

HCA COVID-19 Program Guidelines

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General

Required COVID-19 Materials

- Soap
- Water
- Paper Towels
- Gloves (nitrile & leather)
- Hand Sanitizer ($\geq 60\%$ ethanol or $\geq 70\%$ isopropanol)
- Disposable Face Masks (\geq BFE95)
- KN95 Face Masks
- Disinfectant wipes & spray
- Bleach (2 gallons)
- Pump Sprayer

Bleach Disinfectant Solution

Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare solution by mixing 1/3 cup of bleach per gallon of water. Mixed bleach solutions will be effective for disinfection up to 24 hours.

Temperature Check & Questionnaire

HCA Staff and Volunteers are required to complete a temperature check ($\geq 100.4^{\circ}\text{F}$) and questionnaire administered by HCA Staff before participating in any HCA programs.

If the staff or volunteers answer “yes” to any health screening questions or does not agree to abide by HCA’s COVID-19 policies or otherwise refuse to answer COVID-related questions, HCA reserves the right to deny volunteer service and/or participation during HCA programs.

Screening Questions

- Are you exhibiting any symptoms related to COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
- Have you had any person-to-person contact with someone who has exhibited COVID-19 symptoms or has tested positive in the last 14 days?
- Have you visited an area where there has been a significant outbreak of COVID-19 activity in the last 14 days?
- Do you agree to follow Heartland Conservation Alliance’s COVID-19 policies and procedures including but not limited to temperature checks, social distancing, handwashing, and face covering during the time you are participating in our programs?

Disinfecting Best Practices

Cleaning and disinfecting frequently touched surfaces and common spaces multiple times per day. Examples of frequently touched surfaces include tables, hand washing stations, portapotties, water jugs, water refilling bottles, etc.

Typical Cleaning for Non-Porous Surfaces

1. Cleaning staff should wear eye protectant and disposable gloves

2. Using a detergent cleaning solution, spray 6 to 8 inches from the non-porous surface and wipe clean with paper towels to remove visible contamination if present
3. Make sure the surface is dry before applying disinfectant
4. Review the instructions provided by the disinfectant manufacturer to note the concentration, application method and necessary contact time. This is important and will vary by product and type of cleaning activity.
5. Allow the disinfectant to remain on the surface for the instructed time and wipe with paper towels
6. After a cleaning task is complete, remove gloves and properly dispose of paper towels. Carefully wash hands for at least 20 seconds with soap and water.

For additional guidance on properly disinfecting surfaces and procedures if there is a confirmed or probable case of COVID-19, reference the American Camp Association's Suggested Interim Guidance on Cleaning and Disinfection (INTERIM [5/14/2020]).

Staff & Volunteer Requirements

HCA Staff

All staff are required to socially distance between themselves, stewards, teachers, general volunteers, sponsors, partners (hereafter "participants" collectively) and any other persons relating to HCA programs. Staff are required to wear face coverings during any and all active programs.

The staff is also required to enforce and remind volunteers and each other of best practices for minimizing the risk and exposure to COVID-19.

General Volunteers

During HCA programs including registration, orientation and safety, volunteers are required to wear face coverings to protect those around them.

Volunteers who do not wish to follow these guidelines will not be able to participate in HCA programs or activities. HCA staff will be on hand to explain this further to any participant that is not compliant with our guidelines. Crew members are not responsible for removing a volunteer from a program.

Symptoms During a Program

If any individual shows symptoms of COVID-19 while at program we will take steps to document what we know, contact the local health department and share the health departments guidance with all individuals known to be at the program during overlapping windows of time.

Equipment Sanitization Requirements

Tools

Sharing of trash bags, gloves, tools or any other equipment between different households is not permitted. To transfer tools or any other equipment to anyone outside of the household currently using the tool, the volunteer must completely disinfect the equipment according to exact instructions detailed

on the disinfectant product OR thoroughly clean each section of the tool with soap and water for at least 20 seconds per section.

When using disinfectant, the tool must completely air dry before transfer to another person is allowed.

Event Capacities

Event Capacities

Prior to any volunteer program involving the general public, HCA will review and implement guidelines provided by the Centers for Disease Control & Prevention (CDC) as well as all state and local government guidelines where the program will take place.

For programs in 2021, HCA will implement a modified clean-up model to reduce the risk and spread of COVID-19. Modified programs will take different forms, including morning and afternoon shifts, but the general structure will increase the number of clean-up days with general volunteers, and will only allow a small number of volunteers per day.

See event specific program details for event specific capacity numbers.

Group Capacities

During community-based volunteer clean-up and invasive species removal programs, HCA will retain the minimum amount of volunteer crew necessary to safely and successfully implement the program.

Capacities will be determined by the space provided in the communities that we work in. During this time, non-participating staff members are discouraged from visiting the work site.

HCA Programs – Pre-& Post Event

Items accessible and required on site: Soap, Water, Paper Towels, Gloves, Hand Sanitizer, Disposable Face Masks.

Staff are to maintain 6-ft. distance at all times and are required to wear a mask.

When organizing and preparing for a program, items will only be handled by one person and will not transfer hands between its origin and final destination.

Hands must be thoroughly disinfected and/or washed when loading and unloading supplies from the vehicles. Only one person is allowed inside a vehicle at one time.

Vehicle drivers will be selected and assigned a specific vehicle beforehand by the Program Manager, with staff and capable volunteers taking priority.

- Once you are assigned your vehicle you must not switch vehicles or take over for another individual outside of your household unless an emergency situation arises or the vehicle has been properly disinfected.
- The vehicle you are assigned will remain your primary vehicle until the program is complete or the vehicle has been completely disinfected after use.

