

TKO SAFETY POLICY & PROCEDURES COVID-19 ENVIRONMENT



TRAILKEEPERS OF OREGON

JANUARY 2022 UPDATE: TKO is requiring proof of vaccination or a negative test regimen for all staff and volunteers to take effect January 15th, 2022, included as Addendum C.

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 Advisors Dr. Peter Reagan and Dr. Matthew Graccianette and clinical nurse Elaine Keavney RN.

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

1. *Safety*
2. *Fun*
3. *Service*

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 Reopening Phases (<https://govstatus.egov.com/or-covid-19/>). This version was completed January 5th, 2021.

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 health advisors; and Experiential Consulting, LLC for any liabilities, losses, damages, suits, or expenses of any kind.

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I. 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, state, & county Executive Orders allow our program to resume travel and do not exceed mandated gathering numbers of individuals necessary to operate our program model. TKO will monitor national, state, & county civil authority guidelines to ensure activities are consistent with their guidance - i.e. restrictions on travel & group gathering size, etc.
- 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:** 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. TKO will be responsible for verifying volunteers PPE is adequate - ie sanitizer, masks, etc. If a volunteer's PPE is not adequate, TKO Crew Leaders will be provided additional supplies from the organization.
- G. **Vaccinations:** See *Addendum C* for details.

II. KEY ELEMENTS OF TKO SAFETY POLICIES AND PROCEDURES

BEFORE EVENTS AND ACTIVITIES

- All TKO leaders will receive a specific safety orientation to include COVID-19 updates monthly. Training will highlight procedures for activating staff and volunteers in trail stewardship activities.
- Registration will provide notice and resources of the waiver process that will be sent 1-3 days before a volunteer event for a participant to e-sign liability waiver and provide proof of vaccination or negative test, 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: bring cloth, paper or disposable face coverings, work gloves, personal disinfecting wipes (CDC or EPA approved disinfectants like Clorox or equivalent) plus wipe disposal bag.
- While carpooling and the use of public transportation are encouraged and we help coordinate, participants accept the responsibilities and risk associated prior to checking into volunteer service. TKO does not include any type of transportation in our accepted activities. Participants sign in for service after any transportation to stewardship events and will sign out before driving to additional sites. We recommend participants review CDC guidance on [carpooling](#) and [public transportation](#).
- Crews will be instructed on the importance of effective individual and group hygiene, particularly around thorough handwashing and avoidance of touching their own face.
- TKO will use the following strategies to reduce the potential for exposure while working on trails:
 - Work with the land manager to prioritize work on trails in areas that are currently closed (e.g. Eagle Creek burn area trails) and trails that have less use.
 - Schedule work parties when less trail use is anticipated (e.g. weekdays, off-peak hours)
 - Provide signage at the trailhead &/or near volunteer crews for trail users to alert volunteers when approaching, wear masks & maintain at least 6 feet whenever needed.
- If TKO & the land managers agree there is a need to perform high priority trail work (e.g. related to public safety or resource protection), a short-term trail closure may be considered to minimize volunteer exposure.

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.

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 cleaned after a stewardship event (tool handles, radios wiped down, any communal surfaces, etc.), tool sharing is allowed if necessary.

Face Masks:

- All volunteers will maintain a 6-foot distance from other volunteers or the public and appropriate cloth face covering will be worn by all volunteers when within 6 feet 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 evacuating an individual for medical evaluation.
- All volunteers must maintain a minimum 6-foot distance when face covers are not used, e.g. lunch times or hike in/hike out periods.

Physical Distancing:

- All participants are recommended to maintain a 6-foot 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 are not being asked to police physical distancing with any public visitor traffic.
- Discussion spaces will be held outdoors when able, providing adequate space between individuals. In adverse weather, this can take place under tarp cover or other improvised shelter.
- 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, first aid lead 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).
- 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.
- While some participants may team up within vaccinated pods during a trail party, our policies and procedures apply the same between all stewardship activities and participants. TKO staff and volunteer leaders may show preference to identify safety functions to vaccinated participants, such as a first aid lead or other high risk of exposure function.

AFTER EVENTS AND ACTIVITIES

- Volunteers are required to disclose exposure to any confirmed cases, or a confirmed case themselves, within 24 hrs of discovery, if that exposure is within 10 days after a trail party. This information will remain confidential.

III. SCREENING POLICIES AND PROCEDURES

PARTICIPANT SCREENING

- Please review Addendum C - TKO Vaccine Policy for all pre-screening.

