weekly electronic safety briefings will occur prior to any scouting activity, ambassador event or trail party to review policies and procedures, near misses and best practices from the week prior. Breakout sessions will provide leaders to review project objectives with their volunteer team for the week ahead.
- Registration process will include resources to acknowledge risks, perform a self-screening and understanding of data sharing if a COVID-19 breakout was to occur.
- Waiver process will be sent 1-3 days before a volunteer event for a participant to e-sign, acknowledgement of risks, self-screening of health to participate, and an understanding of data sharing if a breakout was to occur.
- Check in / out procedure - text on-call coordinator(s), notify agency or alternative Dispatch when volunteers arrive and when they leave.
- Personal protective equipment that volunteers will provide for themselves: hard hats, eye protection, wear cloth, paper or disposable face coverings, work gloves, personal disinfecting wipes (CDC or EPA approved disinfectants like Clorox or equivalent) plus wipe disposal bag.
- No carpooling, except with volunteers from shared households:
- Crews will be instructed on the importance of effective individual and group hygiene, particularly around thorough handwashing and avoidance of touching their own face.
- In constricted terrain where safe passing is not possible, efforts should be made with the Agency Partner for project site(s) to be closed to the public, in order to protect the crew and the public as much as possible. Consider signage to facilitate this. The TKO crew should proactively keep physical distance if isolating procedures are not possible by members of the public.

DURING EVENTS AND ACTIVITIES

The primary elements of a COVID-19 response are linked and interdependent; skip one and the effectiveness is decreased. These elements are personal hygiene, masks, physical distancing, screening procedures, and culture changes (see [Amid the Coronavirus Crisis....by Dr. Atul Gawande, May 13, 2020 at https://www.newyorker.com/science/medical-dispatch/amid-the-coronavirus-crisis-a-regimen-for-reentry](https://www.newyorker.com/science/medical-dispatch/amid-the-coronavirus-crisis-a-regimen-for-reentry))

Hygiene:

- Frequent handwashing, with soap and water, approved disinfecting wipes, or alcohol-based hand sanitizer (at least 60% alcohol) is essential to minimizing the transfer of the COVID virus.
- Crews will be instructed on the importance of effective individual and group hygiene, particularly around thorough handwashing and avoidance of touching their own face.
- All TKO supplied tools and equipment will be sanitized prior to the trail party (tool handles, radios wiped down, any communal surfaces, etc.). No tools will be shared without sanitizing before and after use.
- All shared tools are to be sanitized before contactless handoff to a gloved co-worker. The tool will be again sanitized after the handoff. Sharing of tools should be minimized.

Face Masks:

- All volunteers will maintain a 6 ft distance from other volunteers or the public and appropriate cloth face covering will be worn by all volunteers when within 6 ft of another volunteer or the public.
- Without exception, appropriate face covering must be worn by anyone exhibiting signs of respiratory symptoms, and for all crew members if transporting an individual for medical evaluation.
- All volunteers must maintain a minimum 6 ft distance when face covers are not used, e.g. lunch times or hike in/hike out periods.

Physical Distancing:

- All volunteers will maintain a 6 ft distance from other volunteers or the public.
- During periods of breathing heavily (hike in/out, heavy exertion, etc), volunteers should exercise critical thinking and self awareness for greater physical distancing depending on the situation, environment, or activity.
- Volunteers will be provided with clear messaging that they are not being asked to police physical distancing with any public visitor traffic.
- Discussion spaces will be held outdoors, providing adequate space between individuals. In adverse weather, this can take place under tarp cover or other improvised shelter, but not within walled tents
- Should a volunteer be involved in an incident which requires a third-party medical response, the crew leader should minimize third-party interaction with the team. In this event:
 - The crew leader and the patient will be the only ones to interact with medical staff at the worksite.
 - Gloves/masks should be worn while handling paperwork.
- Emergency response expectations - TKO crew leaders and volunteers are **not** expected to respond to public emergency scenarios. If volunteers experience an emergency themselves, they are to follow the TKO trail crew Emergency Action Plan (EAP), which must be with the crew leader at all times..
- In constricted terrain where safe passing is not possible, efforts should be made with the Agency Partner for project site(s) to be closed to the public, in order to protect the crew and the public as much as possible. Consider signage to facilitate this. The TKO crew should proactively keep physical distance if isolating procedures are not possible by members of the public.

