Preface
The following procedures and protocols have been produced through extensive research and outreach by HistoriCorps’ administrative team. Procedures and protocols from seven unique youth conservation organizations based around the country have been reviewed to identify best practices for our industry. These protocols have been developed with guidance from the department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and applicable local and state agencies in areas where we are planning to work. Official recommendations and best practices continue to evolve, and this document will be updated accordingly.

For the purposes of this document:
- Field Staff refers to non-administrative paid employees of HistoriCorps in the role of Project Supervisor (PS), Crew Leader (CL) or Principle Investigator (PI).
- Admin Staff refers to administrative paid employees of HistoriCorps in the roles of Executive Director, Director of Operations, Workforce Manager, Funds and Relationship Manager, Project Manager, Operations Manager
- Workforce refers to project participants who are not paid by HistoriCorps such as volunteers or hired third party organizations such as Youth Conservation Corps.

Resources referenced or cited during the creation of these protocols include:
WhiteHouse.gov; CDC; OSHA; USFS; Conservation Legacy; Northwest Youth Corps; Mile High Youth Corps; State of Colorado; Clear Creek County, CO

Project Selection Criteria
1. Project Selection Tree

Based upon the most up to date information available, HistoriCorps (HC) has determined that in order to maintain a project season during the Covid 19 pandemic, all potential projects will be vetted to determine if the project can be completed while limiting any potential exposures to the virus. Projects selected for execution in the 2020 season have been vetted against the criteria as follows:
- Is our project Partner on board for us to work on site? If yes, then
- Have Federal/State/Local Executive restrictions lifted? If yes, then
➢ Is there access to water (running water or water buffalo equivalent) to allow for enhanced sanitation? If yes, then
➢ Have HistoriCorps Protocols (below) for workforce on project been accepted by partner? If yes, then
➢ Is the project in a hot spot state/region seeing increasing Covid 19 infection rates? If no, then
➢ Is project "backcountry"? If no, then
➢ Is project in remote area (more than 1 hr to hospital)? If no, then
➢ Are jobsite and campsite drive up accessible? If yes, then
➢ Can SOW be completed with small crew? If yes, then
➢ Is required PPE available? If yes, then
➢ Can SOW be completed with YCC exclusive workforce (if available)? If yes, then
➢ Should HistoriCorps consider this project in 2020? If yes, then project is scheduled.

HistoriCorps protocols will be subject to protocols under which various jurisdictions operate and adapted accordingly.

1. **Federal:** Can this project be conducted in accordance with the most recent federal /CDC guidelines? If yes,

2. **State:** Can this project be conducted in accordance with the guidelines/public health order issued by the state in which the project is located? I.e. Does the State have a quarantine order in effect for travelers coming into State? Project Manager to consult Official State Health Policies for project State to determine what, if any, restrictions are in place for travelers from outside of state 10 days prior to project start date. In States requiring quarantine of travelers, PM to contact State Health official by phone and email to seek waiver or exception if necessary, for our projects based on project location, federal partner, remote location, etc. PM to submit protocols as requested. Verification must be documented via email) If yes

3. **Local.** Will the project team be in violation of any regulations issued by the cities/county in which the project is located, e.g., county roads closed to all non-residents? (NOTE: PM to consult with Partner regarding updates from state and local health officials and go ahead to conduct project work. If local authorities have given the project go ahead then documentation from local officials is to be shared with HC). If no, then

4. **Forest.** Can HistoriCorps attest to the local Forest that the project will be conducted in conformance with the USDA Forest Service guidelines?

White House: [https://www.whitehouse.gov/openingamerica/](https://www.whitehouse.gov/openingamerica/)
SHistoriCorps recognizes that Covid19 conditions are continuously evolving in States/Regions/Counites. HistoriCorps

HistoriCorps reserves the right to cancel/postpone a project session or project based upon the most relevant and up-to-date information in communication with our partners. HC will work with partners to reschedule disrupted projects.

2. Project Location

HC will select projects where the risk of infection is minimal, and that the community is under minimal risk of infection by our traveling and working within. HC Project Managers will contact Partners 1 week prior to project start date to ensure that conditions at the project and camping site have not changed as to warrant project cancellation/postponement. The following criteria must be met:

1. Project partners and affiliates have given permission to engage our workforce on their property.
2. All restrictions for working in the project region been lifted (i.e. Stay at home orders etc. See above).
3. Infection rates are not rising in the county in which the project is located.
4. Local testing sites and/or medical facilities are available within 1 hr driving time.
5. Access to running water at project and camping site (not having to transport water from distance. Can include water buffalo with scheduled refills as necessary)
6. Project site(s) offer the spatial capacity to accommodate workforce with safe social/physical distancing measures.