PRE-PROGRAM HEALTH ASSESSMENT POLICY

TKO staff, 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 participant is required to sign an e-waiver form and provide proof of vaccination or a negative viral test, which includes acknowledging and accepting their own medical risk.

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 TKO staff, trail stewardship 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. Ideally, volunteer acknowledgement at the meeting point would be done in private with the Crew Leader.
2. Anyone with COVID-19 symptoms (to include the crew leader) will need to leave immediately and begin appropriate quarantine at home and any recommended medical follow up.
3. TKO needs to be notified as soon as reasonably possible (e.g. if cell service is available, please notify TKO right away) and an incident report will be sent to TKO staff and Land Manager point of contact.

V. COVID-19 RELATED STANDARD OPERATING PROCEDURES

Overview: The following establishes protocols and methods for engaging staff and volunteers with added safety concerns from COVID-19 in specific stewardship programming.

A. TRAIL SCOUTING / ASSESSMENT / INVENTORYING ACTIVITIES

- Outdoor Recreation: With role identifier (hat/vest/name tag) and PPE (mask, gloves, eye protection, etc.), TKO team will maintain physical distancing between volunteers and any trail visitors when necessary.
- 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 staff, Crew Leader or Assistant Crew Leader (ACL) and volunteer participants.

B. TRAIL AMBASSADOR PROTOCOLS

- Outdoor Recreation: Staff and volunteers stationed at outdoor sites along trails and at trailheads. With role identifier (hat/vest/name tag) with PPE (mask, gloves, etc.), TKO participant/team will maintain physical distancing between volunteers and any trail visitors when necessary.
- Activities Allowed: A TKO Ambassador station or on-trail 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 at trailheads and on trails.
- Participants Allowed: TKO staff and Trail Ambassadors volunteers who have undergone appropriate training.

Volunteer Activity Safety Protocols

- 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/or notify on-call coordinator whenever they are able.
- 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.

C. GROUP ACTIVITIES

Overview

The following establishes protocols and methods for engaging volunteers in group activities with added safety concerns from COVID-19:

- Outdoor Recreation: TKO staff and volunteer participants outdoors at local, state and federal trail systems. With role identifiers (hat/vest/name tag) with PPE (mask, gloves, eye protection, etc.), TKO team will maintain physical distance between volunteers and any trail visitors when necessary.
- Activities Allowed: A TKO trail party structured to maintain solo/within-household volunteer teams, or groups up to 12-20 volunteers that would perform trail maintenance tasks - tread/drainage improvements, brushing/fallen debris removal, single-bucking logout removal, etc. with approval of the controlling Land Manager or Agency. If a task requires volunteers to work less than 6' apart, the following guidelines will be followed:

- If the time volunteers are in closer proximity than 6' is less than 15 minutes over the course of the trail party, the task may be taken on with volunteers wearing masks when within 6' of each other.
- If the time volunteers are in closer proximity than 6' would exceed 15 minutes over the course of the trail party, that task is not allowed and will be postponed.

D. SAW ACTIVITIES

Overview

Specific guidance for trail work crosscut teams as part of Oregon's Phase Two Re-Opening Guidance. This is an addendum to the TKO Safety Policy and Procedures in a COVID-19 Environment document.

- Physical distancing measures for saw work remains consistent with civil authority guidance - six (6) feet between volunteers or individuals in the general public. A mask is required for any activities where that distance can not be maintained.
- All physically separated saw teams must carry a radio for intra-team communications.
- All shared tools will be sanitized before contactless handoff to a gloved co-worker. Minimize the use of any shared jobsite items or equipment by wearing appropriate PPE and practicing recommended personal hygiene.
- Single-bucking and chainsaw activities are encouraged as a priority activity for saw crews and double-bucking is permitted with members of the same household or by volunteers using 7-foot crosscut saws or more.
- Saw teams should increase physical space between volunteers based on situational awareness (wind direction, heavy work breathing, and other viral load considerations) that may require more than six (6) feet of physical distancing measures.

Saw Team Logistics:

- A saw team will consist of 2-6 volunteers, practicing all general distance, PPE and hygiene procedures outlined in prior sections of this document.
- Where the primary sawyer is single-bucking and chainsaw, saw team support members will give added space between 10-20 feet generally and wear a face covering as the need to swamp/support the primary sawyer within 6 feet will happen regularly.
- Rotation as the primary sawyer will occur more frequently and practicing recommended personal hygiene and tool cleaning before and after change in sawyer activities.