Culture:

- Crew leaders will be the “shepherds” of this culture change, modeling exactly how crews will operate.
- It will be important to manage emotional as well as physical/medical safety. Staff, crew leaders, and volunteers should strive to be thoughtful around humor style, etc.; something that is funny for some groups may be very uncomfortable for others. It is important to create group norms around this, based on each group’s comfort levels and be consistent.
- All crews should follow Leave No Trace (LNT) guidelines.

AFTER EVENTS AND ACTIVITIES

- All tools and common surfaces will be sanitized before storage in a vehicle or tool cache.
- All volunteers should wash their hands with soap and water or disinfecting wipes.
- Volunteers are required to disclose discovery of exposure to any confirmed cases, or a confirmed case themselves, within 24 hrs of discovery, if that exposure is within 14 days after a trail party. This information will remain confidential.

SCREENING POLICIES AND PROCEDURES

PARTICIPANT SCREENING

Participants in events and activities outlined in this document can be identified by TKO staff and volunteer leaders and approved by land managers for potential participants who represent any of the following:

- Have undergone such trainings as TKO’s Ambassador Training and/or Crew Leader.
- Participated in 40+ trails parties or the equivalent of experience.
- Additional training and transferable experience in safety, communications and maintenance activities may be considered.
- Eligibility for participation outlined above will be reviewed by TKO staff and approved by land managers.

PRE-PROGRAM HEALTH ASSESSMENT POLICY

TKO Staff, TKO interns, and volunteers will be informed of the potential risks associated with participating in our programs, and informed about our COVID-19 procedure and the commitments they need to make, including engaging in self isolation outside of the program dates if necessary and of reporting any symptoms that occur in the 10 days after a work party. Each TKO volunteer is required to sign and return an Assumption of Risk and Program procedure Agreement form, which includes acknowledging and accepting their own medical risk level.

That agreement:

- A. Orients all participants to required illness-reducing strategies which promote the idea of personal hygiene, social distancing, face coverings, and personal health screening.
- B. Acknowledges that TKO reserves the right not to admit people who pose a communicable disease risk to others, and that a self-screening risk assessment, which may disqualify participation, will be conducted prior to each trail party or ambassador activity.
- C. Directs potentially symptomatic or quarantined people not to come to TKO activities if they exhibit COVID-19 symptoms.
- D. Directs all participants to notify TKO or the TKO Crew Leader if symptoms suggestive of COVID-19 symptoms develop in the first fourteen days after any work party.

HEALTH ASSESSMENT PROCEDURES

All trail party or ambassador volunteers must do a COVID-19 self-screening 24 hrs prior to the planned meeting time. See <https://www.apple.com/covid19/>. A CDC alternative is at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Click on the “Self Checker” icon. The results of either screening questionnaire must indicate that there are no medical concerns or medical attention needed.

1. At the trailhead, Crew Leaders will assess that no health changes have occurred since the volunteer did their last health self-assessment and that they feel safe to participate that day.
2. Anyone with these symptoms (to include the crew leader) will need to leave immediately and begin appropriate quarantine at home and any recommended medical follow up. TKO office needs to be notified as soon as reasonably possible (e.g. if cell service is available, please notify TKO right away).

COVID-19 RELATED STANDARD OPERATING PROCEDURES

Overview

The following establishes protocols and methods for engaging staff and volunteers in trail scouting and assessment activities with added safety concerns from COVID-19. This is a phased approach designed to coincide with state and federal guidelines. They outline an incremental process for putting volunteers back to stewarding the local, state and federal land and have been designed in collaboration with land managers to [balance work and safety for volunteers, staff, and visitors](#). See State of Oregon Re-Opening Phases (<https://govstatus.egov.com/or-covid-19/>), Phase 1:

LEVEL 3: TRAIL SCOUTING / ASSESSMENT / INVENTORYING ACTIVITIES

- Outdoor Recreation: Parks and Trails reopen - Volunteers on-site with role identifier (hat/vest/name tag) with PPE (mask, gloves, eye protection, etc.), A TKO team must maintain physical distancing between volunteers and any trail visitors.
- Activities Allowed: With approval of the Land Manager or Agency, a TKO team will be tasked with assessing, collecting, and reporting information about conditions on open and closed trails
- Participants Allowed: TKO Crew Leader and up to one more TKO Crew Leader (CL), Assistant Crew Leader (ACL), or same household trail volunteer.

