Criteria for Project Selection and
Protocols for Field Operations
2021 Project Season

Revised January 8, 2021

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.

These revised protocols have been updated to reflect the most recent guidance and information available from Federal/State/Local sources.

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 Principal 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 2021 season have been vetted against the criteria as follows:

- Is our project Partner on board for us to work on site? If yes, then:
- Do Federal/State/Local executive restrictions allow for our model to operate on the job/camp site? If yes, then:
- Is there access to water to allow for enhanced sanitization? If yes, then:
- Are front country jobsite and campsite drive up accessible? If no, can vehicles be shared (ie carpooling) for to increase access (see carpooling protocol)?
- Is required PPE available? If yes, then:
- Is a partner provided participant waiver available, Fed (301A) and non-fed (state by state waivers/WC insurance option)?
- Should HistoriCorps consider this project in 2021? If yes, then project is scheduled.

In the case of the following, a project may be canceled or postponed, within 14 days of scheduled project start date:

- the project is in a state/region seeing Covid-19 testing positivity rate greater than 10% according to most recent data provided by the CDC.
- executive restrictions in place will no longer allow us to complete project while operating within our model.

HistoriCorps protocols will be subject to executive orders/restrictions under which various jurisdictions operate and adapted accordingly.

1. Federal
   i. Can this project be conducted in accordance with current Federal guidelines or recommendations?

2. State
   i. Can this project be conducted in accordance with the guidelines and/or public health orders issued by the State in which the project is located?

*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 14 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*
3. **Local.**
   i. 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?

   *PM to consult with Partner regarding updates from local health officials and go ahead to conduct project work **14 days prior** to project start date. If local authorities have given the project go ahead then documentation from local officials is to be shared with HC.*

4. **Partner.**
   i. Can HistoriCorps attest that the project will be conducted in conformance with the partner’s own specific Covid-19 protocols (if any) that have been provided?

**Resources:**

- **Federal**
  - OSHA: [https://www.osha.gov/SLTC/covid-19/](https://www.osha.gov/SLTC/covid-19/)

- **Additional Resources**
  - Johns Hopkins University: [https://coronavirus.jhu.edu/region](https://coronavirus.jhu.edu/region)
  - County Example: Clear Creek County CO
    - [https://www.co.clear-creek.co.us/1173/COVID-19-Coronavirus](https://www.co.clear-creek.co.us/1173/COVID-19-Coronavirus)

- **USDA Forest Service**
  - USDA-FS Group D - Recreation and Economic Recovery2
    - [Recration’s Role in the Economic Recovery from the COVID-19 Pandemic](https://www.fs.usda.gov/)
  - USDA-FS COVID-19 Rec Guidance - UPDATE 4 200501(eSign)
    - Guidance for Use of NFS lands including Operation of Recreation Sites and Services

HistoriCorps recognizes that Covid-19 conditions are continuously evolving in States/Regions/Counties. 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**

HistoriCorps will select projects where the risk of infection is minimal, and the community is under minimal risk of infection by our traveling and working within. **HC Project Managers will contact Partners 14 days 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:

**Administrative Restrictions and Access**

1. Project partners and affiliates have given permission to engage our workforce on their property.
2. No Executive restrictions for traveling/working in the project region.
3. State 7-day positivity rate is less than or equal to 10% Covid 19 infection rates according to most recent data available from the CDC.
4. Local testing sites and/or medical facilities are available within **90 minute** driving time.

5. **Access to water at project** site and camping site (can include water buffalo with scheduled refills as necessary).