For trips longer than 30 minutes, only one household per vehicle. Trips under 30 minutes can include no more than two individuals from different households and both occupants are required to maximize distance and wear face coverings.

Travel

To mitigate transmission outside of Jackson County, fueling of vehicles and boats must be completed at gas stations located in Jackson County. When travelling outside of Jackson County, fueling of vehicles and boats before extensive travel is mandatory. Exemptions for emergencies and fuel range apply.

Staff and volunteers required to go inside convenience stores are required to wear face coverings and wash or disinfect hands immediately after exiting.

Crew required to use their own vehicles for travel to programs are able to request fuel reimbursements from HCA. Receipts or other proof of purchase are required and reimbursement requests must be sent to jill@heartlandconservationalliance.org.

Crew Camp/Clean-up Headquarters

All listed COVID-19 materials above are required to be present and available at all times the Headquarters where the program is stationed.

Staff are strongly encouraged to provide their own water bottles, cups, coffee mugs, and coolers. Reusable bottles may be provided by HCA for staff to keep.

Heartland Conservation Alliance will not supply camp chairs during this time. It is strongly encouraged for crew members to bring their own.

Food

Soap, Water, Paper Towels, Food handling gloves, hand sanitizer ($\geq 60\%$ ethanol or $\geq 70\%$ isopropanol), disposable face masks (\geq BFE95), Disinfectant wipes & spray and bleach will be stocked in near any food distribution.

When HCA returns to providing food for volunteers, food will be monitored by an HCA staff member who is trained in the appropriate food handling standards to minimize and mitigate the spread of COVID-19. During times of higher volume, additional assistants may be selected under supervision of the HCA staff member and must read the appropriate food handling standards. After completing COVID-19 health questionnaire and temperature checks, HCA staff, assistants or anyone handling food is required to wash their hands frequently and thoroughly, wear a face covering of at least \geq BFE95 and wear food handling gloves at all times.

Individual plates of food will be prepared for distribution and all consumption will take place outside in open air and follow social distancing standards.

Water and soap will be readily available at all times.

General Volunteer Clean-up Program

HCA community-based clean-ups taking place in 2021 will take a different form. While the program specifics are not yet developed, HCA is taking an active approach to providing additional clean-up days involving a significantly smaller number of volunteers each day.

Before any community-based event, clear guidelines and requirements will be conveyed to all registered volunteers both two weeks ahead and the week of the program. Participants will be strongly encouraged to bring their own gloves and water bottles.

For trash cleanup and invasive honeysuckle removal programs, participants will be assigned a work area that is at least 6 feet from the closest work area. For stationary events such as speaking engagement or panels, a 6-foot marking will be laid out on the ground to indicate social distancing requirements. Implementation of signs will be utilized to remind and inform participants of current guidelines.

Hands-free pump operated handwashing stations will be provided and located throughout the area.

Below is a general outline for the guidance for each station present at a typical community-based clean-up.

Registration

Additional language will be incorporated into existing risk release forms. Due to the significant decrease in volunteers per opportunity, no more than 2 staff are required to be at registration. All staff working at the registration station are required to wear face coverings, practice social distancing and frequently wash their hands. Hand sanitizer will be laid out throughout the table.

During the risk release process, only one individual or household at a time is allowed. One HCA staff member will help guide volunteers to disinfected pens and point out hand sanitizer. HCA will provide properly disinfected pens that will be used once and placed in a separate box for later disinfection.

One HCA staff will station the gloves and t-shirt section. To minimize touching, volunteers will tell the staff member what shirt and glove size they would like and the staff will provide them with those supplies.

Participants will be encouraged to bring their own water bottles. If there is a need for increased hydration or to provide for participants who may be without, water bottles will be pre-filled and laid out on the table for volunteers to take. Volunteers will not be allowed to fill their own bottles.

Orientation & Safety Talk

During the orientation and safety stations, volunteer placements will be outlined with tape, chalk or spray paint on the ground to implement social distancing standards.

HCA staff providing the orientation and safety talk are required to wear face coverings at all times. Hand sanitizer will be present.

The orientation talk will include HCA's policies and procedures pertaining to COVID-19. Beyond this point volunteers are required to wear their gloves provided during registration.

Volunteer Lunch

At this time, HCA will not be providing general volunteers with lunch. HCA will encourage volunteers to bring additional food if needed.

Trash Haul & Disposal

Further protocols will be developed after the crew clean-up as to the best, most effective way to conduct the trash haul. Gloves will be worn at all times and social distancing will be maintained. For this clean-up, each staff is responsible for disposing of any trash at the end of the day.

Terms

Households refer to a group of people who are sharing the same home, resources and/or shared spaces together and will not cause cross-contamination when grouped for activities. Households refer to families or groups of individuals already sharing space or resources prior to any MRR program.

Sanitizing refers to the reduction of bacteria. EPA-approved sanitizers only have claims for bacteria, while disinfectants have claims against both bacteria and viruses.

Disinfecting refers to the destruction or inactivation of both bacteria and viruses. Disinfectants are the only products approved by the EPA to kill viruses on hard surfaces.

Disclaimer

The information provided in this document is not intended or implied to be a substitute for professional legal advice or professional medical advice. All content is provided for general informational purposes and has been gathered from resources including but not limited to the American Canoe Association, American Camp Association, Association of Camp Nursing, Missouri Stream Team, Missouri River Relief and the Life Jacket Association.

Knowledge, circumstances and best practices surrounding COVID-19 are constantly changing and continue to be dynamic and Heartland Conservation Alliance makes no representations and assumes no responsibility for the accuracy or completeness of this information.

Emergencies happen. Heartland Conservation Alliance staff recognize that some activities such as rescues and emergency first-aid require close contact and could possibly be placed at higher risk of exposure.