Double-bucking Protocols:

A double-bucking sawyer team can be activated with the following considerations:

- A within-household sawyer team can utilize any size two-person saw and forgo face coverings if no other volunteers are a part of the sawyer team.
- A 7-foot or greater saw can be used by any sawyer team with some additional procedures:
 - The two primary sawyers must wear face coverings during saw operations and maintain a six (6) foot physical distance.

Consider how this particularly exhaustive work can cause heavy breathing and gauge wind directions to aim respiration aerosols of each sawyer away from one another or into the ground.

E. TRAININGS / GATHERINGS

Overview

TKO will prioritize outdoor settings for any gathering. When trainings, meetings, or other gatherings will require indoor settings, we will adhere to general procedures found within the [USDA COVID-19 Workplace Safety Plan](#). For specific guidance on capacity restrictions dictated by levels of community spread by Oregon county, TKO

will follow capacity restrictions by Sector Risk Level Guidance as part of [Outdoor](#) and [Indoor](#) Recreation activities.

Outdoor Activities:

- TKO has aligned our group size restrictions with the [Oregon Health Authority's Sector Guidance for Outdoor Recreation and Outdoor Fitness Establishments](#), which specifically calls out hiking trails as defined as “public outdoor areas” and has a [Sector Risk Level Guidance Chart](#) for general capacity restrictions.
- Depending on the risk level by Oregon county, group capacity can fluctuate between 1-2 to 20 participants at the discretion of TKO staff and lead volunteers.
- A maximum capacity of 50 people is acceptable at the highest risk level, but we have made a collective decision to keep group sizes lower with exceptions on a case by case basis (like multiple small teams working independently of one another in the same trail system).

Indoor Activities:

- When an Oregon county is at “Extreme Risk” designations within [Oregon Health Authority's Sector Risk Levels](#), TKO will limit indoor gatherings up to 6 people or 25% capacity (whichever is less) and in a space no smaller than 500 square feet.
- When an Oregon county is at “High Risk” designations and lower, TKO will continue to evaluate activities which require on-site meetings indoors and limit the occupancy to no more than 25% of normal capacity during periods of significant or high community transmission. This is a standard that aligns to [USDA COVID-19 Workplace Safety Plan](#) guidance.
- Determine maximum occupancy of each indoor and outdoor area to maintain the requirement of at least six (6) feet of physical distance between volunteers, and limit the number of individuals on the premises accordingly. Use 36 square feet per person (6' x 6') as a guide to determine maximum occupancy.
- Remove or restrict seating or standing areas to facilitate the requirement of at least six (6) feet of physical distance between individuals.
- Ensure meeting room and table facilities are thoroughly cleaned before an event according to the CDC [cleaning and disinfection requirements](#).

F. MULTI-DAY TRIPS

Following requests for additional safety restrictions, risk assessment considerations & clarifications from stewardship activities that include overnight camping, TKO will apply the following additional procedures.

General Considerations:

- Adhere to the enhanced safety protocols outlined in the TKO Safety Policy and Procedures COVID-19 Environment document.
- Know the signs and symptoms of COVID-19 and what to do if volunteers develop symptoms at the jobsite.
- Understand how COVID-19 is transmitted from one person to another—namely, through coughing, sneezing, talking, touching, or via objects recently touched by someone with the virus.
- Ask volunteers with symptoms to stay home and who to contact if they need assistance.
- Prohibit parties from congregating in parking lots for periods longer than reasonable to retrieve/return gear and enter/exit vehicles.
- Volunteers are expected to maintain a six (6) ft distance from other volunteers and the general public and wear an appropriate face covering within the six (6) ft distance.

- Encourage volunteers to bring their own PPE, food, water bottles and hygiene supplies (including hand sanitizer and/or disinfecting wipes), face coverings, supplies to manage personal hygiene, as well as their personal trash disposal bag.
- All volunteers will adhere to Leave No Trace (LNT) principles.

