



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

**Version 1.5
Updated July 1, 2021
Revised from May 24, 2021
Revised from 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 protocols are subject to change to a more, or less, restrictive level, without notice. Updates will be posted on HistoriCorps' website.

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

Project Selection

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:
- If requested, have HC Protocols (below) for workforce on project been accepted by partner? If yes, then:
- Should HistoriCorps consider this project in 2021? If yes, then project is scheduled.

1.a. 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.

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.

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, in communication with partners will monitor local and statewide Covid statistics and trends prior to project start date to ensure that conditions at the project and camping site have not changed as to warrant project cancellation/postponement. **(Refer to 1.a.)** 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 or State Health Offices.

Job Site

- 1. HC job site protocols have been accepted by Partner (if requested)
- 2. Proper required PPE is available for project task.

Camp site

- 1. HC camp site protocols been accepted by Partner (if requested)

If all of the above conditions have been met, then HistoriCorps will adopt the GENERAL COVID PROTOCOLS listed below.

If the above conditions cannot be met, then HistoriCorps reserves the right to implement ENHANCED COVID PROTOCOLS. At any time, including up to and during the project, should changing Covid-19 conditions warrant, HistoriCorps may postpone work in consultation with partner(s).

GENERAL COVID PROTOCOLS

Mask and Social Distancing:

- 1. HistoriCorps encourages all participants and staff to receive a Covid-19 vaccine where available.
- 2. Any participant who wishes to wear a mask while participating on a HistoriCorps project can do so.
- 3. We strongly recommend that participants and staff who are not fully vaccinated continue to wear a mask when indoors or working closer than six feet from others.
- 4. Though participants/staff are not required to wear mask or maintain social distancing while on a HistoriCorps project, all participants/staff/visitors, including those fully vaccinated, must keep a cloth face mask on their person (available to wear) at all times and must wear masks when/if requested by Partners, including Youth Corps and Partner Agency Staff.
- 5. When partner, such as Youth Corps, onsite protocols are more restrictive, HistoriCorps will adhere to partner’s protocols in order to be in compliance.
- 6. Participants/Staff must adhere to local and/or state ordinances in public spaces.

Participant Health

- 7. Participants/Staff will monitor their personal health daily. If symptoms such as **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/or diarrhea** are experienced then participant shall notify staff. Participant should seek out a locally available Covid test and report results back to HC Staff. If positive, follow steps described in flow chart Attachment 1.

ENHANCED COVID PROTOCOLS

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

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.

Masks:

The following protocols reflect interim public health recommendations for fully vaccinated people [released May 13, 2021](#) that states that “fully vaccinated people can resume activities without wearing masks or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules and regulations, including local business and workplace guidance.”

- All participants and staff are strongly encouraged to be fully vaccinated.
 - According to the CDC, “For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen.”
- Participants and staff who are fully vaccinated may refrain from wearing a mask or social distancing while on HistoriCorps projects.
- Proof of vaccination must be provided to HC Field Staff in order to forego mask-wearing or distancing. Those who decline to show proof of vaccination will be required to adhere to protocols for unvaccinated participants.
- Participants and staff who are not fully vaccinated must continue to wear a mask when indoors or working closer than six feet from others, but may remove their mask when outdoors and further than six feet from others, or while eating/drinking
- All participants and visitors, including those fully vaccinated, must keep a cloth face mask on their person (available to wear) at all times.

General Protocols

1. Communication:
 - a. Field Staff will brief workforce on campsite protocols as they arrive.
 - b. Review all COVID-19 protocols again during 1st day of each session.
 - c. Post protocols in a prominent location for the duration of each project.
2. Masks:
 - a. See above for mask guidance.
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 who are unvaccinated 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. If unvaccinated, 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. Do not reuse disposable PPE. Do not share personal PPE.
 - b. 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. When circumstances arise that necessitate carpooling, all unvaccinated occupants must wear a mask, and if possible, ride with windows open to encourage fresh airflow.

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 immediately 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 Field Staff get Covid test when able.



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

If **either** PS/CL test **positive**

Staff will follow medical recommendations provided by healthcare provider. Notify PM who will coordinate with Partner to determine next steps.

Field Staff (FS) Shows Covid-19 Symptoms

Sick Field Staff member to contact healthcare provider to determine need for testing. If testing is recommended, sick FS member will follow recommendations provided by medical facility. 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.



If Field Staff member receives a positive Covid test result, Project Manager, in consultation with Admin Team, Field Staff, and Partner, may determine to end 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 **either** FS test positive:

Notify partner(s) and participants before start of next session. If it is determined that project can continue replace with new PS **and/or** CL if available. Start next session as scheduled or as soon as able.

If determined that it cannot continue, or new Field Staff are not available, PM or partner may postpone next session or shut down project and reschedule.

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