



# HistoriCorps COVID-19 Protocols for Field Operations

Version 2.0  
Updated August 9, 2022

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## PREFACE

HistoriCorps has developed the following protocols through extensive research and outreach, including guidance from the department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), service corps organizations, 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. The protocols have been revised periodically to reflect the most recent guidance. The protocols continue to be subject to change without notice. Updates will be posted on HistoriCorps' website.

### Definitions:

- *Field Staff* refers to non-administrative paid employees of HistoriCorps, such as those in the roles of Project Supervisor (PS), Crew Leader (CL), and Principal Investigator (PI).
- *Admin Staff* refers to administrative paid employees of HistoriCorps, such as those in the roles of Executive Director, Workforce Manager, Project Manager, and Operations Manager.
- *Workforce* refers to project participants such as volunteers, Youth Conservation Corps, or Job Corps.
- *Participants* refers to everyone.

**HistoriCorps will implement GENERAL COVID-19 PROTOCOLS on projects that meet the conditions above. HistoriCorps reserves the right to implement ENHANCED COVID-19 PROTOCOLS at any time, typically when conditions on the project warrant additional precautions.**

# PROJECT CRITERIA

HistoriCorps Project Managers, in communication with partners, will monitor local and statewide COVID-19 statistics and trends before each project to ensure that conditions at the project site, campsite, and local medical facilities have not changed as to warrant project cancellation or postponement. The following criteria must be met:

- No executive restrictions for traveling/working in the project region.
- HistoriCorps COVID-19 Protocols are accepted by Partner (if so requested).

**HistoriCorps may postpone work at any time, including up to and during the project, and always in consultation with project partners.** HC will work with partners to reschedule disrupted projects. **A project may be canceled or postponed if:**

1. Executive restrictions will not allow us to complete the project while operating within our model.
2. Partner requests to postpone based on local metrics such as hospital capacity, infection positivity rate, or any other relevant factor.

## GENERAL PROTOCOLS

### Mask and Social Distancing

1. Participants may refrain from wearing a mask or social distancing while on HistoriCorps projects unless they:
  - a. are in a high-risk area
  - b. have a weakened immune system, or
  - c. are awaiting testing and/or test results after a possible exposure to someone who has tested positive for COVID-19 (Attachment 1, Chart 2).
2. When a project partner's onsite protocols are more restrictive, HistoriCorps will adhere to the partner's protocols (e.g., hosting agency or Youth Conservation Corps).
3. Participants must adhere to local and/or state ordinances in public spaces.
4. Any participant who wishes to wear a mask may do so.

### Participant Health

1. According to the CDC, COVID-19 symptoms include **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**. People with COVID-19 have a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure.
2. Participants will not arrive at a project if they have COVID-19 symptoms.
3. Participants will monitor their health daily and screen for COVID-19 symptoms.
4. Participants will submit to temperature check(s) if requested by Field Staff.
5. Symptomatic participants must immediately notify Field Staff, leave the project, quarantine, get a COVID-19 test, and report their results to HC Staff. (Attachment 1, Chart 1)

# ENHANCED PROTOCOLS

The following ENHANCED protocols are in addition to the GENERAL protocols above. HistoriCorps may implement ENHANCED COVID-19 Protocols on projects, site visits, or sponsored events such as Field Staff Training. The decision will be made in consultation with partners, Field Staff, and Admin Staff. Participants who violate the protocols must consult with a Project Manager; repeat violations will result in removal from a project.

HistoriCorps may revise these Protocols at any time to comply with evolving CDC guidance. HistoriCorps strongly encourages all participants to be fully vaccinated, including available booster shots.

1. According to the CDC, people are fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or a single-dose vaccine (Johnson & Johnson).
    - a. Youth Conservation Corps members and Job Corps students must adhere to vaccination protocols established by their employer.
  2. As of August 9, 2022, unvaccinated Field Staff members must:
    - a. Wear a mask when 6' social distance cannot be maintained in indoor environments and while working [high risk areas](#). This applies during work hours and during time off to reduce the risks of exposure.
    - b. Provide COVID-19 test results when requested by HistoriCorps management.
1. Communication
    1. Field Staff will brief the Workforce on COVID-19 protocols as they arrive and again during the 1<sup>st</sup> Safety Circle of each work session.
    2. Field Staff will post laminated COVID-19 protocols signs in prominent locations for the duration of the project.

## Visitors

1. Interactions should be limited to one or two visitors at a time.
2. Visits should be scheduled.
3. Unvaccinated visitors must wear face masks and maintain 6' of distance.

## Public Interaction

1. Limit exposure to crowded public areas before and during each project.
2. Use online shopping and curbside pick-up when available.

## Sanitation

1. Mix a new 10% bleach solution daily and make it accessible to all participants as needed.
2. Treat high-touch surfaces with 10% bleach solution daily.

## **Cook Tent Protocols**

1. Set up:
  - a. When possible, both ends of the tent should be open for air circulation.
  - b. Field Staff members are strongly encouraged to use tables as barriers.
2. Access:
  - a. Only Field Staff members and a Kitchen Helper may access the cook tent.
  - b. Field Staff members and a Kitchen Helper will wear a cloth face mask and gloves during meal prep.
  - c. No more than two people will access the cook tent at the same time (except during inclement weather, provided there is no alternative shelter). Masks must be worn if there are more than two people in the tent at the same time.
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 to maximize exposure to sunlight.