Specific Multi-day Distance and Occupancy

- Volunteers from the same household are exempted from these requirements.
- Volunteers need to supply and carry all of their equipment and supplies for camping, eating, drinking and managing personal hygiene. This would include all usual camping equipment plus masks, hand sanitizer, sanitizing wipes for gear, supplies to manage personal hygiene, and a personal disposal container.
- Determine maximum occupancy of an outdoor area to maintain the requirement of at least twenty (20) feet of physical distance between sleeping tents, and limit the number of individuals in the camp area accordingly.
- All volunteers will prepare meals independently. No sharing of utensils or food is allowed. No shared kitchen or cleaning facilities will be allowed. Meal clean up must be the responsibility of the individual camping units.
- Increase physical working space between volunteers based on situational awareness (wind direction, heavy work breathing, other viral load considerations) that may require more than six (6) feet of physical distancing measures.
- Socializing in camp needs to conform to greater than 6 feet of separation. If ever closer approach is necessary for any reason, masks must be used. Yelling and singing are both to be avoided.
- It is reasonable for a group to install an outdoor pit latrine to be used in common, with a nearby hand sanitizing station in place.

IV. COVID-19 RELATED SYMPTOMS ON-TRAIL PROCEDURE

- If a trail party participant is developing COVID symptoms, the Crew Leader will immediately ask all participants to put on a mask, isolate the participant by more than six feet, and initiate an escorted walkout of the symptomatic person.
- The Crew Leader or assistant Crew Leader will escort the symptomatic person and verbally sign out if they are able to drive themselves home.
- 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.
- 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.
- Judgment will need to dictate whether the work party will continue, but

INCIDENT REPORTING

Clear documentation of all participant contacts with the symptomatic person will be collected in a TKO Incident Report. Land manager and TKO staff will be notified immediately. The Crew Leader will maintain contact with the index case and keep other volunteer contacts apprised of COVID-related diagnostic findings, as well as following up symptoms that may develop in other participants.

VII. 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.

ADDENDUM A - COLUMBIA RIVER GORGE NATIONAL SCENIC AREA

We have updated the main document to include the following details more generally, documenting here to ensure CRGNSA details are still included. Following requests for additional safety restrictions, risk assessment considerations & clarifications from the USDA Forest Service CRGNSA staff, TKO will apply the following procedures:

- **Civil Authority:** TKO will monitor national, state, & county civil authority guidelines to ensure activities are consistent with their guidance - ie restrictions on travel & group gathering size, etc.
- **Personal Protective Equipment:** TKO will be responsible for verifying volunteers PPE is adequate - ie sanitizer, masks, etc. If a volunteer's PPE is not adequate, TKO Crew Leaders will be provided additional supplies from the organization. If & where possible FS may provide supplies, but it is not necessary for TKO activities to be activated. Currently, our request is at least 6 hygiene kits that include:
 - A spray bottle, a pack of disposable wipes & a 1-gallon refill jug of 60%+ sanitizer.
- **Safety Policies & Procedures:** Trails within the Columbia River Gorge National Scenic Area receive a very high level of use & are often narrow & in steep terrain. TKO will use the following strategies to reduce the potential for exposure while working on CRGNSA trails:
 - Work with the Forest Service to prioritize work on trails in areas that are currently closed (e.g. Eagle Creek burn area trails)
 - Schedule work parties when less trail use is anticipated (e.g. weekdays, off-peak hours)
 - Provide signage at the trailhead &/or near volunteer crews for trail users to alert volunteers when approaching, wear masks when approaching, & maintain at least 6 feet while passing.
 - If TKO & the Forest Service agree there is a need to perform high priority trail work (e.g. related to public safety or resource protection), a short-term trail closure may be considered to minimize volunteer exposure.
- **TKO Internships:** Any internship positions that are described in TKO's Challenge Cost Share agreement will need to align with & work with FS field staff on recruitment & hiring, as well as health screening & onboarding consistent with FS policy for quarantine.
- **TKO Liability Clarification:** TKO holds liability coverage & Workers Compensation for staff. A Volunteer Accident Insurance is in place for volunteers where TKO is not covered within land managers agreements such as the Challenge Cost Share & OF301a with CRGNSA. TKO has individual volunteer waiver release forms indemnifying & holding harmless TKO & the land managers.

ADDENDUM B - JANUARY 2022 COVID-19 RESTRICTIONS

As we all move forward into a post-vaccination COVID environment, we understand everyone has different levels of comfort and acceptable risk. If you are not yet comfortable returning to volunteering, we support you in returning when you are ready! For those who are ready to volunteer, here are our protocols:

- Volunteer activities will follow all applicable Oregon state and county restrictions, as well as Agency guidance. Upon approval, variations may be required among counties and Agencies. TKO staff and volunteer leaders will continue to work directly with local representatives and Agency staff to coordinate and execute activities with a shared interest in mitigating risks and upholding our best efforts to create a safe and welcoming place for trail stewardship.
- Any volunteer experiencing symptoms, or who have been in close proximity to sick individuals, must stay home in quarantine [according to CDC guidance](#). A volunteer who contracts COVID-19 and suspects it occurred before, during or after an event should contact TKO immediately.
- Online sign in sheets, waivers, etc. have been adopted as permanent features of TKO programs and must be completed before each outing.

