



COVID-19 PREPAREDNESS PLAN HANDBOOK

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[conservationcorps.org](https://www.conservationcorps.org)

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Introduction

The global COVID-19 outbreak has caused extraordinary disruption to our daily lives and routines. At Conservation Corps Minnesota & Iowa (CCMI) our aim is to be as resilient as possible with our programming and prepared to enable our members and staff to return to service and worksites safely and confidently.

Our top priority is the health and wellbeing of our AmeriCorps members, youth, staff, partners, and communities we serve. We must uphold the guidance from the U.S. [Centers for Disease Control](#) and the state departments of health encouraging social distancing and safe community health practices to slow the spread of COVID-19.

The service we provide for our partners is critical in helping to support and maintain state and local parks and public lands, helping to ensure safe access for the public and responsible stewardship for managed open spaces. While our field staff and members are at projects and service sites following this COVID-19 preparedness plan, CCMI staff members who are not in the field will continue to work remotely whenever possible following state and federal guidance.

Executive Order 20-40, issued by Minnesota Governor Tim Walz on April 23, 2020, requires each business in operation during the Stay-At-Home Order to establish a “COVID-19 Preparedness Plan.” Conservation Corps Minnesota & Iowa has developed this Preparedness Plan with the collective involvement of CCMI staff across the organization in response to the COVID-19 pandemic.

All managers, staff, and members are responsible for implementing and complying with all aspects of this preparedness plan.

Conservation Corps Minnesota & Iowa’s COVID-19 response is being led by CCMI’s senior leadership team (SLT) and the HR department. Our preparedness plan follows guidelines and standards related to COVID-19 as established by the U.S. Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), federal regulations including OSHA/ADA, and local health authorities, and informs all measures we are taking to maintain a safe workplace.

If you have any questions, please contact:

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These protocols were developed by CCMI staff while following guidance from the CDC, state health departments, and federal regulations. Some language and field BMPs were inspired from partner organizations. We appreciate Conservation Legacy, Northwest Youth Corps, Metro Blooms, and others for sharing their COVID-19 response plans as we developed our own.

General Workplace Safety

CCMI will ensure our workplace is as safe as it can be. Employees, AmeriCorps members, participants, and partners alike may have concerns of returning to business as usual; preparing for and communicating how safety is a top priority will allay concerns and increase confidence among our stakeholders.

Safety measures include:

- Implementing staff and AmeriCorps member health screening procedures.
- Providing personal protective equipment (PPE) such as:
 - Face masks or face coverings, gloves, etc.
 - Personal hand sanitizer.
- Detailing cleaning procedures and procuring ongoing supplies.
- Establishing physical distancing measures within the workplace and service sites:
 - Moving workstations to increase separation distance.
 - Implementing one-way traffic patterns throughout the workplace.
- Developing an exposure-response plan that addresses:
 - Quarantine, containment, and contact tracing procedures.
 - Stay-at-home requirements.
 - Exposure communications to affected staff and members.
- Defining visitor/stakeholder contact protocols such as:
 - Limiting the number of people in any area at one time.
 - No handshake greetings.
 - Remaining at least 6 feet apart.
 - Providing contactless pickup and delivery of supplies and documents.
- Understanding and complying with Occupational Safety and Health Administration (OSHA) record-keeping and reporting obligations.

Health Screening for Staff & Members

CCMI staff and AmeriCorps members have been advised and encouraged to self-monitor for signs and symptoms of COVID-19. Moreover, staff and members are encouraged to stay home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

All AmeriCorps members reporting to service will be screened for respiratory symptoms and risk factors as a precautionary measure to reduce the spread of COVID-19 and to minimize potential risks to other members, staff, and partners.

Vaccination Policy Memo

Vaccination Appointments

CCMI strongly encourages eligible and interested members/participants and staff to receive the COVID-19 vaccine.

