

Five Valley Land Trust COVID-19 Phase II Protocol

During the time of COVID-19 Phase II social distancing directives, Five Valleys Land Trust has recommended all staff to work remotely and focus work on core, organizational priorities. Staff and contractors can continue working assuming the following protocols are met.

General Procedures

1. CDC and general health guidelines must be followed. This includes: frequently washing hands, social distancing, covering one's face with a tissue or elbow when coughing or sneezing, using either a mask, bandana, or other face covering if within six feet of other people, etc.
2. If an employee is exhibiting symptoms defined by the CDC they must stay home.
3. Employees shall maintain a six-foot distance from all other employees, contractors, landowners, and community partners whenever possible. When not possible employees must wear a mask or other face covering.
4. Employees are encouraged to work from home, but are able to work in the office if proper protocols are followed.
5. When at the office windows are to be propped open to allow air flow into the room.
6. Bottles of hand sanitizer and/or soap will be easily available for use at the front desk, in each bathroom, and by the kitchen sink.
7. Commonly touched surfaces in the office and vehicles will be wiped down and disinfected at the end of each use by the employee in question.
8. Communication between employees will be completed virtually or by cell phone as much as possible.
9. All staff check-ins will be completed virtually.
10. When working in the field, staff will travel with hand sanitizer, disinfectant, gloves, and garbage bags. Used gloves and garbage bags will be disposed of upon return to the office.
11. Vehicles can be shared to transport employees under Phase II. However, all people in the vehicle must wear face coverings. The interior of vehicles shall be wiped down throughout the day.
12. If fueling is necessary dispensing nozzles shall be sprayed with disinfecting solution before use and/or employees will use gloves to eliminate contact with skin. Gloves need to be removed and disposed of immediately after use and not reused.
13. Employees are encouraged to ask questions and/or raise concerns about workplace safety with their superior or the Operations Manager.

In the Field Procedures

1. No physical contact with the general public, including contractors, is permitted while in the field. Employees must maintain a six-foot distance when possible.

2. Activities that require groups must be limited to no more than ten people if physical distancing cannot be maintained, and/or reasonably expected to be maintained. For these close-quarter activities, face coverings must be worn.
3. Group activities up to 50 are permitted on the condition that all participants can, and will, maintain six feet of distance at all times.
4. Tools used in the field shall be sanitized after each day of use with disinfecting solution, including work gloves.
5. Appropriate PPE must be available. PPE is not to be shared by employees. Gloves are to be removed and disposed of properly followed immediately by the use of hand sanitizer or soap and water.
6. Do not use a common water cooler. Only personal water bottles are to be used.
7. Failure to follow these procedures, be either Five Valleys' staff or contractors employed by Five Valleys, may result in temporary or permanent suspension of work.

Additional Guidelines

1. Employees who are experiencing symptoms of acute respiratory illness must not come to work. If symptoms include fever, cough, and a shortness of breath, it is recommended that the employee contact one of the Focused Screening Centers for advice on next steps.
2. Employees should clean hands frequently using soap and water for at least 20 seconds. If soap and water are unavailable, an alcohol-based hand sanitizer that contains at least 60-95% alcohol should be used. Hands should be cleaned after having been in a public place, after blowing your nose, coughing, or sneezing, and after using the restroom. Consider washing your hands immediately upon entering the building especially if you have been in a public place.
3. Employees must practice good respiratory etiquette by covering their noses and mouths with a tissue when coughing or sneezing (or an elbow if no tissue is available).
4. Employees should avoid touching their faces, noses, and eyes as much as possible.

While the behavior of the virus on clothing is still unclear, the CDC recommends the following for the care and laundering of clothing, towels, linens, and other items in environments where persons under investigation or persons with confirmed COVID-19 reside. Employees should use these measures as they see fit for their individual circumstances.

1. **Wear disposable gloves.**
2. **Wash hands with soap and water** as soon as you remove the gloves.
3. **Do not shake** dirty laundry.
4. Launder items according to the manufacturer's instructions. **Use the warmest appropriate water setting** and dry items completely.
5. Dirty laundry from a sick person **can be washed with other people's items.**

6. Clean and **disinfect clothes hampers** according to the guidance for other surfaces.