DISTANCING & MASKS CONTINUE

- [In accordance with CDC guidance](#) and order by Oregon's Governor Kate Brown in November 2021, fully-vaccinated individuals distancing and mask requirements were lifted for outdoor settings, but TKO has continued to require these restrictions and will be reevaluated at the end of February 2022.
- Participants must continue to [follow CDC guidance, TKO's Safety Policy and Procedures for a COVID-19 Environment](#) and a testing regimen found within [Addendum C - TKO Vaccine Policy](#) to protect themselves and others, including physical distancing (at least 6 feet apart from those outside their household), wearing a mask when 6-foot distancing can not be maintained and does not exceed 15 minutes during the length of the service day.

INDOOR ACTIVITIES POSTPONED

- TKO will focus on outdoor settings for in-person activities until the end of February 2022.
- Any upcoming meetings or training events will be held at sites with outdoor accommodations - crossing our fingers for better weather, but also utilizing open shelters and pavilions.
- We will also be focused on virtual meetings and classrooms when we can, developing interactive content to tackle important stewardship planning and training concepts while you plug in from home.

TKO VACCINE POLICY

- Proof of vaccination or a negative viral test will be submitted before the event. Details can be found within [Addendum C - TKO Vaccine Policy](#) in the next section.
- Participants may choose to voluntarily disclose their vaccination status. No one may ask an individual about their vaccination status as it relates to any program activity with TKO.
- Preferred to be done in advance, proof verification can be done at the trailhead as staff and volunteer leaders can provide on a case by case basis.

TKO FREQUENTLY ASKED QUESTIONS ON JANUARY 2022 RESTRICTION UPDATES

1. Is TKO still using Oregon's Risk Level by County to limit program activities? No. However, leaders should continue to work directly with the local representative or Agency staff to coordinate and execute volunteer activities as state and agency guidance and capacity can still vary.
2. Does TKO still have mandatory COVID-19 training? Aside from the in-person safety talk at each event, not for those vaccinated. Safety protocols will be readily available on TKO's website for those not vaccinated, through email and during the online project registration process. Additional training is not required.
3. Are there group size limits for TKO volunteer activities? Group size limits will be determined by state and Agency guidance. Leaders should consult with their regional coordinator while planning volunteer activities.
4. Can I still wear a mask and practice physical distancing if I'm fully-vaccinated? Yes. Fully-vaccinated participants are welcome to take these safety measures.
5. I'm not fully vaccinated. When do I have to wear a mask while volunteering? Individuals who are not fully vaccinated must wear a mask outdoors when they can not avoid being within 6 feet of someone outside their household. (For example, when passing others on the trail.) Masks may be required in other circumstances, such as volunteering indoors or at an event. Please refer to CDC guidance and contact TKO staff with questions.
6. Should sign-in sheets, JHAs and other forms still be completed online? Yes. These have been adopted as permanent features of TKO'S volunteer programs and must be completed by each volunteer before each outing. We will work with volunteers who don't have internet access to sign documents another way.
7. Can volunteers share tools and equipment? Do items need to be sanitized before being shared? Tools and equipment may be shared, including trail tools and communal kitchen gear. Items do not need to be sanitized between use, however personal hygiene and sanitation are still important practices in TKO'S programs. It is still best practice to sanitize PPE such as hard hats/safety glasses/work gloves between volunteer use, to wash all cooking gear/utensils, etc.
8. Is it okay to double-buck with a crosscut saw? Yes, for vaccinated sawyers. For unvaccinated sawyers, a 7' crosscut saw provides the necessary distancing between sawyers, provided each sawyer is masked during the operation.

TKO's will continue to monitor Oregon's state and county guidelines related to COVID-19 and any changes in restrictions. If you have any additional class questions please email them to volunteers@trailkeepersoforegon.org.

ADDENDUM C - TKO COVID-19 VACCINATION POLICY

POLICY UPDATE: In accordance with our *Trailkeeper Code: Safety - Fun - Service*, [TKO's COVID-19 Safety Policy](#) has been updated to take effect over January 2022 to include a vaccination requirement for employees and volunteers with a testing regimen option for those not vaccinated.