- If at all possible, members/participants/staff should schedule appointments outside of regularly scheduled service/work hours
- If vaccination appointment cannot be scheduled outside of regularly scheduled service/work hours, but members/participants/staff have some choice in the day/time of the appointment, they should consult with their supervisor to select a time that is mutually convenient
- If members/participants/staff has no choice in day/time of the appointment, they should still make the appointment and supervisors should accommodate the time away from service/work
- Members/participants/staff may use COVID-19 time to cover service/work hours missed due to a vaccine appointment
- If a member/participant/staff experiences COVID-19 symptoms following the vaccine they should follow standard procedures for experiencing COVID-19 symptoms (staying home, etc.)
- Members/participants/staff are encouraged to report to their supervisors when they are fully vaccinated. This is voluntary. The Corps requests vaccination data for the sole purpose of better enforcing CDC guidelines to keep everyone safe. As the number of fully vaccinated members/participants/staff increase, we may make operational changes that are in line with CDC guidelines for fully vaccinated people.

COVID-19 Symptoms Following a Vaccine Dose

All members/participants/staff, whether fully vaccinated or not, should continue to follow current Conservation Corps protocol if experiencing COVID-19 symptoms

Quarantine & Isolation Strategies for Persons with COVID-19

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Quarantine or isolation: What's the difference?

- **Quarantine** keeps someone who might have been exposed to the virus away from others.
- **Isolation** keeps someone who is infected with the virus away from others, even in their home.

Managers' Actions to Take Based on COVID-19 Positive or Exposure

Who Needs to Quarantine?

If they have not been fully vaccinated or had COVID-19 within the last 3 months

- People who tested positive for COVID-19.
- People showing symptoms of COVID-19.
- People who have been in close contact with someone who has COVID-19

If they are fully vaccinated or had COVID-19 within the last 3 months

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

What Counts As Close Contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

What Should a Person Do if They Test Positive for COVID-19 and Are Having Symptoms?

Person should quarantine until the following 3 conditions are met:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

What Should a Person Do if They Test Positive for COVID-19 but Have No Symptoms?

If a person who tested positive for COVID-19 continues to have no symptoms, they can return to work after 10 days have passed since they had a positive viral test for COVID-19 with medical clearance.

What Should a Person Do if They are Fully vaccinated with COVID-19 symptoms

Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences [symptoms consistent with COVID-19](#) should [isolate themselves from others](#), be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care. If the person has a negative test or a medical provider diagnoses them with something other than Covid-19 they can return to work as soon as they feel better.

If they have a positive test for Covid-19 Person should quarantine until the following 3 conditions are met:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

What Should a Person Do if They Have COVID-19 Symptoms but Are Not Undergoing Testing?

Person should quarantine until the following 3 conditions are met:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

What Should a Person Do if They Have COVID-19 Symptoms but Test Negative?

If they receive a **negative** test result but have symptoms, they should talk to their doctor or other health care provider. If the doctor/health care provider says they have a different illness or the symptoms are from a chronic condition, follow their advice for how long to stay home.

If the doctor/health care provider does not know your symptoms are from another illness or condition, a person should still stay home from work and other places until they do not have a fever and they feel better, meaning the symptoms have improved enough that they feel well enough to go about their daily activities.

What Should a Person Do if They Have Had Direct Exposure to Someone With COVID-19 and They Are Not Having Symptoms?

If they are not fully vaccinated and have not had COVID-19 in the last 3 months

- The person should quarantine for 10 days after their last exposure to that individual. The person may return to the workplace after 10 days since their last exposure.

Alternative options include:

- On Day 10 without testing; with a doctor's note and fever free for 24 hours without taking fever reducing medication
- On Day 7 after receiving a negative test result where the test was collected within 48 hours before the time of planned quarantine discontinuation.

If they are fully vaccinated or have had COVID-19 in the last 3 months *and* has recovered *and* remains without COVID-19 symptoms (for example, cough, shortness of breath)

- No quarantine required

What Should a Person Do if They Have Had an Indirect Exposure to COVID-19?

Indirect exposure is someone who has been exposed to someone who had direct exposure. No quarantine is needed in this situation. The person can continue to work in the workplace.

What Should a Person Do if They Are Having Symptoms of COVID-19, but Doctor Has Diagnosed Them with an Alternative Cause of Illness?

