

Following are expectations when volunteering with VOC during the COVID-19 outbreak.

First, thank you! Thank you for signing up to come volunteer and steward our natural spaces. Secondly, in order to do our best to keep everyone safe while on projects, we ask that you familiarize yourself with some new ways of doing things before you arrive on the day of the project and do your best to adhere to guidelines while on your project.

NOTE FOR STAFF: Once on project site they will get more info. Messaging to include:

- *Things will be considerably different.*
- *You will be directed once you arrive.*
- *Get them to arrive and safely make it to the registration table.*
- *Keep things simple so that people remember.*

MAIN THINGS TO KEEP IN MIND THROUGHOUT THE DAY:

1. Maintain physical distance of 6+ feet between you and others as much as possible
2. Wear your mask and gloves as much as possible and anytime you are near others
3. Wash your hands at our hands-free hand wash station frequently, at least when you arrive, anytime you eat, and any time after going to the bathroom
4. Finally, have fun, enjoy the fresh air, learn something new, and get to know your fellow volunteers, even at a distance!

*Note: These protocols will be enforced and monitored as the safety of our community is our #1 priority. Please understand that individuals who do not comply will be asked to go home.

I. Volunteer Arrival and Registration Process

In order to protect everyone's health and safety, we ask all volunteers to:

1. Register for the project and complete your project and COVID-19 specific waivers electronically prior to on-site project arrival
2. Read and review all pre-project emails for necessary project preparation and equipment requirements
3. Pack all needed supplies including mask, work gloves, food, water, sunscreen, and hand sanitizer (full packing list sent with pre-project info)
4. Confirm you feel healthy and have not had any contact with people who may be sick or exposed to COVID-19
5. Drive to the project location in your own vehicle or only with members of your immediate household
6. Once you arrive, please stay in your own vehicle until you do the following:
 - a. Apply adequate sunscreen
 - b. Pack your day pack with all needed supplies including food, water, and gloves
 - c. Sanitize your hands with hand sanitizer before you put on your mask, and
 - d. Put on your mask
7. Please make sure you have your mask on before exiting your vehicle.
8. Exit your vehicle and be mindful to maintain at least 6' from others also arriving on the site and at all times
9. Wash hands if you forgot hand sanitizer using VOC's protocols for hand washing with hands free station

10. If you need to refill a small, personal hand sanitizer container, do so now.
11. Locate the VOC registration table for check-in materials
12. If someone is checking-in, wait at one of the orange cones until your turn
13. As you approach, give the person checking everyone in your name. They will check you off and take your temperature with a temperature gun.
14. Pick up a sealed Ziplock containing a questionnaire and pen. Complete the questions and note your temperature reading on the questionnaire. Put everything back in the baggie and drop it at the registration table.
15. After completing the registration check in process, find an open rope circle marked on the ground and wait until the rest of the volunteers check in.

NOTE FOR STAFF: From here down, they don't need to know this necessarily ahead of time.

WASHING HANDS

This is standard protocol for healthy living and workplace safety. During an epidemic, all individuals should be particularly disciplined in these behaviors and should help create a culture of accountability while on a volunteer project. VOC will have hands-free hand wash stations available at all projects. These stations are operated by a foot pedal. Do your best not to touch any surface with your hands. There will be sanitizing wipes available in case you accidentally do.

- Wash/ Clean : [Def] To physically remove contaminants (dirt, grease, food, bodily fluids, pathogens etc.) from the skin, or a surface or object; typically achieved with friction and solvents, as in the lathering and scrubbing of soap, which is then rinsed off with water
- Sanitize/ Disinfect : [Def] To denature any remaining pathogens on the skin or the surface of an object, destroying characteristic properties or molecular structures of those pathogens by applying heat, acidity, or other disruptive agents (like alcohol or bleach)

When to Wash Your Hands

- BEFORE and AFTER preparing food
- During food prep — anytime AFTER you have made contact with a surface or object that is not the food you are preparing, or the clean food prep tool(s) you are using
- BEFORE and AFTER eating food
- AFTER using the restroom
- AFTER blowing your nose, coughing, or sneezing
- AFTER touching garbage, or medical/ PPE waste
- AFTER touching “high-touch surfaces” (tools, tables, doorknobs, water jugs...)