PURPOSE: COVID-19 vaccinations significantly reduce risk of transmission. We designed this policy with deep consideration of the importance of individually held rights and beliefs, while also seeking to safeguard the health of our employees, our volunteers, and the communities in which we live and serve. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities. TKO reserves the right to add additional restrictions, e.g., those imposed by a land manager partner.

SCOPE: The term "participant" is used throughout this policy in reference to all employees and volunteers. Any specific requirements or procedures for an employee or volunteer will be referenced in the sections below. If any state or federal land manager declares a vaccination mandate without exemption accommodations (e.g., testing alternatives), TKO will impose those restrictions for participants across all local, state and federal lands.

TIMELINE FOR VOLUNTEERS

- Effective **1/15/2022** - Vaccinated volunteers will be required to provide proof of having received a full course of a COVID-19 vaccine before attending events.
- Effective **1/15/2022** - Non-vaccinated volunteers will need to provide proof of a negative test or take a pause on volunteering. Details on testing can be found in the FAQ section below.
- Volunteers not in compliance with this policy after **January 15th, 2022** will be asked to pause on service until they are fully vaccinated or can provide proof of a negative test before each event.

TIMELINE FOR EMPLOYEES

- On or before **1/15/2022** - All employees are required to confidentially submit an [Affidavit of Vaccination Status](#) along with a copy of official record of full vaccination if vaccinated.
- On or before **1/15/2022** - Non-vaccinated employees will submit a [medical](#) or [religious](#) exemption accommodation form for documentation of a valid medical reason or a sincerely held religious belief.
- **Starting 1/15/2022** - Employees pursuing vaccination or an exemption accommodation must submit weekly proof of a negative COVID-19 test to participate in in-person activities. Noncompliance may result in termination of employment.

PROCEDURES FOR ALL PARTICIPANTS

- To submit proof of either vaccination or a negative test result, please use the following secure link for the [TKO Proof of COVID-19 Vaccination or Negative Test Form](#).
- Vaccinated participants (i.e., two shots of either the Pfizer or Moderna vaccines, a single shot of Johnson & Johnson vaccine, or any other FDA-approved vaccines) need submit only once a digital copy of the front side of their [CDC COVID-19 Vaccination Record Card](#); originals, copies or photographs are acceptable.
- Non-vaccinated participants must provide a digital copy of a negative [COVID-19 viral test](#) result of either a nucleic acid amplification test (NAATs) 1-3 days prior to the event, OR an Antigen test within 24 hours.
- Before each event, participants must attest to providing proof within the [TKO Volunteer Waiver](#) and verbally confirm before checking into service.

PROCESS FOR STAFF - OFFICE AND AUTOMATION

- Participants are now required to check a box acknowledging the vaccine policy before registering.
- After registration, volunteers without proof on file are automatically sent an email prompting them to complete the form. Verification forms only need to be submitted once per volunteer.
- Staff will not be canceling registrations if a volunteer fails to submit their form before the trail party start date. We need to create buffer space for folks to become familiar with the verification process. We will re-evaluate this decision as time goes on, and welcome feedback.
- Staff are monitoring trail parties regionally and will reach out to volunteers individually (calling if necessary) before the trail party if forms have not been completed. Volunteer-led trail parties will be prioritized.

PROCESS FOR TKO LEADER IN THE FIELD

- We are trying to ensure that most, if not all, volunteers complete their verification forms before going into the field. A majority of participants on upcoming trail parties will have already been verified. It is possible that some volunteers will show up on a trail party without a completed form.
- TKO staff will send out a daily health screen document to see which volunteers have completed verification forms. The crew leader would not need to verify everyone's proof just those indicated in the column called "Proof Verification Needed"
- To review proof in the field, ask to see the volunteer's proof (photo or app screenshot is okay) and verify the following:
 - The name on the proof reasonably matches the name on the roster.
 - Acceptable proof CDC (or healthcare provider) COVID-19 Vaccination Record Card or a valid negative viral test:
 - Vaccination cards date of the final dose in their vaccination series is 14 days or more prior to your trail stewardship event date OR;
 - Participants must submit a digital copy of a negative COVID-19 test result. Viral tests, including nucleic acid amplification tests (NAATs) 1-3 days prior to an event and antigen tests within 24 hours of an event, are acceptable. NAATs can be submitted weekly for regular participation.
 - At this time, we are asking that proof is reviewed by the yellow hat only. ACLs can support with other tasks while proof is being verified.
 - After reviewing, write down the volunteer's vaccination (or negative test confirmation) date beside their name on the health screen sheet. A TKO staff member will input this information into our database so the volunteer is not prompted to submit proof of vaccination again.
- If a volunteer does not provide proof of vaccination when asked:
 - Say the following (paraphrasing is okay): "I'm sorry, but due to TKO policy and land agency requirements, you cannot join this trail party if you are unable or unwilling to show proof of full COVID-19 vaccination or a negative test."
 - Please feel absolutely free to stress that this is organization and agency policy, not a decision you are making as an individual. Do not feel obligated to respond to any questions or concerns beyond directing them to contact the TKO office.
 - Make a note beside the volunteer's name on the roster as an FYI to TKO staff.
 - Call your regional coordinator if there is an unpleasant or unsafe response. We are behind you!

