



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

**Version 1.3
April 13, 2021
Revised from January 12, 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 third-party organizations such as Youth Conservation Corps.
- Participants refers to everyone.

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:
- Have HC Protocols (below) for workforce on project been accepted by partner? 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)?
 - If yes, then:
- 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/Tribal
 - i. Can this project be conducted in accordance with current Federal/Tribal 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/Tribal
 - The White House: <https://www.coronavirus.gov/>
 - CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
 - OSHA: <https://www.osha.gov/SLTC/covid-19/>
 - Navajo Nation: <https://www.ndoh.navajo-nsn.gov/covid-19>
- Additional Resources
 - Johns Hopkins University: <https://coronavirus.jhu.edu/region>
 - County Example: Clear Creek County CO
 - <https://www.co.clear-creek.co.us/1173/COVID-19-Coronavirus>
- USDA Forest Service
 - USDA-FS Group D - Recreation and Economic Recovery2
 - Recreation's Role in the Economic Recovery from the COVID-19 Pandemic
 - 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.

PROTOCOLS

HistoriCorps Covid-19 protocols are required on all projects, site visits, or sponsored events such as Field Staff Training. Violation of protocols will require consultation with HC Project Manager; repeat violations will result in removal of participant from project.

NOTE- The following reflects interim public health recommendations for fully vaccinated people released March 8, 2021 and updated April 2, 2021. Due to the ongoing nature and safety guidelines associated with the COVID-19 pandemic, HistoriCorps may revise to comply with evolving CDC standards as needed throughout the 2021 field season. With the increasing number of workforce and staff receiving the Covid-19 vaccination, allowances can be made in some circumstances:

1. If all participants are fully vaccinated¹ and have provided proof of vaccination², participants may forego masks or 6' social distance in a private setting.³
2. If all participants are fully vaccinated except for one household⁴ of unvaccinated participant(s) who are not at risk of severe illness⁵, participants may forego masks or 6' social distance in a private setting.
3. If the project session includes multiple households of unvaccinated participants, all participants must wear masks and practice 6' social distancing. HistoriCorps Covid-19 protocols below must be in effect.

*Any participants who are not vaccinated must wear a mask when indoors even with fully vaccinated people, or when they are unable to remain more than 6' apart.

*All participants and visitors, including those fully vaccinated, must keep a cloth face mask on their person (available to wear) at all times.

If Tribal, State, or Local orders are more restrictive concerning vaccinated people, then HistoriCorps will follow those orders.

General Protocols

1. Communication:
 - a. Volunteers will sign the most recent *Assumption of Risk, Volunteer Waiver of Liability and Indemnification Agreement* prior to arrival.

¹ People are considered fully vaccinated 2 weeks after their second dose in a 2-dose series (such as the Pfizer or Moderna), or 2 weeks after a single-dose vaccine (such as Johnson & Johnson).

² A completed "CDC Covid-19 Vaccination Record Card" is the only accepted proof of vaccination. Workforce and visitors must provide proof of vaccination to Field Staff upon their arrival to the project.

³ Vaccinated people can "visit inside a home or private setting" without masks. A HistoriCorps camp/job site can be considered a private setting if the area can be cordoned off or secured using barriers or caution tape to reduce encounters with visitors to the site who may or may not be vaccinated.

⁴ A "household" is an individual or a group of people who live together.

⁵ Visit <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> to determine who is considered at risk for severe illness.