**Job Site**

1. HC job site protocols have been accepted by Partner

2. **Project site(s) offer the spatial capacity to accommodate workforce with safe social/physical distancing measures.**

3. Proper required PPE is available for project task.

**Camp site**

1. HC camp site protocols been accepted by Partner

2. **Camp site(s) offer the spatial capacity to accommodate workforce with safe social/physical distancing measures.**

If any of the above conditions cannot be met, then HistoriCorps reserves the right to postpone project in consultation with project partner. At any time, including up to and during the project, should changing Covid-19 conditions warrant, HistoriCorps may postpone work.
1. HistoriCorps Vehicle Sanitation and Use

1. Only HC staff will be allowed to travel in HC vehicle, except in cases of emergency, breakdown, or if project site is inaccessible for certain vehicles due to road conditions.
2. Workforce to use personal vehicles to drive to job site and camp site.
   a. When circumstances arise that necessitate volunteers to share a personal vehicle for transportation (i.e. carpooling), then all occupants of the vehicle must wear a mask while inside the vehicle, and if possible, ride with windows open to encourage fresh airflow.
3. At the end of each work day, wipe down vehicle seats, door handles, shifting levers, steering wheel, and keys with approved disinfectant wipes.

2. Campsite Protocols

1. Volunteers certify to HC that they have read, understand, and will abide by protocols.
2. Most recent 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
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 during 1st day of 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. Self-symptom review using most up-to-date CDC symptom list shown below upon arrival and not less than once a day through session and be willing to submit to temperature check as requested by HistoriCorps staff.
   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. The following are symptoms commonly associated with 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
      ix. Congestion or runny nose
      x. Nausea or vomiting
      xi. Diarrhea”
10. During session if participant or field staff show fever and/or symptoms:
   a. Follow precautions outlined in Project Scenario Flow Chart (see Attachment 1).

11. Participants will adhere to all local and/or state ordinances regarding visiting bars and/or restaurants. Participants and staff, including those who may be staying off site during the project, are strongly encouraged to limit exposure to crowded public areas during the project sessions.

3. Cook Tent Protocols
   1. No one in cook tent between meals, except HC FS or Kitchen Helper.
   2. Only Crew leader and Kitchen Helper or Project Supervisor (no more than 2 people total) allowed inside of tent during meal prep.
      a. Except during inclement weather, provided there is no alternative shelter.
   3. Cloth face mask and gloves to be worn by cooks during meal prep.
   4. When possible, keep both ends of tent open for air circulation.
   5. Folks to wear mask and/or remain 6’ apart while waiting in line for hand washing station and getting food.
   6. Air dry dishes in sunlight when possible, spread out to have max sunlight/surface area contact.
   7. Sanitize all surfaces with 10% bleach solution after each meal.
      a. Field Staff to mix new bleach solution daily
      b. Make accessible to all participants as needed
   8. Hands free hand washing station set up and operable
      a. To be used before and after meals, after restroom, before handling food, etc.
      b. During cold temperatures, add warm water to wash station to prevent freezing

*Diagram at Right: Recommended layout of tables and stove for cook tent. This arrangement reduces opportunities for more than two individuals to be in the tent at the same time.*
4. Job Site Protocols

1. Vehicle Use:
   a. Only HC staff will be allowed to travel in HC vehicle.
   b. Workforce to use personal vehicles to drive to job site and camp site.
   c. When circumstances arise that necessitate volunteers to share a personal vehicle for transportation (i.e. carpooling) during the project such as in case of emergency, breakdown, or project site is inaccessible for certain vehicles due to road conditions, then all occupants of the vehicle must wear a mask while inside the vehicle, and if possible, ride with windows open to encourage fresh airflow.

2. Ensure proper social distancing during jobsite activities, including safety circle.

3. Establish sanitation stations on jobsite including hand washing and hand sanitizer (60% alcohol).

4. Everyone on the jobsite 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.
   b. Workforce to provide own cloth masks and follow CDC guidance concerning mask cleaning and mask lifespan.

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. All staff/workforce must wash hands at sanitation stations before touching any food or food packaging or water container
   b. Encourage participants to take breaks as needed
   c. Bulk snacks, such as chips, cookies or pretzels, to be poured out and not reached in.
   d. Maintain social distancing during breaks and lunch.

5. Backcountry-Specific Protocols:

   Backcountry is defined as a project that requires a hike on foot of more than an hour to access the project and/or camp location.

1. Where water is not easily available on site, stress rinsing with minimal water and use of hand sanitizer

2. Participants exhibiting Covid symptoms will isolate on site. PS will coordinate with Project Manager and Partner to discuss next steps i.e. shutting down session and sending staff to testing.