OUTREACH TO PARTICIPANTS

- Announcement email to stewardship newsletter list.
- Reminder email to anyone registered for a trail party without a completed form on file.
- Announcement posted to the trail stewardship calendar.
- Form links included in trail party reminder emails.
- Additional prompts will be sent to those who have not signed as their trail party date approaches.

TKO COVID-19

VACCINATION POLICY FAQs

RESPECTFUL SERVICE AND VACCINE REQUIREMENTS: The decision to implement a vaccine requirement for participants was not an easy one to make and it is why we included an exemption accommodation for a testing regimen. There are many reasons why a person may choose not to receive a vaccine – each person's experience during this pandemic is unique, and reasons for not getting a vaccine or sharing that information is unique too.

TKO follows guidelines established in the Americans with Disabilities Act (ADA), EEOC Title VII, and state law. Participants can request an exemption for medical conditions/disabilities, or sincerely-held religious beliefs. Disrespectful treatment based on a person's decision to receive a vaccination or request an accommodation will not be tolerated. Together, through our individual actions and choices, we need to respect each other's decisions.

Why a vaccination requirement?

- A vaccination requirement supports TKO's safety and public health efforts to reduce severe disease from COVID-19. This requirement also supports efforts to maintain TKO programming and activities across the organization on local, state, and federal lands as land manager restrictions may change.
- Vaccines are proven to be effective at protecting from serious illness, hospitalization, and death. Considering the current and future serious impacts of COVID-19 on individual and community health, we need to do what we can as a public service provider to support local, state, and public lands and trails.

Is a vaccination requirement legal?

Yes, vaccine requirements for participants are legal, both under federal and state laws, for TKO to implement as long as qualified individuals are provided reasonable accommodations for medical conditions, disability, or sincerely-held religious beliefs that prohibit them from receiving a vaccine.

What are sufficient forms of proof of vaccination?

TKO staff members or volunteers must submit a digital copy of the front of their CDC COVID-19 Vaccination Record Card; originals, copies or photographs on a mobile device are acceptable.

Isn't vaccine information protected by law? HIPAA?

HIPAA is a federal law that created standards for how sensitive patient health information is shared. HIPAA eligible entities include health care or plan providers or other entities that act on their behalf for things like claims and billing processes. While TKO is not a covered entity under HIPAA, we are managing participant vaccine information with great care.

How is my vaccine information being handled?

We recognize that many people view vaccine information as private and/or confidential and we are managing participant vaccine information with great care. Vaccine information is maintained in a secure electronic file folder for medical information that has limited access.

Can the vaccine information I provide TKO be shared if someone puts in a public records request?

TKO will keep this information confidential to the extent possible absent authorization from the participant, or if we are directed to disclose from a government agency or court order.

Are vaccine boosters required?

Vaccine boosters are recommended by the CDC, the requirement to receive a booster to keep this vaccination policy up to date shall be updated as certain groups are allowed access to a vaccine booster.

Who is included in the TKO Health Advisory Team?

The TKO Health Advisory Team includes TKO management team members, board members, and crew leaders, some of whom are current or retired medical professionals.

NON-VACCINATED, ACCOMODATIONS TO INCLUDE A TESTING REGIMEN

What are exemption accommodations?

- Any participant, employee or volunteer, may be exempt from vaccination based on a medical condition/disability or for sincerely held religious beliefs that prohibit them from receiving a COVID-19 vaccine(s).
- Philosophical, political, scientific, or sociological objections to vaccination will not be considered as valid grounds for an exemption.
- While exemptions are accepted, TKO is not required to provide exemption accommodations if doing so would pose a direct threat to the exempted individual or others in the trailplace or would create an undue hardship.