The person should isolate until fever free for 24 hours and symptoms are improving. The person should not return to the workplace for a minimum of 24 hours.

What Should a Person Do if They Are Having Symptoms Following Administration of Their 1st or 2nd Dose of the COVID-19 Vaccine?

If a person is experiencing symptoms following administration of the COVID-19 vaccine (1st or 2nd dose) they may return to work when they are feeling better. If side effects last longer than 48 hours, they should consult a medical professional.

Cleaning & Disinfecting Guidelines in the Workplace

Clean

- Staff and members are instructed to wash their hands (for at least 20 seconds) with soap and water or use hand sanitizer frequently throughout the day.
- Hand sanitizer dispensers will be made available throughout the workplace and service sites.
- Practice routine cleaning of frequently touched surfaces.
 - High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, vehicle door handles etc.

Cleaning and Disinfecting Your Building or Facility If Someone is Sick

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait if possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like cell phones, tablets, touch screens, keyboards, and remote controls.
- If it has been more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

Social Distancing Guidelines

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet between yourself and others, even when you wear a face covering.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Cover your mouth and nose with a cloth face cover when around others, including when you must go out in public, for example to the grocery store.
- If you are in a private setting and do not have your cloth face covering on, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

When COVID-19 is spreading in your area, everyone should limit close contact with individuals outside your household in indoor and outdoor spaces. Since people can spread the virus before they

know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is especially important for people who are at higher risk of getting very sick.

Exposure Communications

Management Communication to the Team When a Member Has Contracted COVID-19

If an AmeriCorps member states that they have COVID-19 or an unvaccinated member states that they have been exposed, the SUPERVISOR should send the person home and inform their manager IMMEDIATELY. The district or program manager is advised to inform any other members in the same team of their possible exposure to COVID-19 while maintaining confidentiality of the individual allegedly infected, as required by the Americans with Disabilities Act (ADA). The manager should instruct members about how to proceed based on the CDC guidelines.

If a manager learns that a member has been diagnosed positive for COVID-19, the manager will also notify any immediate and/or recent project host(s) site(s) where the member may have had contact with anyone else in the workplace. CCMI expects the same courtesy from our partners if indeed the partner identifies a COVID-19 employee at a CCMI project host site.

Template for Manager Communications to the Team:

We have been notified that one of our members has been diagnosed with the novel coronavirus, also known as COVID-19. As such, anyone working at [site/team name] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing, or shortness of breath), please inform your crew leader/manager at [contact information] and contact your health care provider. CCMI will keep all medical information confidential and will only disclose it on a need-to-know basis.

Conservation Corps Minnesota & Iowa is always taking measures to ensure the safety of our employees and members during this coronavirus outbreak.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.

People Who Are at Higher Risk for Severe Illness

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Those at highest-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

Reasonable Accommodations

Depending upon the circumstances, however, an individual may be unavailable for work or service due to COVID-19. It is possible that a stay-at-home order could still be in place where the individual lives, making them unable to travel to a worksite or service location unless their work is essential. The individual may also be caring for a child whose school or caregiving place is closed or still be caring for someone diagnosed with COVID-19. Additionally, they could have some reason to feel unsafe at the workplace due to the pandemic, which might be deemed allowable.

If CCMI has any reason to believe an employee or member might refuse a recall for unlawful reasons, we may inform them of the consequences.

Occupational Safety and Health Act (OSHA)

An employee or member can refuse to work if they reasonably believe they are in imminent danger, according to the Occupational Safety and Health (OSH) Act. They must have a reasonable belief that there is a threat of death or serious physical harm likely to occur immediately or within a short period for this protection to apply.

- The employee or member has a specific concern of infection that is based on fact—not just a generalized fear of contracting COVID-19 infection in the workplace or at a service site.
- CCMI should address the employee or member’s specific concern in a manner designed to ensure a safe working environment.

Americans with Disabilities Act (ADA)

CCMI will make reasonable accommodations for staff or members who request altered worksite arrangements or time off from work or service due to underlying medical conditions that may put them at greater risk from COVID-19.