## **Job Site Protocols**

1. Set up
  - a. Establish a physical barrier (e.g., caution tape) at least 10' from the work site to prohibit incidental contact with visitors.
  - b. Establish a "parking lot" cache for hand tools (e.g., plywood or a tarp) to organize tools and prevent contact inside the trailer.
2. Access
  - a. Avoid undertaking more 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. Masks must be worn if there are more than two people in 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, doorknobs, 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 the project site is inaccessible for certain vehicles due to road conditions).
  - b. Participants will avoid carpooling.
    - c. Masks must be worn if there are more than two people in a vehicle at the same time. If possible, ride with windows open to encourage airflow.

d.

## 1. Volunteers Test Positive or Show Symptoms of COVID-19

A Volunteer who **tests positive** for COVID-19 or is **symptomatic** must:

1. Notify Field Staff and leave the project site as soon as possible.
2. Quarantine in an isolated camp site away from other staff and participants site
3. Report subsequent COVID-19 test results to HistoriCorps Workforce Manager to help with contact tracing. According to the CDC, symptomatic people should get tested as soon as possible. Repeat testing may also be part of a quarantine process.

A Volunteer who tested positive or was symptomatic may resume work on a HistoriCorps project when they complete their quarantine or have a negative COVID-19 test.

Remaining Field Staff and Volunteers must follow protocols for **exposure** (Chart 2).

## 2. Participants are Exposed to COVID-19

A Participant (Field Staff or Volunteer) who has been **exposed** to COVID-19 may remain on the project if they do not have symptoms of COVID-19; however, they must:

1. Wear a mask indoors in public for 10 days or until their test result is negative.
2. Get tested for COVID-19 within 3-5 days of their last known exposure.
3. Report their test results to HistoriCorps WM to help with contact tracing.
4. Take steps if they test positive or develop symptoms of COVID-19 (Chart 1 for Volunteers and Chart 3 for Field Staff).

Work will continue as planned; however, **Enhanced Protocols** will be in effect for 10 days or until all exposed Participants have negative COVID-19 test results.

### 3. Field Staff Test Positive or Show Symptoms of COVID-19

A Field Staff member who **tests positive** for COVID-19 or is **symptomatic** may not remain on the project. Other Participants must follow protocols for **exposure** (Chart 2).

The Field Staff member must:

1. Notify Project Manager and leave the project site as soon as possible.
2. Quarantine in an isolated camp site away from staff and participants.
3. Follow the course below:

Field Staff member who **tests positive** for COVID-19 must:

1. Follow quarantine instructions provided by the medical facility that administered their test.
2. Report their progress to PM.

Field Staff member who is **symptomatic** must:

1. Immediately get tested for COVID-19.
2. Remain quarantined while recovering and waiting for their test results.
3. Report their test results to WM to help with contact tracing.
4. Report their progress to PM.

Work *might* continue. A decision to stop work or proceed is made by PM and Field Staff:

If the **Crew Leader** is positive/symptomatic:

1. PM to consult with PS and CL (if able).
2. Determine if work can continue with PS filling in as CL, possibly engaging a volunteer as Kitchen Helper.
3. If CL replacement is needed and unavailable, sessions will be postponed and rescheduled.

If **both** PS and CL are positive/symptomatic:

1. Current session is postponed.
2. If PS and/or CL replacements are needed and unavailable, sessions will be postponed and rescheduled.

If the **Project Supervisor** is positive/symptomatic:

1. PM to consult with PS (if able) and CL.
2. Determine if work can continue with CL filling in as PS, possibly engaging a volunteer as Kitchen Helper.
3. If PS or CL replacement is needed and unavailable, sessions will be postponed and rescheduled.

### Communication Guidelines

1. If COVID-19 cases impact a project, the Project Manager (PM) is the primary channel of communication throughout the COVID-19 incident response.
2. Project Supervisor (PS), or designated person, will notify the PM of a COVID-19 incident within 24 hours. Report names, symptoms, and a brief timeline of events. Keep PM informed of steps taken, new symptoms, test results, etc. throughout COVID-19 incident response.
3. Director of Workforce Engagement (DW) and/or Workforce Manager (WM) will receive volunteers test results to help with contact tracing. PM and DW/WM will work together to inform Field Staff and volunteers of possible COVID-19 exposures.
4. PM, or designated person, will consult with project partners to ensure that the COVID-19 incident response meets partner protocols.
5. PM, or designated person, will complete an Incident Report.

### Notes

1. According to the CDC, **exposure** means being in close contact with a person who had symptoms or who tested positive for COVID-19. Close contact means being within 6 feet for a cumulative total of 15 minutes over 24-hours.
2. HistoriCorps Field Staff and Volunteers may need to **repeat** the exposure protocols (Chart 2) before the incident is resolved and all remaining participants have negative COVID-19 test results.
3. HistoriCorps will pay for COVID-19 tests for Field Staff members who are exposed to COVID-19 during HistoriCorps projects. Rapid tests and PCR tests are both acceptable.
4. On **backcountry** projects a sick participant will be escorted back to trailhead/vehicle. If phone or radio contact is available then 1 staff member can escort. If not, then 2 people (1 staff + 1 other) will escort. If medically unable to travel, follow WFA guidelines for medevac.
5. **Youth Conservation Corps** members should follow their organization's protocols or HistoriCorps' protocols, whichever are more restrictive.