

## Washington Department of Natural Resources (DNR)

### Enhanced safety protocols for volunteers to prevent the spread of COVID-19

*The COVID-19 situation is rapidly developing and changes frequently. Therefore, this document will be updated as needed. The document is current as of **July 1, 2020**.*

*At this time, volunteer activities will only resume in counties that are in either [Phase 2 or 3](#) of Governor Inslee's [Safe Start](#) reopening plan. **DNR highly encourages Washingtonians to volunteer and recreate close to home.***

The following guidance provides recommendations and expectations for volunteers and staff so that they can reduce their exposure to COVID-19 and is intended to be used in addition to any typical safety requirements, including PPE requirements, for volunteer tasks. The information below was compiled using resources from the DNR COVID response team, Washington State Labor and Industries, and input from DNR staff.

#### **Who is this document for?**

The information provided in this document is intended as guidance for volunteers who will be directly supporting the work of DNR recreation and natural areas programs and staff individually, or within small groups. This document contains no guidance for group volunteer events that are facilitated by a partner organization. Please contact the DNR regional staff in your area to discuss procedures for partner-led events.

Duties performed by these volunteers include, but are not limited to:

- Trail Maintenance, including brushing, tread repair, and drainage
- Opening and closing gates to state lands
- Campground Hosts
- Forest Watch
- Collecting rare plant and/or ecological data
- Performing weed control duties
- Performing plant or wildlife surveys

#### **Group Size**

Allowable group size for volunteer activity is determined by the reopening phase of the respective county:

- In Phase 2 counties, groups may not exceed 6 individuals (one leader and five volunteers).

- In Phase 3 counties, groups may not exceed 11 individuals (one leader and ten volunteers) except with the express consent of regional staff.

### **Communication with DNR Staff**

Volunteers should be in contact either by phone or email with their DNR staff contact in advance of performing any volunteer activity. Correspondence should include:

- Date and time
- Location
- Type of work to be performed
- Others in group, if any
- Confirmation that volunteers have appropriate PPE (below)

The DNR region will evaluate the volunteer activity proposed, and at its discretion will approve or disapprove.

### **Assumption of Risk**

All volunteers should sign and submit to their DNR staff contact the updated Assumption of Risk Registration Form that as of 05/05/2020 contains language about COVID-19 spread. This should be submitted in advance of performing any volunteer work on the landscape with permission from DNR regional staff, and is required for hours to count toward an earned Discover Pass.

### **General safety guidelines while performing tasks**

In addition to the safety measures expected of volunteers when performing a specific task, the following additional safety guidelines should be followed:

**Keep hands clean** – wash hands with soap and water as often as possible. When soap and water are unavailable, volunteers should carry hand sanitizer with at least 60% alcohol to clean hands before and after eating, before and after touching their mouth, nose, or eyes, and after using the bathroom.

**Maintain safe distance** – Maintain distance of 6 feet at all times from other volunteers who are not part of your household or recreationalists. Volunteers should post signs near work sites to announce their presence to the public, and volunteers should move safely away from a work site to allow trail users to pass.

**No tool or equipment sharing** – Volunteers should not share tools or other equipment while volunteering on DNR land. If volunteers are using DNR tools and equipment, they should sanitize and disinfect all tools at the conclusion of their volunteer activities.

**Carry appropriate PPE** – in addition to general PPE for outdoor work such as leather gloves, hard hat, and closed-toe shoes, volunteers are expected to keep COVID-specific PPE, including cloth facemasks (non-N95), non-fabric disposable gloves, eye protection, hand sanitizer and a receptacle, such as a garbage bag to store disposable PPE, with them at all times. These may not be needed, but should be available in the event that 6ft of distance cannot be maintained.

**Do not volunteer when you feel sick** – regardless of symptoms, volunteers should not perform any duties if they feel ill, and should conclude volunteer work as soon as possible should they start to feel sick while volunteering. Please do a self-assessment using the questions below:

Do you have any of the following:

- A fever (100.4°F or higher), or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches (myalgia) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Have you had close contact within the last 14-days, with someone who is currently sick with confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 minutes per CDC Guidelines)

If you can answer yes to any question, please stay home and volunteer another day.

### **Required and recommended PPE to prevent the spread of COVID-19**

**As of June 30, 2020, all DNR employees and volunteers are required to wear a facial covering at all times unless they are working alone, even if they are able to maintain 6ft of distance.** Volunteers are also required to have the following items available for use:

- Hand Sanitizer
- Cloth (non-N95) mask or face covering (must completely cover nose and mouth)
- Disposable non-fabric gloves
- Eye protection

Volunteers are required to follow state and local laws regarding facial coverings. As of June 26, 2020 and until rescinded, Washington State Secretary of Health Order 20-03 requires facial coverings in both indoor and outdoor public spaces, with the exception of those noted as exempt in the Order.