Families First Coronavirus Response Act (FFCRA)

If a health care provider advises an employee or member to self-quarantine because the employee or member is particularly vulnerable to COVID-19, the employee or member may be eligible for paid sick leave under the Families First Coronavirus Response Act (FFCRA). The FFCRA applies to employers with fewer than 500 employees, and the quarantine must prevent the member from working. FFCRA regulations permit employers to require documentation for paid sick leave.

CCMI may relax documentation requirements due to the difficulty an employee or member could have obtaining access to medical providers during the pandemic and may encourage an ill employee or member to stay away from work.

Safety and Hygiene in CCMI Facilities

Face Masks/Coverings

- **CCMI requires unvaccinated staff and AmeriCorps members to wear masks during work/service in all indoor businesses and public indoor spaces, unless alone, when riding in shared vehicles, and when working outdoors in situations where social distancing cannot be maintained.** CCMI will provide disposable and cloth face coverings to staff and AmeriCorps members, but comparable face masks are allowed if preferred.
 - ***Please note:* Face masks are only effective if worn properly.** The face mask must cover both your nose and mouth with no gaps between your face and the mask. Avoid touching the mask if you are wearing it. If you do touch your face mask, wash your hands, or use hand sanitizer. Single-use masks should be replaced once it's damp; follow CDC guidelines regarding single-use masks. To remove the mask use straps to remove it from behind (do not touch the front of the mask). Reusable cloth masks can be washed in the washing machine with hot water and dried completely on medium or high heat.

Hygiene

- Hand sanitizer will be provided for individual use.
- Wash hands with soap and clean, running water for at least 20 seconds.
- If running water is unavailable, use an individual bottle of hand sanitizer with 60-95% alcohol.
 - ***Caution:*** If hands are visibly dirty, hand sanitizer is not effective, and you must wash hands with soap and water
- Social distancing protocols shall be maintained for unvaccinated individuals while at the office (per CDC recommendations).

Office Protocols - Headquarters

General Office Etiquette

- If you are not vaccinated wear face mask when entering the Drake building, through the hallways, elevator, stairs, and public bathrooms. In the Conservation Corps office, wear face mask in hallways and common areas, such as the copier room and kitchen. Always maintain at least six feet of distance from others when possible.
- It is important that everyone take personal responsibility for following appropriate sanitary practices when working in the office and using office equipment.
- Close individual office doors when in use.

- If you are talking with a co-worker in another office, try to talk from the entrance of their office space. Avoid entering the co-worker's office and sitting in the guest chair.
- Avoid touching your eyes, nose, and mouth with unclean hands. Wash hands immediately after touching your face.
- Cover your cough or sneeze with a tissue or the inside of your elbow.

Kitchen

- No more than two unvaccinated staff should be in the kitchen area at a time to maintain social distance.
- Wash or sanitize hands before and after lunch/snack breaks.
- Keep separate lunch and snack food whenever possible.
 - NO hands in communal food.
 - If food must be bought in bulk, use clean utensils to spread or shake out a portion of bagged food.

Hallways

- Unvaccinated staff, members and visitors should always wear face mask while moving throughout the office.
- When moving through the building stay on the right side of the hallway. Be mindful of corners and heavy traffic areas, such as the T-intersection near the copier and office supplies area.

Restrooms

- Employees must thoroughly wash or sanitize hands before returning to work. Avoid touching doors and surfaces when exiting the restroom after washing your hands.

Drake Building Management

- COVID-19 cleaning protocols focus on high touch areas, particularly in common spaces, such as the elevators buttons, stair railings, doorknobs, and kitchen spaces in office suites.
- Hand sanitizer stations will be placed by the main doors, elevator doors, and hallways
- HVAC system is pulling in outside air when possible, with the filters being changed quarterly. Since the HVAC system is older, building management is planning to update the rooftop units sometime in fall 2020.

Office Protocols – Field Offices

- While field offices may be set up differently from headquarters, most of the protocols laid out in the *Office Protocols- Headquarters* section directly apply to field offices. When there is a difference between CCMI protocols and the agency or organization that manages the building of the field office location, the more conservative practices should be followed.
- For more specific questions related to your office setup contact the human resources department.