**Job Site**
1. Have HC job site protocols been accepted by Partner?
2. No projects considered “back country”.
3. Job site must be drive up accessible for all vehicles. No “high clearance vehicle only” restrictions.
   a. Workforce must drive to jobsite in own vehicles – Only HC staff in HC truck
4. Proper required PPE is available for project task.

**Camping**
1. Have HC camp site protocols been accepted?
2. Camp site must be drive-up accessible for all vehicles. No “high clearance vehicle only” restrictions
Protocols

Once a project has been accepted, in order to maintain a safe and healthy work and camp environment the following protocols will be in place:

A. HistoriCorps Vehicle Sanitation Practices
   There will be daily wipe-down of vehicle seats, door handles, shifting levers, steering wheel, and keys with approved disinfectant wipes.

B. Campsite Protocols
   1. Volunteers certify to HC that they have read and understand these protocols prior to project start date.
   2. Updated Assumption of Risk Volunteer, Waiver of Liability and Indemnification Agreement to be signed by Volunteers prior to arrival.
   3. Workforce must drive to campsite in own vehicles- Only HC staff allowed in HC truck.
   4. Pre-session arrival time (punctual) for workforce communicated with an emphasis on safety. Upon arrival of workforce Field Staff to brief participants on campsite protocols.
   5. Review of COVID19 protocols for project.
   6. Protocols to be posted at front of cook tent for duration of project.
   7. Maintain social distancing in camp and wear mask if unable to maintain minimum distance of 6’.
   8. Cloth face mask, or appropriate mouth/nose covering, needs to be on person (available) to wear at all times in camp settings, but if physical distancing of 6’ is maintained then mask doesn’t have to be worn.
   9. Submit to temperature check and self-symptom review using most up-to-date CDC symptom list shown below upon arrival and before breakfast each morning of the session, not less than once a day
      a. According to the CDC, “People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19”
         i. Fever or chills
         ii. Cough
         iii. Shortness of breath or difficulty breathing
         iv. Fatigue
         v. Muscle or body aches
         vi. Headache
         vii. New loss of taste or smell
         viii. Sore throat

---

1 List from https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html up to date as of June 2, 2020 however it is subject to change by the CDC. Make sure to check for latest updates at time of project.
ix. Congestion or runny nose
x. Nausea or vomiting
xi. Diarrhea

NOTE: CDC site will be monitored, and list will be updated accordingly.

10. During session if Vol, Corps member, field staff show fever and/or symptoms:
   a. Follow precautions outlined in Project Scenario Flow Chart (see Attachment 1).

**Cook tent**

a. No one in cook tent between meals, except HC FS or Kitchen Helper.
b. Only Crew leader and Kitchen Helper or Project Supervisor (no more than 2 people total) allowed inside of tent during meal prep.
   i. Except during inclement weather, provided there is no alternative shelter.
c. Cloth face mask and gloves to be worn by cooks during meal prep.
d. When possible, keep both ends of tent open for air circulation.
e. No more than 2 vols in food line at a time when serving meals.
f. Air dry dishes in sunlight when possible, spread out to have max sunlight/surface area contact.
g. Sanitize all surfaces with 10% bleach solution after each meal.
   i. Field Staff to mix new bleach solution daily.
h. Hands free hand washing station set up and operable.
   i. To be used before meals, after restroom, before handling food, upon awaking in the AM, etc.

**C. Job Site Protocols**

1. Workforce must drive to jobsite in own vehicles – Only HC staff in HC truck.
2. Expand safety circles to ensure proper social distancing.
3. Establish sanitation stations on jobsite including hand washing and hand sanitizer (60% alcohol).
4. Staff and Workforce to have cloth face mask on person at all times. Face mask must be worn when project duties do not allow maintaining at least 6’ between participants and/or staff.
5. General PPE such as eye protection and hard hats to be worn while on job site.
6. Task specific PPE such as disposable gloves, N95 masks, Tyvek coveralls, ear protection shall be worn as required.
   a. Disposable PPE shall not be reused.
7. Snack Breaks/Lunch
   a. Break at will – not organized snack breaks.
   b. Crew Leader will provide snacks that many hands don’t have to touch.
   c. Maintain social distancing during breaks and lunch.
8. All staff/workforce must wash hands at sanitation stations before touching any food or food packaging or water container.