3. If evacuation is required, treat situation as per Wilderness First Aid (WFA) procedures.

4. Refer to flow chart below for guidance
6. Jobsite Daily Clean Up

1. Minimize tool sharing
2. Clean water containers, spigots etc. daily.
3. 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 visitors. This is not just to stop transmission of contagion, but as a visual and physical reminder not to touch face, etc.

4. Resupply or other public interface (grocery, gas, laundry)
   a. 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.
   b. Encourage online shopping and pick up when available

7. Additional Covid 19-related Best Practices

1. Staff and workforce must wear mask covering their nose and mouth when distancing of less than 6 feet is necessary or indoors.
   a. Masks may be temporarily removed when task necessitates removal, e.g., drinking and eating.
2. Do 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)
3. HistoriCorps strongly encourages participants to only work in states where they are residents (preference) or on projects within 8 hours.
4. Do not use public transportation to job site.
5. All participants bring their own camp chair.
7. As hard as it may be, NO handshakes or hugging.
9. Create a “parking lot” tool cache for everyday tools, e.g. 4’x8’ plywood with tools laid out to start and end each day.
10. All HistoriCorps trucks to have hand sanitizer, disinfectant spray/wipes at all times.
11. CL will check and ensure operability of handwashing and sanitizing stations daily. Post disinfectant spray outside of portable toilet; spray contact surfaces after each use.
12. Self-symptom review using most up-to-date CDC symptom list shown below upon arrival and not less than once a day through session and be willing to submit to temperature check as requested by HistoriCorps staff.
13. Violation of protocols will require consultation with HC Project Manager; repeat violations will result in immediate removal of participant from project.
ATTACHMENT 1: PROJECT SCENARIO FLOW CHART

Volunteer /Corps Member Shows Covid-19 Symptoms

Corps members follow protocols established by YCC.

Volunteer showing symptoms must immediate self-isolate and leave job site, recommend testing.

*Backcountry- Sick participant will be escorted back to trailhead/vehicle. If cell contact is available then 1 staff member can escort. If cell reception is not available, then 2 (1 staff + 1 other) will escort.

If medically unable to travel, follow WFA guidelines for medevac.

Notify project manager (PM) immediately! PM to notify Partner or can direct PS to notify partner.

Staff to disinfect all surfaces/tools/kitchen.

Staff and workforce to continue project work as scheduled.

Any volunteers who would like to leave project can do so.

Staff and workforce to limit public exposure to only those public tasks required for project (i.e. groceries, supplies, gas, medical, etc.). Staff and/or workforce will not visit restaurants, bars, other entertainment venues, or any other non-essential public spaces.

Recommend staff and workforce get Covid-19 test as soon as able.

If both staff test negative, continue session work as scheduled. Any volunteer that test positive must remove themselves from project.

If either PS/CL test positive, remove both from project.

Session is postponed. Volunteers must leave project site.

Replace with new PS and CL if available. Start next session as scheduled or as soon as able.

If new staff are not available, PM will postpone next session or shut down project and reschedule in consultation with partner.
Field Staff (FS) Shows Covid-19 Symptoms

FS are considered family unit. Sick FS member self-isolate for 24 hrs and contact healthcare provider to determine need for testing. If medically unable to travel, follow WFA guidelines from medevac.

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

PM, in consultation with partner, will shut down project session. Volunteers leave job/camp site and encouraged to self-isolate for 10 days. Non-sick staff to disinfect all surfaces/tools/kitchen.

Non-sick staff to limit exposure outside of camp and/or job site to only those public tasks required for project (i.e., groceries, supplies, gas, medical, etc.). Staff will not visit restaurants, bars, other entertainment venues, or any other non-essential public spaces.

If recommended by healthcare provider, both FS to get Covid-19 test.

If either FS 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 both FS test negative, continue session work without volunteers. Recommend FS get second test if possible. Project continues on schedule.

If not available, PM will postpone next session or shut down project and reschedule in communication with partner.