For Members Reporting to a CCMI Shop

- Crew leaders, or a member assigned by the program manager, will report to the shop to load project supplies for the day at staggered times (schedules may vary by shop location).
- If you arrive and the space is already at capacity, or it would be challenging to maintain at least 6 feet of distance, simply wait for others to leave.
- Clean shared tools and PPE before use as needed.

Vehicle Travel

- Following traditional protocol, drivers of Conservation Corps vehicles must have current Defensive Driving certification and have passed a driver's check.
- Always carry at least 2 new disposable face masks in each vehicle for use when cloth masks are damaged, or a new mask is needed.
- Unvaccinated Members may ride up to two people in Conservation Corps vehicles, and must wear face masks. If Allow for the greatest distance between occupants when practical. Occupants should avoid touching their faces. When weather permits, it is recommended to also have the windows down.
- Fully vaccinated members, members of a single household, or a combination of fully vaccinated members and 1 or more members of the same household (unless someone is high risk for Covid-19 complications) may share vehicles without restrictions. All vehicle occupants are encouraged to wear face coverings when practical while inside the vehicle.
- It is recommended to use fresh air settings for climate controls and avoid recirculated air.

Safety and Hygiene in the Field and At the Service Site

- **Group Gear:**
 - When applicable, one person should be responsible for handling group gear including
 - First Aid Kit
 - ERP
 - Crew Cell Phone
 - Gas/Bar Oil
 - Sanitation Supplies

At the Service Site

- Wash or sanitize hands before and after lunch/snack breaks.
 - Wash hands with soap and clean, running water for 20 seconds in the field with a foot-pump hand wash system provided by CCMI.
 - Use individual bottle of hand sanitizer with 60-95% alcohol.
 - ***Caution.** If hands are visibly dirty, hand sanitizer is not effective, and you must wash hands with soap and water
- Wash and sanitize hands before and after using bathrooms.
 - Go outdoors when appropriate.
 - If stopping at public gas stations or using port-a-potties, use crew disinfecting sprays to clean anything that you will touch and be sure to wear gloves and face mask /covering indoors.

Spike Best Management Practices (BMPs)

Crew Gatherings

Gatherings consisting of multiple crews, or larger groups of people should follow current health department and CDC guidance and comply with all local laws regarding group size limits etc. Gatherings should be held outside or in large well-ventilated spaces when possible and all participants should follow health department and CDC guidance on social distancing, face coverings and other preventative measures. All gatherings should be approved by the District/Program manager and shared with Program Director.

Staff / Partner Contact with Crews:

- Individual programs will determine the frequency of staff and/or partner interaction.
- Staff who are supporting crews will follow all best management practices protocol.
- Partners must agree to adhere to CCMI's COVID-19 Preparedness Plan and protocols to protect crews.

Spike Life Protocols

For ALL Spike Crews

- **Hygiene:**
 - Cloth face masks or coverings should be washed every day after being worn; though reusable, these masks must be cleaned before being worn again.
 - Clean surfaces of any provided group areas using soap and water upon arrival. Practice routine cleaning of high touched surfaces.
 - High touch surfaces include: Tables, doorknobs, light switches, countertops, door handles, desks, phones, toilets, faucets, sinks, etc.
 -

Spike Lodging – Efforts should be made to arrange 1 member per room/tent. If this is not possible staff should consult with program director to develop alternative lodging plans that are acceptable.

- **Tent Camping:**
 - Sleep Set-Up:
 - There will be no more than 1 unvaccinated person per tent.
 - Kitchen / Food Prep:
 - Best management practices for hygiene protocols will be observed.
 - Food will be prepared and dished up by 1 or 2 people each day and others will avoid the kitchen area. People will wash hands and put on face coverings prior to meal prep. Whenever possible, meal prep will occur in open air.
 - Do not use shared serving dishes (family style). Each member on a crew will be assigned a set of dishes that they will store separately with their PPE.
 - All dishes will be thoroughly cleaned and sanitized by 1 or 2 designated people after each meal. Dishwashers will wear face coverings.
 - Following meal prep but before washing dishes, crew should use soapy water and rinse to clean cloth masks worn that day. This will allow members to

switch to their clean mask and then start the rotation again the following day with the clean, dry mask.