Volunteer Activity Safety Protocols

- Personal protective equipment that TKO will provide: hand sanitizer, disinfectant wipes
- Trail scouting/assessment best practice on group size has been determined to be a TKO crew leader per site, or with one additional volunteer.

Personal Hygiene

All volunteers should adhere to the [Key Elements of TKO Safety Policies and Procedures](#) outlined above.

Program Departures

All volunteers should adhere to the [Key Elements of TKO Safety Policies and Procedures](#) outlined above. In the event that it is necessary for a volunteer or crew leader to leave the trail party before its scheduled ending time, and there is no evidence or suspicion of exposure, plans will be made for the trail party departure as a group.

- Volunteers will be made aware of this in their Risk Acknowledgement – that leaving the trail party carries its own coronavirus-related risks.
- Early departure protocols for volunteers remain the same, although persons interacting with the general public will be kept to a minimum and will wear facemasks during these interactions.

LEVEL 2: TRAIL AMBASSADOR PROTOCOLS

- Outdoor Recreation: Parks and Trails reopen - Volunteers on-site with role identifier (hat/vest/name tag) with PPE (mask, gloves, etc.). A TKO team must maintain physical distancing between volunteers and any trail visitors.
- Activities Allowed: A TKO Ambassador team will engage with visitors around safety, ethical use of public lands, and Leave No Trace practices, as well as sharing opportunities for visitors to engage with local communities.
- Participants Allowed: TKO Trailhead Ambassadors. Based on Level 1 or Level 2 requirements.

Volunteer Activity Safety Protocols

- Personal protective equipment that TKO will provide - hand sanitizer, disinfecting wipes
- Trailhead Ambassador best practices on group size had been determined to be 1 volunteer per site, with volunteers from shared households being the exception. When approved, Small Group Activities will be 6 or fewer volunteers.
- We will avoid stationing Trailhead Ambassador volunteers at a trailhead where bathroom facilities are not available.
- Emergency response expectations - Trailhead Ambassador volunteers tabling at trailheads are not expected to respond to emergency scenarios. If volunteers experience an emergency themselves, they are to call 911 and notify on-call coordinator whenever they are able.

Additional Training Protocols

- All Trailhead Ambassador volunteers will have at a minimum First Aid and CPR training.
- All Trailhead Ambassador volunteers will receive specific training to identify and prevent exposure. Training will highlight signs/symptoms and field observation/monitoring of COVID-19, thresholds for communication, and standards for seeking organizational assistance.
- Training volunteers will not exceed CDC-recommended group sizes of (as of this writing) 10 individuals.

LEVEL 2: SMALL GROUP TRAILS ACTIVITIES

Overview

A TKO trail party structured to maintain solo/within-household volunteer teams, or groups of 3-6 TKO CLs or ACL leaders that would perform trail maintenance tasks - tread/drainage improvements, brushing/fallen debris removal, small logout removal, etc. Goal would be to manage the trail risks for first responders, agency personnel, or subsequent trail crews.

The following establishes protocols and methods for engaging volunteers in small group activities with added safety concerns from COVID-19. This is a phased approach designed to coincide with state and federal guidelines. They outline an incremental process for putting volunteers back to stewarding the local, state and federal land and have been designed in collaboration with land managers to balance work and safety for

volunteers, staff, and visitors. See State of Oregon Re-Opening Phases (<https://govstatus.egov.com/or-covid-19/>) - Phase 1:

- **Outdoor Recreation:** Parks and Trails reopen - Volunteers on-site with role identifier (hat/vest/name tag) with PPE (mask, gloves, eye protection, etc.), A TKO team must maintain physical distancing between volunteers and the TKO team with any trail visitors.
- **Activities Allowed:** A TKO trail party structured to maintain solo/within-household volunteer teams, or groups of 3-6 "experienced" volunteers that would perform trail maintenance tasks - tread/drainage improvements, brushing/fallen debris removal, single-bucking small-logout removal, etc. with approval of the controlling Land Manager or Agency.
- **Participants Allowed:** Maximum of 6 qualified TKO "experienced" volunteers - ie Crew Leaders or Assistant Crew Leaders, participants with an equivalent experience of 40+ trail party events.