How to Wash Your Hands Using the Hands-Free Station

1. Using the foot pedal to initiate the water flow, wet your hands, turn off the tap by stopping use of the pedal, and apply soap
2. Lather your hands by rubbing them together with the soap (20+ seconds): Palms, top/back of the fingers and hands, between the fingers, thumbs, under the nails
3. Rinse your hands well under clean, running water — until they no longer feel slick with soap
4. Air dry or pat dry with a clean single-use paper towel or your own hand towel that you may have brought with you

5. Do your best not to touch anything with your hands, but if you do, there will be wipes or sanitizer available to sanitize whatever you touched

How to Clean Your Hands in the Absence of Soap and Water

1. Using a pre-moistened wipe, thoroughly scrub every surface of your hands to remove all dirt and contaminants. Dispose of your wipe(s) in a sealed bag to be packed out
2. IF relatively clean water is available in your environment, AND your skin is NOT contaminated with chemicals (e.g., sunscreen, bug spray), you may opt to do a preliminary rinse/scrub to remove dirt from your hands. Never use soap — not even biodegradable soap — in waterways or bodies of water!

II. Preparing to Work

How to get into your crew

1. After orientation, decide what type of work you are most interested in and join a crew leader who will be leading that work (they will tell you what work they are leading during the morning orientation)
2. Your crew leader will be leading a smaller orientation, and social distancing is still important, so watch for markers/cones to help maintain space as you are joining your group and listening to the orientation
3. Each crew leader will have designated markers in a circle around them laid out 6 feet apart. As you join your crew, please stand next to a marker. This will allow us to all stay 6 feet apart without thinking about it. Your crew leader will walk you through the safety and work plan for the day in this setting before getting tools and heading to work.

How to get your tools

1. Tool Managers and staff will have already unloaded clean and sanitized tools into a well-organized open area
2. Tools will be laid out either by crews or by type of tool to offer the ability to have multiple lines of appropriately distanced volunteers
3. After volunteers have been put into crews, the Crew Leader will instruct their crew on which tools they will get and how to get tools
4. All participants must be wearing gloves and masks at this time and for the duration of the project.
5. Volunteers will line up in single file with 6 ft distancing and feed through the tool staging areas, picking up only their assigned tools one at a time.
6. Crew Leaders will also pick up some cleaning supplies (such as wipes or spray with paper towels) and small trash bags to use in the field if required or if volunteers change tools and to be sure all trash is packed out
7. Tool sharing is not recommended unless critical

How to get any items you may have forgotten (before heading to the project work site)

1. During orientation, staff will point out a “go to” volunteer leader individual(s) (Covid Captain?) who can glove up and assist you with items you may have forgotten.

2. If you need a certain item at any time during the project, find that individual, and let them know your need.
3. They will go retrieve it. You need not follow.
4. Meet them at the set-up tables where they will place the items for you to retrieve.

How to Refill your Water Bottle

Please come prepared for the day with *at least* 3 liters (3 Nalgene bottles) of water per person. Water refills will be available mainly at the trailhead where our water is stationed, and preferably after you have finished the water you brought with you. In some cases, we may be able to drive extra water to our work site, but not in all cases, so do not plan on this.

To refill:

1. Using the hands-free water station, position water bottle under spout without touching
2. Using foot, press pedal to get the water started and keep pedaling until you have the water you need
3. Do your best not to touch anything with your hands or water bottle, but if you do, there will be available wipes or sanitizer to sanitize whatever you touched

How to accomplish your work and maintain 6' of distance

1. If you are on the project with your own household members, please let your crew leader know so we know you can perform tasks that cannot be done with distancing
2. Depending on the project, there may be signs along the work location reminding folks to keep their distance, and some of our staff or leadership volunteers will be walking the site to support the crews and reminding folks to maintain distancing as well

How to use the bathroom in the woods (including disposal)

According to Leave No Trace, when it comes to properly disposing of human waste, there are four objectives to consider.