- **Cabin / Airbnb:**
 - Sleep Set-Up:
 - Efforts should be made to allow no more than 1 unvaccinated member per sleeping room.
 - Kitchen / Food Prep:
 - Best management practices for hygiene protocols will be observed.
 - Food will be prepared and dished up by 1 or 2 people each day and others will avoid the kitchen area. People will wash hands and put on face coverings prior to meal prep.
 - Do not use shared serving dishes (family style). Each member on a crew will be assigned a set of dishes that they will store separately with their PPE.
 - All dishes will be thoroughly cleaned and sanitized by 1 or 2 designated people after each meal. Dishwashers will wear face coverings.
- **Hotel:**
 - Sleep Set-Up:
 - Efforts should be made to allow no more than 1 unvaccinated member per sleeping room.
 - Kitchen / Food Prep:
 - Best management practices for hygiene protocols will be observed.
 - Do NOT eat in communal areas of the hotel, including any continental breakfasts.

Evacuation Protocols

- All sick participants must leave the field. Conservation Corps Minnesota & Iowa response will differ depending on if the symptoms of the illness are that of COVID-19 or not. For non-COVID-19 related evacuations, refer to our standing guidance in the Field Operations Manual and observe enhanced hygiene, sanitation, and vehicle protocols.
- Evacuate for possible COVID-19 if 1 or more of the following symptoms appear:
 - Dry cough
 - Shortness of breath
 - Fever of 100.4 °F (38 °C) or higher
 - Chills / Repeated shaking with chills/ Muscle pain
 - Headache
 - Sore throat
 - New/sudden loss of taste or smell
- If any participant develops COVID-19-like symptoms, they will wear a new disposable mask. If another member must share a confined space with a symptomatic person, they should wear a mask at all times.
- All participants evacuated with COVID-19-like symptoms will be examined by a health care professional and tested for COVID-19, if tests are available, as soon as possible.
- Crew leader needs to notify their district/program manager and fill out an Incident Summary Form (see pg. 84 of your Emergency Procedures Manual).
 - Program staff who are notified by the crew leader need to complete the Incident Summary Form. They also need to notify their program director.
 - Program director will notify HR department and Senior Leadership Team (SLT).
- Incident management, including partner notification, will be handled by the program director.
- All evacuations, related to COVID-19 or not, will be physically attended to by as few people as possible. Options may include but are not limited to:

- Symptomatic member driving fleet or rental vehicle.
- Appointed crew member or staff driving symptomatic member allowing for as much distancing as possible and following PPE guidelines for mask and gloves.
- If plans cannot be made to allow remaining crew members to have adequate vehicles for continued project work the entire crew will be removed from the project.
- Symptomatic participants must self-isolate and follow quarantine and self-isolation strategies on page 6 of the Preparedness Plan.
- Since the rest of the symptomatic member's crew has potentially been exposed, they will closely monitor symptoms and avoid interactions with others.
 - Participants may remain in place if the following all are true:
 - They have ample resources to remain self-sufficient in the field.
 - Their site is safe and separate from other participants and the public.
 - Communication methods are reliable.
 - Access to definitive care takes less than one hour, including hike and drive time.

Specific Considerations for Individual Placement Program and Any Member Serving in a Partner's Facility

The following guidance is inferred to include all protocols and best practices adopted for the work force of the partner organization. When there is a difference between CCMI protocols and the partner's agency, the more conservative practices should be followed.