What are the possible testing regimens to consider for participants?

- Participants must submit a digital copy of a negative COVID-19 test result.
- Viral tests, including nucleic acid amplification tests (NAATs) 1-3 days prior to an event and antigen tests within 24 hours of an event, are acceptable.
- NAATs can be submitted weekly for regular participation.

What if a land manager does not allow exemption accommodations?

- TKO will follow the requirements and standards set out by the partnering land manager when we are holding activities on those lands. If a testing regimen is not allowed, TKO participants will be required to be vaccinated to participate in those events.
- If a state or federal agency does not allow testing as an exemption accommodation, TKO will remove the testing regimen as an option for participants.

FAQ: EMPLOYEES

Is paid time available for COVID-19 vaccinations or testing regimens?

- All employees are eligible for paid time to receive a COVID-19 vaccination or testing regimen; please coordinate with your supervisor on your plans.
- Generally, up to four hours is provided to non-exempt or hourly participants and can be given if the vaccination is done during or outside of trail hours. Exempt or salaried participants can adjust their trail schedules to receive a vaccination.

What should I do if I experience symptoms after receiving the vaccine?

The 4 hours of paid time in the vaccine policy is not intended to cover any time away from trail for post-vaccine symptoms you experience. If you experience symptoms, follow guidance provided by the vaccination clinic or medical provider. If you are unable to report to trail, notify your supervisor. COVID-19 paid time off can be used for any absences related to post vaccine symptoms.

I have received the COVID-19 vaccine. What do I need to do?

If you are fully-vaccinated and it has been two weeks after the last dose of the Pfizer or Moderna vaccine, a single dose Johnson & Johnson vaccine, or any other FDA-approved vaccine, then all employees need to do to meet the policy requirements is complete the [Affidavit of Vaccination Status](#) and submit proof through the secure link for the [TKO Proof of COVID-19 Vaccination or Negative Test Form](#) by 1/15/2022.

I got my first vaccine doses but am still waiting for my second shot or booster. What should I do?

If you have not received your second dose or are waiting for a booster, make sure to submit a copy of your vaccine card now, and then again once you get your next vaccination dose. Make sure to complete the online

policy review by 1/15/2022 and trail with the TKO Executive Director on how to temporarily shift trail duties until you are fully vaccinated or add a testing regimen.

I am not vaccinated. What do I need to do?

Please complete the [Affidavit of Vaccination Status](#) to indicate your intention to either get vaccinated or submit a [medical](#) or [religious](#) exemption accomodation form for review.

Can participants get an exemption from having to get the vaccine?

- Yes, exemptions may be provided to qualified individuals with an approved exemption request.
- Employees can request an accommodation for medical conditions or disability, or sincerely-held religious belief. Exemption requests will be managed by the TKO Health Advisory Team and with support from contracted Human Resources following requirements established under TKO policies, the Americans with Disabilities Act (ADA), EEOC, Title VII, and state law.

Will people lose their jobs?

- Possibly, if employees:
 - Do not meet these policy requirements and provide vaccine/testing documentation or;
 - Do not submit an exemption request for medical condition or disability or sincerely held religious belief or;
 - A request can not be approved with accomodations from the land manager.
- Anyone who does not meet policy requirements will be put on unpaid status and may face termination of employment.

Does the policy cover booster shots?

- Boosters will likely be added to the vaccine requirement sometime in 2022, but we are not requiring them at this time.
- Right now in Oregon, a larger portion of the population can receive a booster dose to help increase their immunity as long as they received either the Pfizer or Moderna vaccine.
- As information is provided on each vaccine, the TKO Health Advisory Team will update participants on current requirements under the policy.

If employees do not have information about the vaccination status of colleagues they trail with, how can they make informed decisions about their own personal risk?

It is understandable to have concerns about your personal safety risk while at trail and we should expect our trailsites to take every reasonable measure to be safe. It is also reasonable for participants to have a right to privacy around certain decisions like a vaccine. Please do not ask your colleagues about their vaccination status or make assumptions about their status based on perceived accommodations. There are many reasons someone may be keeping a distance or wearing an N95 mask. If you are concerned about your personal risk, the best thing to do right now is assume that people around you are not vaccinated and take measures to protect yourself such as wearing a high-quality face mask, practicing distancing, and minimizing in-person interactions. If you have concerns at your trailsite, connect with your supervisor.