- b. Field Staff will brief workforce on campsite protocols as they arrive.
 - c. Review all COVID-19 protocols again during 1st day of each session.
 - d. Post protocols in a prominent location for the duration of each project.
2. Masks:
 - a. All participants and visitors must wear a mask when unable to maintain a minimum distance of 6’.
 - b. Masks may be temporarily removed for drinking and eating.
3. Health Screening:
 - a. Workforce will submit to temperature check if requested by Field Staff.
 - b. Participants will complete a self-symptom review using most up-to-date CDC symptom list shown below upon arrival and at least once each day.
 - i. 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. “
 - ii. The following are symptoms commonly associated with Covid-19: **fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.**
 - c. If any participant shows fever and/or symptoms of Covid-19, Field Staff will follow precautions outlined in the Project Scenario Flow Chart (Attachment 1).
4. Visitors:
 - a. Interactions should be limited to one or two visitors at a time.
 - b. Visits should be scheduled.
 - c. Visitors must wear face masks and maintain 6’ of distance.
5. Public Interaction:
 - a. Participants must adhere to local and/or state ordinances in public spaces.
 - b. Participants are strongly encouraged to limit exposure to crowded public areas before and during the project.
 - c. Participants are encouraged to follow the most up to date CDC guidelines for domestic travel which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
 - d. Field Staff are strongly encouraged to use online shopping and pick up when available.
6. Hygiene:
 - a. Field Staff will mix a new 10% bleach solution daily and make it accessible to all participants as needed. Participants will treat high-touch surfaces with 10% bleach solution daily.
 - b. Field Staff will maintain a hands-free hand washing station in camp and on the job site and will provide soap and hand sanitizer. Participants will wash hands frequently and thoroughly, especially before and after meals and after using a restroom.

Cook Tent Protocols

1. Set up:
 - a. When possible, both ends of tent should be open for air circulation.
 - b. Field Staff are strongly encouraged to use tables as barriers.
2. Access:
 - a. Only Field Staff and a volunteer Kitchen Helper may access the cook tent.
 - b. No more than two people will access the cook tent at the same time (except during inclement weather, provided there is no alternative shelter).
 - c. Field Staff and a volunteer Kitchen Helper will wear a cloth face mask and gloves during meal prep.
3. Hygiene:
 - a. Minimize utensil sharing during food service and prep.
 - b. Routinely sanitize high-touch surfaces with 10% bleach solution (tables, stove knobs, cooler lids, spigot handles, etc.).
 - c. When possible, air dry dishes and spread them out to maximize exposure to sunlight.

Job Site Protocols

1. Set up:
 - a. Establish a physical barrier at least 10' from the work site to prohibit incidental contact with visitors (e.g., bright yellow caution tape).
 - b. Establish a "parking lot" cache for hand tools, e.g., plywood or a tarp. This is in order to organize tools needed for task and sanitize tools at end of the work period.
2. Access:
 - a. Field Staff are strongly encouraged to avoid undertaking more project tasks than can be completed within 1-2 days (in case of an outbreak)
 - b. No more than two people will access the trailer at the same time.
3. Hygiene:
 - a. Minimize tool sharing. When in doubt, sanitize tools with 10% bleach solution.
 - b. Do not reuse disposable PPE. Do not share personal PPE.
 - c. Routinely sanitize high-touch surfaces with 10% bleach solution (tool handles, door knobs, banister, water spigots, snack box lid, etc.).

Vehicle Protocols

1. Access:
 - a. Only HistoriCorps staff will use HistoriCorps vehicles (except in cases of emergency, breakdown, or if project site is inaccessible for certain vehicles due to road conditions).

- b. Volunteers will use personal vehicles and avoid carpooling (except in cases of emergency, breakdown, or if project site is inaccessible for certain vehicles due to road conditions).
 - c. When circumstances arise that necessitate carpooling, all occupants must wear a mask, and if possible, ride with windows open to encourage fresh airflow.
2. Hygiene:
- a. At the end of each workday, participants will sanitize high-touch surfaces (door handles, shifting levers, steering wheel, and keys) with a 10% bleach solution.

Backcountry 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. Field Staff must have a charged satellite phone and know how to use it.
2. If any participant exhibits Covid symptoms, they will isolate on site. Project Supervisor will coordinate with Project Manager and Partner to discuss next steps (e.g., Field Staff testing, stopping work, possibly postponing the project).
3. If evacuation is required, follow Wilderness First Aid (WFA) procedures.

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.



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.