Conditions Required for a Member to Return to Service at Host Site and Discontinue Work from Home

- Members are willing to serve and feel safe in the work environment.
- 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.).
- Partner site is workable within all federal, state, and local social restrictive orders.
- If applicable, members have access to all other needed resources (grocery stores, pharmacies, gas, laundry, etc.) to live and work at host site location.
- Travel to/from site can be accomplished safely.
- Mental health resources are available (Corps member Assistance Program, Crew Access Page resources, etc.).
- Assess the following: Do we have the right people, adequate training, and resources to operate programming in this environment?
 - Technology resources for member and support staff (CCMI and partners)
 - Guidance/policies for members and partners to effectively conduct remote work
 - Capacity of CCMI staff to shift placements
 - Capacity to meet Agency/AmeriCorps requirements – fingerprints, background checks, etc.
- Assess the site partner/site location COVID-19 preparedness plan through pre-placement site checklist (See Addendum B)

Project and Social Distancing Considerations

- **Physical Location and Contact with Partners or Public**
 - Members will either be telework-based, or service projects and trainings will be performed with safe distancing and use of PPE when appropriate.
 - Partner/staff contact will be conducted via email, phone, and video conferencing.
 - Planned contact with the public should be minimized and only instituted with member's agreement.
 - If incidental contact occurs, member will follow CDC social distancing protocols (6 feet of separation, handwashing, etc.)
 - Trainings require approval from CCMI and host site per the training approval process indicated in member handbook. Members, host site, and CCMI staff follow CDC recommendations before approving trainings.
 - If a project requires a spike trip, members should follow the Spike BMPs found in this Preparedness Plan on pages 15-16.
- **Hygiene**
 - Handwashing stations will be present at project site if applicable.
 - Social distancing protocols shall be maintained while at service site (per CDC recommendations).

See Addendum B: Host site pre-placement review checklist will be completed by project advisor/site supervisor prior to member arriving. Guidance for Enrollment and Onboarding

Frequently Asked Questions (FAQ)

May CCMI screen member candidates or applicants for symptoms of COVID-19?

Yes. An employer may screen applicants for symptoms of COVID-19 after making a conditional offer if it does so for all entering employees in the same type of job/position. This ADA rule applies whether the applicant has a disability.

May CCMI take an applicant's temperature as part of a post-offer, pre-employment medical exam?

Yes. Any medical exams are permitted after an employer has made a conditional offer of employment or service-term. However, employers should be aware that some people with COVID-19 do not have a fever.

May CCMI delay the start date of an applicant who has COVID-19 or symptoms associated with them?

Yes. According to current CDC guidance, an individual who has COVID-19 or symptoms associated with them should not be in the workplace.

May CCMI withdraw a job or AmeriCorps offer when it needs the applicant to start immediately but the individual has COVID-19 or symptoms of COVID-19?

Based on current CDC guidance, this individual cannot safely enter the workplace, and therefore the employer may withdraw the offer.

May CCMI postpone the start date or withdraw a job or AmeriCorps offer because the individual is 65 years old or pregnant, both of which place them at higher risk from COVID-19?

No. The fact that the CDC has identified those who are 65 or older, or pregnant women, as being at greater risk does not justify unilaterally postponing the start date or withdrawing an offer. However, an employer may choose to allow telework or to discuss with these individuals if they would like to postpone the start date.

FAQ Responses to COVID-19 for Managers

Conservation Corps Minnesota & Iowa is committed to providing a safe and healthy workplace for our members and staff. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and service sites, and that requires full cooperation among staff, members, and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff, members, and workplaces.

Can CCMI take the body temperature of members during the COVID-19 pandemic?

Generally, measuring a member's body temperature is a medical examination. Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions, employers may measure employees' body temperature. However, CCMI IS aware that some people with COVID-19 do not have a fever.

What should a manager do if an AmeriCorps member states that they have COVID-19 symptoms or have been exposed?

If a member states that they have COVID-19 or if an unvaccinated member states that they have been exposed, the SUPERVISOR should send the person home and inform their manager IMMEDIATELY. The district or program manager is advised to inform any other members in the same team of their possible exposure to COVID-19 by maintaining confidentiality of the individual allegedly infected, as required by the Americans with Disabilities Act (ADA). The manager should instruct members about how to proceed based on the CDC guidelines.

The program manager is also advised to notify a member of the CCMI COVID RESPONSE TEAM. The program manager and field supervisor must connect to devise a plan to transport the member home safely from the field.

Please Note: Managers should work with members who have COVID-19 symptoms or have been exposed to develop an individual return-to-service plan.