Crew Size

1. Crews will be no larger than up to date CDC and/or state public health recommendations. TKO currently recommends no more than 6 qualified individuals, including leaders, for this activity.
2. The use of radios to alert separated trail crews to visitor traffic is recommended.

Personal Hygiene: All volunteers should adhere to the Key Elements of TKO Safety Policies and Procedures outlined above.

Program Departures: All volunteers should adhere to the Key Elements of TKO Safety Policies and Procedures outlined above. In the event that it is necessary for a volunteer or crew leader to leave the trail party before its scheduled ending time, and there is no evidence or suspicion of exposure, plans will be made for the trail party departure as a group.

- Volunteers will be made aware of this in their Risk Acknowledgement – that leaving the trail party carries its own coronavirus-related risks.
- Early departure protocols for volunteers remain the same, although persons interacting with the general public will be kept to a minimum and will wear facemasks during these interactions.

COVID-19 Related Symptoms On-Trail Procedure

- If a work party crew leader suspects a participant is developing COVID symptoms they should immediately ask all participants to put on a mask, self isolate participant more than six feet and initiate a guided walk out of participant.
- A plan will be made for the ill participant to leave for home immediately. If more than 200 yards from the cars, this will mean at least one other participant should leave and ensure the symptomatic person is verbally signed out and is able to drive home. The sign out should not involve touching anything.
- Judgment will need to dictate whether the work party will continue the project and if an accompanying crew member should return to the site. Best practice in most situations would be for that person to proceed home and disinfect.
- In an unusual circumstance an ill participant would be unable to drive home. In that case the person's emergency contact person should be contacted and arrangements made for the most logical transfer to a medical facility. This could involve ambulance transport, or depending on the circumstances either the person's emergency contact or conceivably a team member. If an ill member is being transported by car, driver and passenger should be masked, efforts should be made to optimize air ventilation, driver should drop off the ill participant and proceed straight home to laundry and shower.

- All participants who were exposed should practice proper hygiene, physical distancing and avoid any further self contamination, utilize a personal hygiene kit to immediately wash and avoid touching the face. Best practice in most situations would be for the work party to be called off, all participants carry tools down and disinfect them, drive home, immediately practice repeat hygiene methods to avoid any exposure. Any participant who determines significant exposure should begin self-quarantine until it is determined that the index case was not COVID-19 (got better soon, got negative test, etc) or for 14 days.
- Land manager and TKO staff will be notified immediately. The Crew Leader will maintain contact with the index case and keep other crew apprised of COVID-related diagnostic findings, as well as following up symptoms that may develop in other participants.

COVID-19 PROTOCOL FOR INTERN PROGRAMMING

The following information is pulled directly from Northwest Youth Corps (NYC) current protocols for Internship Programming. TKO will work with NYC and the land managing partners to determine how NYC, TKO and agency safety policies and procedures can coincide with bringing participants to service in our internship programming. <https://www.nwyouthcorps.org/m/covid19>

Points to consider in placing interns:

1. Interns are willing to serve, and feel safe in the work environment.
2. Agency partners are prepared and committed to providing a safe working environment (including potential for telework, safe workplace distancing, limiting public interaction, providing appropriate PPE, etc.) and agency protocols permit hosting interns.
3. TKO Intern staff have needed resources to provide support to interns and partners.
4. Agreements are current and funded.
5. Internship is workable within all federal, state and local social restrictive orders.
6. Agency provided housing must meet public health guidelines established by the agency.
7. Interns have access to all other needed resources (grocery stores, pharmacies, gas, laundry, etc.) to live and work.
8. Travel to/from site can be accomplished safely.
9. Mental health resources are available (EAP for 1700 hr AC and RAP interns).
10. Assess the following: Do we have the right people, adequate training, and resources to operate programming in this environment?
 - a. Technology resources for intern
 - b. Technology resources of support staff (Corps and partners)
 - c. Guidance/policies for interns and partners to effectively conduct remote work
 - d. Capacity of Corps staff to shift intern placements
 - e. Capacity to meet Agency/AmeriCorps requirements – fingerprints, background checks, handoff of federal laptop, etc.