**Jobsite Daily Clean Up**
9. Minimize tool sharing.
   a. If tools must be shared and time/urgency does not allow for tool handle sanitization before passing a tool, wear gloves, no skin to skin contact between persons and tools.
   b. When time and proper planning allow, sanitize tool handles before sharing.
   c. Use non-bleach, approved sanitizer, spray, wait 30 seconds, wipe tools.
   d. All commonly shared tools such as tape measures, hammer, drivers, drills shall be sanitized at end of day with 10% bleach solution.
   e. Sanitize water containers, spigots and outside of snack box if they stay overnight at site.
10. Establish a physical barrier of no less than 10’ from work site to prohibit incidental contact between crew and non-HistoriCorps visitors to job site. For example, barrier can consist of bright yellow caution tape set around the worksite to restrict entry.
    a. Field Staff should courteously approach all visitors to our crews to inquire if the visitor is feeling well or has recently been exposed to an ill person. Visitors may include HC admin staff or Partner staff.
    b. To the fullest extent possible, interactions will be limited to one or two visitors.
    c. Visits should be scheduled.
    d. Face mask use during this visit will be required for temporary (<2 hours) visitors. This is not just to stop transmission of contagion, but as a visual and physical reminder not to touch face, etc.
11. Resupply or other public interface (grocery, gas, laundry). If necessary, the leader will interact with the public to shop, clean clothes, etc. while the remainder of the crew will remain isolated from public spaces. The person interacting with the general public will use their facemask during these encounters and hand sanitizer immediately afterwards.

**Additional Covid 19-related Best Practices**
1. All social distancing guidelines must be followed.
2. All staff, workforce must wear mask covering their nose and mouth when distancing of less than 6 feet is necessary or indoors. Masks may be temporarily removed when task necessitates removal, e.g., drinking and eating.

3. FS not to take on more project tasks than can be completed within 1-2 days (i.e. do not remove entire roof, replace in stages)

4. Prefer Vols to only work in states where they are residents (preference) or on projects within 4 hours.

5. Do not use public transportation to job site.

6. All participants bring their own camp chair.

7. Limit of 2 people in Wall Tent/kitchen.

8. As hard as it may be, NO handshakes or hugging.

9. Maximum of two people in HC trailer at any one time, maintaining 6’ distance or wear face mask.

10. Create a “parking lot” tool cache for everyday tools, e.g. 4’x8’ plywood with tools laid out to start and end each day. It is easier and more efficient to spray with 10% bleach solution.

11. Truck protocol.
   a. No non-HC personnel allowed in trucks. FS only and no more than 2 at a time.
   b. All trucks need to have sanitizer, disinfectant spray and hand washing station (portable jug of water & soap) at all times.

12. CL will check and ensure operability of handwashing and sanitizing stations daily. Post spray Lysol outside of portable toilet; spray contact surfaces after each use.

13. Temperatures: Vols/Corps members will take, record, and submit to HC their own temp before leaving home for project.

14. Daily temp checked and recorded at project starting Sun evening and the morning before each breakfast Mon-Fri.

15. Violation of protocols will require consultation with HC Project Manager; repeat violations will result in immediate removal of participant from project.

PARTNER RESOURCES
   USDA-FS Group D - Recreation and Economic Recovery2
   USDA-FS COVID-19 Rec Guidance - UPDATE 4 200501(eSign)

Attachment 1:  Project Scenario Flow Chart 200501
Project Scenario Flow Chart
What happens when ANYONE gets sick on a project site

Volunteer/Corps Member gets fever

- Corps member follow protocols established by YCC. Sick volunteer must immediate self-isolate and leave job site, recommend testing
- If medically unable to travel, follow WFA guidelines from medivac

Notify project manager immediately, PM to notify Partner or can direct PS to notify partner

Shutdown session, send all vols home, recommend testing/self isolation for 2 weeks
FS to disinfect all surfaces/tools/kitchen.
FS member to contact healthcare provider to determine need for testing. If recommended by healthcare provider, send FS for testing

- If negative, FS continue session work without volunteers. Recommend FS get second test if possible. Project continues on schedule as planned
- If either PS/CL test positive, remove both from project
  Replace with new PS and CL if available. Start next session as scheduled as soon as able
- If not available, PM will postpone next session or shut down project and reschedule in communication with partner
**PS or CL gets fever**

- **FS are considered family unit. Sick FS member to contact healthcare provider to determine need for testing**
- **If medically unable to travel, follow WFA guidelines from medivac**

Notify project manager immediately, PM to notify Partner or can direct PS to notify partner

- **Shutdown session, send all vols home, recommend testing/self isolation for 2 weeks**

If recommended by healthcare provider, send FS for testing

- **If either PS/CL test positive, remove both from project**
  Replace with new PS and CL if available. Start next session as scheduled or as soon as able
- **If negative, FS continue session work without volunteers. Recommend FS get second test if possible. Project continues on schedule as planned**