1. Minimize water contamination
2. Minimize social and aesthetic impacts
3. Minimize the spread of disease
4. Maximize decomposition

Since the COVID-19 virus can be found in fecal matter, it is VOC's recommendation that volunteers:

1. Use a provided wag bag (recommended method)
 - a. Not sure how?
 - b. Watch this video - <https://lnt.org/disposing-of-waste-properly-wag-bags/>
 - c. OR, read the below instructions
 - i. First, find a private space or go to the set-up privacy tent
 - ii. Open the double bag system and remove the included toilet paper
 - iii. Unfold bag and notice the substance at the bottom of the bag, these are chemical crystals that gel human waste and render it inert

- iv. Prep the bag on the ground, consider setting it up so it's easy to use, or anchoring it with stones so it doesn't move
 - v. Squat over bag and do your business
 - vi. Once done, dispose of tissue inside bag
 - vii. Tightly roll the bag up inside itself
 - viii. Squeeze the air out and seal the bag
 - ix. When finished, make sure you pack it out with you
 - x. Wash your hands
 - xi. Properly dispose of wag bag at end of day by placing in a trash receptable
2. Dig a cat hole (not all sites will allow for this method)
 - a. Bring your own spade for this one
 - b. Feel free to read up here - <https://www.rei.com/learn/expert-advice/hygiene-sanitation.html>
 - c. OR, read the below instructions
 - i. First, find an appropriate spot, 200 feet or approximately 70 steps from the trail, campsite, or water sources, and if possible, in loose, exposed soil
 - ii. Dig the cat hole 6-8 inches deep and 4 inches wide
 - iii. Squat over the hole and do your business
 - iv. Put any used toilet paper in a ziplock bag to pack out
 - v. Cover the cat hole with the dirt you dug out until it is completely full
 - vi. Use your foot to tamp down soil, and a rock or stick to discourage critters from digging and the next cat hole digger from using the spot
 - vii. Wash your hands
 - viii. Dispose of the ziplock bag in a trash receptacle
 3. Use a trailhead restroom or other facility - Due to our inability to provide sanitation, we discourage the use of public trailhead restrooms and many have been closed by land managers to prevent the spread of the virus. If you want to take this risk, we encourage you to use a disinfecting wipe to touch any surface including doorknobs, toilet seat, door, etc.
 - a. Sanitize high touch surfaces as you enter and leave the restroom
 - b. Do not put any garbage in pit toilets
 - c. When finished, wash your hands

How to return your tools at the end of the day:

1. Crew Leaders will help guide volunteers during this process to help maintain social distancing by bringing their crews one at a time
2. All participants will return to the tool staging area at the end of the project and drop their tools one by one in a specified location marked with ropes on the ground and signs that say what tool goes where
3. Volunteers lay tools down in a row, grouping types of tools together, so that they are not overlapping. This is overseen by the tool manager.
4. All participants will remove their work gloves. If VOC gloves that need to be laundered, then a bin lined with a disposable plastic bag will be provided to collect the dirty gloves
5. Two leadership volunteers (Tool Manager(s) and VOC Staff or other) clean tools, both while gloved and masked and maintaining distance. Spray down all tools with disinfectant on all sides of the tools (flipping them using disposable gloves), let them sit with the solution as

long as prescribed, then wipe down with rags or paper towels. If using rags, those can go in the laundry with gloves.

6. Staff, Tool Manager, and/or other leadership volunteers glove up and load tools maintaining 6 ft social distancing as possible

How to grab a beverage post project

1. First, return your tools
2. Funnel past the set up tables, while maintaining social distance
3. At the table there will be the designated and gloved up tool manager / crew chef hybrid volunteer position individual(s) who will individually solicit what you want and then will place it on the table for you to grab to enjoy
4. We encourage you to stick around if you'd like and celebrate your work accomplishments with your fellow volunteers over a socially distanced beverage!