



# KITSAP COUNTY COVID-19 SAFETY PROTOCOL FOR RESUMING PARKS VOLUNTEER OPERATIONS

## COVID-19 SAFETY TRAINING AND PRE-SCREENING

Pre-screening of participants - All participants will be asked a set of health screen questions based on the latest CDC Guidance prior to participating in any activities. Any participant that answers “Yes” to any of the following will not be allowed to participate:

- Are you experiencing any of the following symptoms: Cough, shortness of breath or difficulty breathing?
- Are you experiencing at least two of the following symptoms: Fever, chills, shaking with chills, muscle pain, headache, sore throat, new loss of smell or taste?
- Is anyone in your household suspected or diagnosed with COVID-19?

“Sign-in and safety orientation” - All participants must sign a waiver form prior to the event that outlines the risks of coronavirus, the steps being taken by Kitsap County to protect staff and volunteers and the safe behavior expected of them. All participants will receive an orientation to the safety protocols prior to the event. Any participant who does not follow the required safety guidance will be asked to leave.

Orientation should be documented and include discussion topics, attendees, and date completed. Periodic updates shall be provided as operations change, deficiencies are discovered, or State or Local jurisdictions make updates to their guidance and requirements.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Cloth masks must be worn when within at least 6 feet of other volunteers. All participants must bring/wear their own cloth face coverings.

Gloves must always be worn by volunteers— including unloading and loading tools from the truck. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Volunteers bring their own gloves to the work site.

## SOCIAL DISTANCING

Social distancing of at least 6 feet of separation should be maintained on all work sites. All gatherings of any size must employ social distancing and adhere to the number of attendees allowed by the Governors phased reopening standards.

Identify “choke points” and “high risk areas” on the work site, or where workers typically congregate, and control them so social distancing is maintained.

Minimize interactions when picking up or delivering equipment or materials, ensuring a minimum of 6 feet of separation and wear a mask when this is not possible.

## **SANITATION AND CLEANLINESS**

All regularly scheduled volunteer events will include portable handwashing stations (water coolers), equipped with soap, for participants to use (staged at vehicles). While working within the parks, crew supervisors will carry and make hand sanitizer available to participants. Supervisors shall ensure that water coolers are filled with water throughout the workday.

Volunteers shall ensure they wash their hands frequently with soap and water. Volunteers should be encouraged to wash their hands regularly, before and after going to the bathroom, eating, coughing, sneezing or blowing their nose, and before interacting with others. Where frequent handwashing is not always possible, hand sanitizer and frequent cleaning can be used as a control measure.

Volunteers shall frequently clean and disinfect high touch areas and other items such as tools, machines, equipment, vehicles and other equipment. ***No tool sharing during an event.*** If the tools are part of the county supply they will be sanitized at the start and end of all work parties.

Volunteers shall be informed of required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% ethanol; cleaning and disinfecting frequently touched objects and surfaces, such as equipment controls, steering wheels, door handles, tool handles, keyboards; covering the mouth and nose when coughing or sneezing using elbow (not hands).

### **Cleaning and safety procedures:**

- Safety officer will assign volunteers specific tasks and locations at job site to facilitate and maintain safe distances while working.
- Volunteers must step off trail to allow hikers to pass while maintaining 6 feet of distance.
- No tool sharing - All participants bring and use their own tools or borrow tools for the entire day. All tools wiped down and sanitized at the end of the day.
- No sharing of food and beverage
- Social distancing - All participants maintain at least 6 feet of space between individuals
- Cloth face coverings - All participants will bring/wear their own cloth face coverings. Coverings must be worn when within 6 feet of other volunteers.

## **VULNERABLE POPULATIONS**

All staff and volunteers considered at higher risk should make their own decisions regarding whether to participate. According to current CDC guidelines, vulnerable populations include: individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

## **EMERGENCY RESPONSE**

Any individuals injured while volunteering within the parks will be treated based on potential close contact and risk of exposure to response staff. All suggested PPE will be observed during field emergency, minimizing contact and risk of virus exposure. If further qualified medical assistance is needed, safety officer(s) will contact the appropriate emergency medical services immediately.

## **Safety Officer**

Stewardship groups hosting organized work parties without a volunteer coordinator present will need to have a designated safety officer(s) on-site. Parks department facilitated training is mandatory prior to serving as a safety officer.

## **COVID-19 DOCUMENTATION**

All active volunteers with Kitsap County Parks will be asked to sign an acknowledgement waiver stating that they have read and will abide by all Covid-19 related guidelines outlined in this document.

The parks will send out this waiver via two methods. An electronic link will be sent to all stewardship groups and will direct volunteers to an online form that they can complete. The parks will also include the waiver as part of the volunteer agreement and roster that volunteers sign at the start of scheduled volunteer events.

## **INDEPENDENT PROJECTS – OUTSIDE OF REGULARLY SCHEDULED WORK PARTIES**

All safety protocols outlined in this document will need to be followed. Independent projects (i.e. removing invasives or brushing trails), chainsaw teams, and mowing crews. Projects outside of regularly scheduled work parties - initially limited to 1-2 people, or family units - are permissible starting with phase 1. Multiple individuals or pairs can be out volunteering in the park at the same time, but group size is limited to prevent congregating and encourage safe social practices.

All volunteers participating in these projects will need to be registered in the volunteer system, with updated COVID related documentation on file stating they have read and will abide by all guidelines outlined in this document.

## **Zoom Meetings**

Stewardship meetings will be held via Zoom. Kitsap County Parks will be the host of the meetings. The Volunteer Coordinator will coordinate with the stewardship group chair to with ensure the link for the meeting is sent out to all relevant stewardship group members.

## **KITSAP COUNTY VOLUNTEER WORK PARTY PROTOCOLS (AS PER PHASED REOPENING)**

***Phase 1- Work parties and stewardship meetings permitted, with meetings being conducted over Zoom and work parties limited to 10 volunteers + 2 safety officers. Stewardship chairs will need to communicate with the volunteer coordinator to arrange for the signup details to be listed online. Volunteer coordinators will keep track of who has signed up for the work party and safety officers will take attendance the day of the event. Volunteer projects, outside of regularly scheduled work parties, reconvene – including chainsaw teams and other individual/pair activities.***

***Phase 2- Until a steady state is achieved, volunteer parameters remain the same as phase 1. All cleaning and safety procedures (as outlined above) will remain in effect. Stewardship meetings will still be conducted over Zoom. Trainings facilitated by the volunteer program (i.e. chainsaw) will start early Summer 2021.***