Volunteers are expected to be able to maintain at least 6ft of distance from users and visitors to DNR lands, as well as other volunteers who do not live in the same household. In the event that social distancing cannot be maintained for the majority of a volunteer experience, volunteers should inform their DNR staff contact so appropriate action can be taken.

The following PPE is required for when social distancing cannot be maintained over an extended period of time. Volunteers are expected to provide their own PPE.

- Hard Plastic Wrap around Safety Face Shield (requires regular disinfecting) or N95 Respirators “Masks” and safety glasses shall be considered as an alternative to these face shields.
- Disposable non-fabric gloves
- Have access to disinfectant products (wipes or an alternative disinfectant and disposable paper product) to clean surfaces that may be contaminated. A list of 4 products that are EPA-approved for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-useagainst-sars-cov-2>
  - Regardless of the disinfectant used, the manufacturer’s instructions for concentration, application, method and contact time, etc. must be followed. Before and at the end of your shift, clean all surfaces with the disinfectant. In addition, it is recommended that shared surfaces are cleaned periodically throughout the day.

In addition to the above PPE, volunteers should have the ability to properly clean their hands. This can be accomplished by either (1) washing hands with soap for at least 20 seconds; or (2) using an alcohol based hand sanitizer that is at least 60% alcohol. The preferred method for cleaning hands is soap and water for at least 20 seconds.

### **Discover Passes and Tracking Volunteer Hours**

DNR staff and/or the group leaders for volunteer activities on DNR lands must keep attendance logs for all volunteer activity for a minimum of 30 days.

In referencing Discover Pass vouchers for volunteers, the DNR Volunteer Manual states: “These vouchers may be given to interested volunteers when they participate on preapproved, eligible volunteer projects (see Eligibility Criteria). Volunteer vouchers may only be issued to people who are volunteering on eligible projects and who are NOT receiving any other form of compensation. (e.g. members of partner organizations that are being compensated by DNR for hosting the work party, and who are leading a work party as part of their jobs, should NOT be issuing these vouchers to themselves.)” Eligible projects included are:

- Trail maintenance and development tasks such as building, brushing, tread repair, drainage structures, rocking, sign installation
- Facility/Site maintenance tasks such as maintenance and repair of shelters, tables, signs, ADA structures, corrals, fencing
- Forest watch patrols for public education, outreach, and monitoring.
- Campground Hosts approved by DNR are eligible for a free Discover Pass. Duties may include light maintenance and monitoring of campsites.

Given the exceptional circumstances, until stated otherwise, volunteer hours that are earned outside of “pre-approved eligible projects” can be accrued toward a Discover Pass voucher at staff discretion, provided the volunteer service can be counted toward one of the eligible project types listed above.

Further, DNR staff should provide day passes for volunteers who do not have a Discover Pass. Volunteers in need of an administrative pass to perform volunteer projects should contact DNR staff in advance.

# Individual Volunteer Registration Agreement/Time Record

<b>Name (Print):</b>	<b>Email:</b>
<b>Mailing Address:</b>	<b>Work Site/Location Name:</b>
<b>City/State/Zip:</b>	<b>Type of Work:</b>
<b>Contact Number:</b>	<b>DNR Contact Person:</b>

For DNR Region Use Only	
Activity #	
Activity Type	
# of People	
Unskilled	
Skilled	
Total	
Match Type	

\*\*\*\*Minors must complete the *Minor Volunteer Registration Agreement form*.

**Agreement** As a registered volunteer for DNR, I agree to:

- Volunteer my services to the Department of Natural Resources (DNR). These services are by my own free choice and I understand I will receive no wages for the work performed.
- Abide by DNR volunteer job description, perform my duties according to DNR standards and expectations, learn any hazards or risks, and practice safety requirements. I will not accept any work assignment I feel I am not qualified for or not prepared for.
- Take responsibility for the safe use, maintenance, repair of, or replacement of lost tools, equipment, and safety equipment.
- Adhere to standards set for DNR employees regarding ethics, safety, nondiscrimination, confidentiality, respect for persons, work quality and to abide by the laws of the State of Washington.
- I **RELEASE and WAIVE** any and all claims and causes of action against the State of Washington, Department of Natural Resources (DNR) and its officials, employees, and agents for death, injury, or property damage that may arise during my volunteer activities with DNR including exposure to coronavirus disease 19 (Covid 19). Furthermore, I assume all risks related to my volunteer work assignment.
- By initialing \_\_\_\_\_ I, hereby authorize and consent to the use of my visual image by the State of Washington for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. I give this consent with no claim for payment.

Month \_\_\_\_\_ Year \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DNR Supervisor/Contact Person Signature: \_\_\_\_\_

Date: \_\_\_\_\_