What symptoms should require a member to stay home?

Fever of 100.4 °F (38 °C) or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new/sudden loss of taste or smell.

Addendum A

COVID-19 Health Screening Web Form

This form was drafted by an internal working group of staff developing new field BMPs. Completion of this daily screening is intended to serve as a cue to individuals to continue monitoring their health and exposure, as well as encourage responsibility for the health of the crew unit. This form is subject to change.

Here is the link to the form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=I78F5ITvtEOx9IDnZTd88R7II0kprRRMnWNhJfVOg3RUNExLV1ozTziOV1UyMidTRThVQkJKWTZHOS4u>.

Addendum B

Individual Placement host site pre-placement review checklist to be completed by project advisor/site supervisor prior to member arriving.

Conservation Corps Minnesota & Iowa Pre-placement Review Checklist Tool



Site Location:

Date:

Site Supervisor/Project advisor:

Member(s):

Directions: Project advisors/Site Supervisors, complete prior to start of member. Points to consider in placing members/return to service at host sites.

Conservation Corps Expectations of Site	Yes	No	N/A	Comments
The Site has an adequate space for the Member (access to computer with internet and printer/copier, place to keep personal belongings, work phone)				
The Site is prepared and committed to providing a safe working environment (including potential for telework, safe workplace distancing, limiting public interaction, providing appropriate PPE, etc.).				
IP members have access to all needed resources in their communities (grocery stores, pharmacies, gas, laundry, etc.) to live and work at host site location.				
Travel to/from project site can be accomplished safely. Vehicle sanitation practices are implemented.				
Handwashing stations will be present at project site if applicable and/or alcohol-based hand sanitizer is also available.				
Social distancing protocols shall be maintained while at work site (CDC recommendations).				
Site provides member with meaningful service experience; tasks and responsibilities are appropriate for 40-hour work week				
Site provides and/or encourages training opportunities relevant to the service activities				
Member is not involved in any general site fundraising or other activities as prohibited by AmeriCorps				

Member is not replacing the work of staff at the site				
Site is reimbursing Member for travel if traveling between service sites during the day, or if the conditions of service require new travel beyond what the Member had originally agreed to upon beginning his/her/their service term				
Supervisor/project advisor is the only staff member who gives the Member service tasks, or the Corps has approved an alternate system				
"Serving Here" sign displayed at site.				
Site addresses any service activity safety concerns				
Planned contact with the general public should be minimized and only instituted with members agreement. If incidental contact occurs, member will follow CDC social distancing protocols (six feet of separation, handwashing, etc.)				

Expectations between Conservation Corps and host site staff interactions	Yes	No	N/A	Comments
Partner/Corps staff contact will be conducted via email, phone, and video conferencing. Does this work for the site partner for summer 2020? If no what is the preferred contact for a site visit/check in's?				
Corps tools (work and training plan, performance & program evaluations, site supervisor handbook) are clear and easy to understand				
Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.				
Other?				

Additional comments by Host Site: _____

Additional comments by Conservation Corps: _____

Site Supervisor/Project Advisor Signature: _____ **Date:** _____

Corps Staff Signature: _____ **Date:** _____

Addendum C

Sources

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov
<https://www.shrm.org/pages/default.aspx>

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>

Respiratory Etiquette

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social/Physical Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping and Healthy Building Tips

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
<https://hbr.org/2020/04/what-makes-an-office-building-healthy>

Employees Exhibiting Signs and Symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
www.health.state.mn.us/diseases/coronavirus/basics.html
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf

Addendum D

COVID-19 Preparedness Plan Handbook Acknowledgment

I have received a copy of the Conservation Corps Minnesota & Iowa COVID-19 Preparedness Plan Handbook. I understand it is my responsibility to read, understand, and follow the information in this handbook.

Conservation Corps Minnesota & Iowa retains the right to interpret, deviate, change, revise, or eliminate any of the policies described in this handbook as the pandemic and our response evolves and will communicate any revisions with all members.

Name (print)

Signature

Date

Please sign and date this page and return to your supervisor.