Medical evaluation and Screening: (Med evaluation for pre-program, on-boarding, on-program and end of term)

1. Pre-arrival (two weeks prior to program). Participation requires the intern to complete and submit a medical survey (separate document). This will be highly dependent upon honest answers and full understanding of implied consent. Subjects addressed include:
 - a. Recent travel history

- b. Symptoms experienced in the last 14 days. Evaluated by a healthcare professional? (Example: FLU A/B, Noro/rhinovirus, etc.)
 - c. Preexisting health considerations
 - d. Reporting any contact with anyone exhibiting signs/symptoms of illness? If yes, what were the signs/symptoms?
 - e. In physical contact with friends or family who work in health care?
 - f. Describe your approach and commitment to social distancing, how has your typical routine changed?
 - g. What are your travel plans to site? How will you protect yourself?
2. At onboard meeting:
- a. All above questions
 - b. Current temperature may not exceed 100 degrees
 - c. Candid description of position, living arrangements, and the social responsibility required being allies to other coworkers/housemates
3. In-program health checks:
- a. How are you feeling (physical/emotional)
 - b. Daily health report logs? (temp, general affect)
 - c. Any signs or symptoms exhibited in field need to be reported as soon as noticed
 - d. Signs/symptoms consistent with Covid-19 mean intern will quarantine in place and seek medical input.
4. End Of Term considerations: Interns will be encouraged to consider spending the last 14 days of term in self isolation if they are relocating/travelling/coming into contact with new people after the end of their term.

The following guidance is inferred to include all protocols and best practices adopted for the workforce of the partner organization. When there is a difference between NYC and TKO protocols and the agency's, the more conservative practices should be followed.

Project and Social Distancing Considerations

1. Physical location and contact with partners/public
 - a. Intern placements will either be telework-based or performed with safe work distancing and use of PPE when appropriate.
 - b. Partner/staff contact will be conducted via email, phone, and video conferencing.
 - c. Planned contact with the general public should be minimized and only instituted with Intern's agreement.
 - d. If incidental contact occurs, interns will follow CDC social distancing protocols (six feet of separation, hand-washing, etc.)
2. Site housing
 - a. Intern will be encouraged to self-isolate for 14 days prior to entering site housing.
 - b. Intern will only be permitted to share housing if the housing meets agency public health protocols and other housemates have also self-isolated for 14 days.
 - c. Intern will be encouraged to self-isolate for 14 days prior to leaving site housing.
 - d. All communal surfaces in housing will be disinfected at least twice daily using a dilute bleach mixture (or other approved) and paper towels or disinfectant wipes
3. Hygiene
 - a. Handwashing stations will be present at project site and site housing if applicable.

- b. All communal work surfaces will be disinfected at least twice daily using a dilute bleach mixture and paper towels or disinfectant wipes.
 - c. Social distancing protocols shall be maintained while at work site (CDC recommendations).
- 4. Food prep, storage and communal meals if living in host housing
 - a. Surfaces will be disinfected prior to prep.
 - b. Food will be prepared directly by an intern or housemate who has self-isolated for 14+ days only.
 - c. Prepared food for the project site will be stored in individual containers for each intern; no communal bags.
 - d. Consideration will be made toward where the intern is purchasing food, large vs. small stores, area, etc.
- 5. Vehicle sanitation practices
 - a. The program will ensure daily disinfectant wipe down of vehicle seats, instrumentation, shifting levers, door handles, and steering wheel.
 - b. In Oregon, the program will ensure the vehicle fleet card (fuel) is wiped down after use; the fuel attendant will handle fueling of the vehicle.
- 6. If Intern is working with a site crew or other interns, if not teleworking, and in a cohort model, s/he should follow crew guidance given above.