



COVID 19: Yellow Phase Safety Guidelines for Volunteers

INTRODUCTION:

During the Yellow Phase, we will be expanding allowable field work activities to include trail projects, habitat restoration projects, and wildlife monitoring. We will also be resuming the following volunteer activities: Creek Watch and Citizen Science. Conservation Crew and E-M Mill volunteers will be assisting on small projects (needing 1 or 2 volunteers in addition to staff) on an as-needed basis. Education volunteer activities are still on hold until we know more about the needs of the schools in the Fall. Large group volunteer activities and programs are still not allowable during the Yellow Phase.

This document is meant to inform volunteers on Covid-19 mitigation protocols in the field and at the barn based on state and CDC guidelines. The mitigation practices outlined in this document are required for participation in any volunteer activities.

PERSONAL PROTECTION EQUIPMENT:

It is the responsibility of each volunteer to make sure you keep a small stash of gloves, masks, and sanitizer at home so that you have easy access to them when you need them. If for some reason you do not have access to required PPE, please stay home and reschedule your volunteer work.

All volunteers are asked to follow the [CDC guidelines \(link\)](#) for personal hygiene and mitigation behaviors in your everyday life to minimize your risk of contracting COVID-19 and potentially spreading it to your colleagues.

OFFICE VISITS for Equipment pick up and drop off purposes:

All office visits must be scheduled with staff. Drop-in visits are not allowed during the Yellow Phase.

Mitigation Practices While Visiting Four Mills:

If you are feeling sick or have any reason to believe you might be sick, you cannot come to the Four Mills Barn building or our preserve. If you have recently recovered from an illness, you

must have communicated with your doctor to be sure you are fully recovered and if appropriate, quarantined yourself for the recommended CDC period before coming into the office. The same applies if you are living with someone who has an active illness that might be contagious. We will not require a doctor's note but rely on your compliance.

If you determine within 24 hours after you have visited Four Mills and worked in the field that you were unknowingly ill, you must immediately notify the staff person you were working with. We will put a hold on any other visits to the Four Mills Barn building until a deep cleaning has been completed. There will be a 24 hour hold before the deep cleaning to protect the cleaning staff.

When at the Four Mills Barn building, keep track of the areas you have worked in and clean them before you leave. Please wipe down any surfaces you touched, or use disposable gloves. If you are in the same area as another person at the Four Mills Barn building, you must wear a mask and we encourage you keep a 6-foot distance from others, as possible

FIELD WORK:

All staff and volunteers participating in allowable field work must comply with the following mitigation practices:

Mitigation Practices for Field Work

If you are feeling sick or have any reason to believe you might be sick, you cannot do field work. If you have recently recovered from an illness, you must have communicated with your doctor to be sure you are fully recovered and if appropriate, quarantined yourself for the recommended CDC period before joining in the field work. The same applies if you are living with someone who has an active illness that might be contagious. We will not require a doctor's note but rely on your compliance.

These requirements apply to staff and volunteers. It is the responsibility of the staff person who is coordinating a volunteer to perform field work that the volunteer's health status was confirmed to be appropriate to perform field work.

When working in the field, 6-ft social distancing practices must be observed. The following list is a representation of what is expected. However, it is incumbent upon the staff or volunteer to expand that list based on common sense and circumstances.

- Wear a mask when working with others in a team,
 - If an individual refuses to wear a mask, they cannot participate in the field work and must leave the site.
 - A mask can be taken off if the wearing of the mask poses a danger in operating equipment or would otherwise create an unsafe working condition. In that

situation, the staff should discuss alternatives and if social distancing cannot be secured, discuss the continuation of that task with their Director, and consider postponing that field work.

- If you are sharing equipment with another, you must take turns and wipe down the equipment at the touch points (i.e. handles, on/off switches, etc.)
- Riding in the same vehicle should be avoided, if it can't be avoided, both parties must wear masks, open windows, and wipe down all common surfaces at the end of the vehicle use.
- If you are touching common high-touch public surfaces, for example, getting gas at a gas station, you must either wear gloves (and a mask) or clean your hands immediately afterwards with hand sanitizer or soap and water in accordance with CDC guidelines.
- At the conclusion of the fieldwork, all equipment must be wiped down before being returned to the appropriate storage area. This includes all touch surfaces of the vehicle, if applicable.

MEETINGS:

Meetings should remain virtual, where feasible during the yellow phase. If there is a need for an in-person meeting during the yellow phase, staff and volunteers must comply with the mitigation practices for in-person meetings and they must ask the other meeting participants to utilize those practices for the meeting in order to participate.

Mitigation Practices for In-person Meetings

The same mitigation practices for working in the office apply to meetings in the office, including appropriate distancing and cleaning, with the following additions:

- If a participant does not have a mask, they cannot enter the building for the meeting. We do have some masks at the reception area, but participants should come prepared.
- If a meeting attendee uses office bathrooms, that person must wipe down the bathroom surfaces before exiting the bathroom. As a courtesy, that person should let the meeting leader know that wipe down was completed so the next person to use the bathroom understands the cleaning status.
- Meeting attendees, like staff using the office, must wash their own dishes or take their personal food-ware with them. For example, if they come to a meeting with a travel mug, they must remember to leave with it.
- Individuals must take turns in the kitchen area so an appropriate 6-foot distance is maintained.
- Individuals should also allow space between seats at a conference room table so an appropriate 6-foot distance is maintained.

- At the end of the meeting, the staff person hosting the meeting will conduct one final wipe down of all high touch surfaces as noted in the office work mitigation procedures listed in this document.
- If a meeting attendee becomes sick shortly (within 2-5 days) after the meeting, that person must notify their doctor (and health official, if appropriate) and if it is determined that this illness is one that falls under the contact tracing requirements, Wissahickon Trails must also be notified (we assume this will happen from the State) and normal CDC guidelines of quarantine procedures will be followed.