

COVID-19 Preventative Practices & Response Plan for Vermont Youth Conservation Corps

Principles Guiding Our Response

Wellness and Safety – VYCC promotes the health, safety and well-being of its members, staff, and community as our highest priority. These are the primary filters for all decisions.

Valuing Science and Facts – Though we live in the information age, not all information is accurate or truthful. We are relying primarily on [The State of Vermont website](#) and the [Center for Disease Control](#) to take informed and prudent actions. These two agencies provide regular – often daily – updates. We encourage others to use these websites to gain and share information and health strategies.

Plan Ahead / Be Nimble – An ounce of prevention is worth a pound of cure. VYCC’s history and culture of risk management planning allows us to respond effectively to anticipated events, as well as those unforeseen.

In Service to Vermont – VYCC is committed to Vermont’s – and Vermonters’ – well-being. We are committed to running safe programs that leverage the power of service to strengthen Vermont communities.

Responsible to Mission and Health of VYCC – We are stewards and we owe it to folks who came before us, as well as those who will come after us, to ensure we emerge stronger.

Communicate Well – As COVID-19 affects our communities, and as VYCC learns more about an evolving situation, we will communicate any relevant information as quickly as possible.

I. Remote Work Order & Protocols

1. Staff will work from home unless their physical presence in the WMB is essential to their work.
2. Staff will follow procedure Outlined in West Monitor Barn Office Return to Work Protocols, outlined below.
3. All staff working on the Farm and East Campus residents will follow the [COVID-19 Preventative Practices & Response Plan for The Farm at VYCC and VYCC East Campus](#).
4. All Conservation staff working in the field should follow [COVID-19 Response Plan for Conservation Field Work](#)
5. While working remotely, staff are expected to follow all social distancing and preventative measures outlined by the [Vermont Department of Health](#) and the [Centers for Disease Control and Prevention \(CDC\)](#).

II. COVID-19 Response Plan:

A) Overview

1) Safety Officers

The VYCC Logistics Manager and Administration Manager are the official safety officers for the organization. If you have questions or concerns concerning COVID-19 and the workplace, please reach out to them for most current guidance. They will be reviewing and making sure that we are all being compliant and following guidelines set forth and in charge of updating

and communicating out new guidance to all staff as needed via this document and addenda supplied with current information

2) **General Public**

The WMB is still closed to the public to alleviate staff exposure to potential COVID-19 risk.

3) **Number of Staff Allowed in WMB**

- Six (6) people will be allowed to occupy the WMB at one time, excluding people in the workshop, 3rd floor kitchen, and Haymow
- Two (2) people may occupy the workshop at one time and that will be limited to the Workshop Manager and Logistics Manager
- Only Farm staff or event caterers may occupy the 3rd floor kitchen. Occupancy will be determined by the job and physical distancing will be observed.
- 25 people may occupy the Haymow at one time. These occupants may not access any other interior space of the barn except the bathrooms on the 3rd floor. They will access the space through the back doors from the deck
- 50 people may gather outdoors at one time

B) Returning to and Working in the Barn

1) **Self-Assessment and Temperature Check**

- All staff coming in to work must assess themselves for COVID-19 symptoms before they can enter the work space. The complete list of symptoms is on the CDC website found [here](#) and will be posted throughout the barn
- Staff must self-administer a temperature check. VYCC will provide self-administer paper thermometers or a no touch thermometer as they become available. These will be at the cleaning station set up in the front lobby
- Staff who enter the barn for work will be tracked.

2) **Physical Distancing and Face Covering**

- Keep six feet from other staff at all times, to the extent possible
- Keep 100 square feet of space around you (10'x10' square) while working in the WMB, to the extent possible
- If working within six feet of another employee, wear a face covering:
 - 2-layer mask is required
 - Neck gaiters, bandanas and the like are not sufficient
- If you do not have a mask, please make a request with the Logistics Manager
- If you have a condition that makes wearing a mask difficult or challenging, please reach out to the Administration Manager and we can make accommodations to the extent possible
- All staff should have a face covering on hand at all times

3) **Cleaning Procedures**

All staff are expected to comply with the following cleaning procedures. Disinfectant spray bottles and paper towels are supplied throughout the facility, campus, and vehicles.

- 1) Wipe down bathroom surfaces, shared tables and counters, copy machine, mail machine, and kitchen surfaces after every use
- 2) The last person to leave the barn will use supplied paper towels and disinfectant spray to wipe down all doorknobs, doorway push bars, light switches, railings, and frequently touched surfaces including the front door upon exiting
- 3) End of day duties may be shared by multiple employees.
- 4) Always wipe down your work station before leaving for the day
- 5) Wipe down surfaces with disinfectant spray and paper towels provided after using a vehicle
 - Steering wheel, handles, radio, signals, etc.

4) **Trainings and Documentation**

- All staff must complete [VOSHA online training](#), sign their certificate, and return it to the Administration Manager.
- All staff must read and sign this document stating that they are clear on these protocols and able to complete them

C) General Preventative Measures

- 1) Avoid contact with people who are sick
- 2) Avoid large gatherings and limit face to face contact
- 3) Avoid touching your eyes, nose, and mouth
- 4) Wash your hands with soap and water for at least 20 seconds minimum. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Be sure to wash/sanitize your hands:
 - Before starting work.
 - After using the bathroom.
 - After blowing your nose, sneezing, or coughing.
 - Before and after eating.
 - After contacting trash receptacles.
 - When handling produce or working in produce growing or holding areas (wash station, coolers, harvest).
 - After taking a break.
 - After using shared tools/ vehicles.
- 5) Do not congregate in meetings, at the lunch table, and avoid kitchen use if at all possible
- 6) Open windows and doors when possible to create as much ventilation as possible
- 7) Work in shifts so that staff aren't at the barn at the same time
- 8) No more than three people in a vehicle at a time. All vehicle occupants must wear masks

D) Interstate Travel

- 1) Vermonters may travel outside of Vermont to counties across the Northeast including New England, New York, Pennsylvania, Ohio, New Jersey, Delaware, Maryland, Washington

D.C., Virginia, and West Virginia that have a similar active COVID-19 caseload to Vermont (defined as less than 400 active cases per million) and return without quarantining if they do so in a personal vehicle. [This map](#), updated weekly, provides case load information.

- 2) Vermonters must remember to follow any travel restrictions and quarantine requirements for the states they plan to visit.
- 3) If they travel to a quarantine county or outside of the Northeast (including New England; New York; Pennsylvania; Ohio; New Jersey; Delaware; Maryland; Washington, D.C.; Virginia; and West Virginia), Vermonters will be required to quarantine in Vermont upon return.
- 4) Staff must speak with their supervisor before making trips out of state to quarantine-required counties

E) Responding to Covid Symptoms

The CDC and state have made it clear that if you are experiencing any of the symptoms of Covid 19 including a fever of 100.4 or higher you should contact your primary care physician or a medical professional. VYCC asks that any staff experiencing any of the symptoms of Covid 19 to:

- 1) Self-isolate at home
- 2) Contact their doctor, and follow their recommendations. If you need help accessing a medical professional, please contact the Administration Manager
- 3) Communicate with your VYCC Supervisor as soon as possible so we can respond quickly and follow through with any other safety protocols for the rest of staff that might be appropriate.
- 4) If experiencing symptoms while at work submit an incident report to the Administration Manager
- 5) Return to work only on your doctor's recommendations and after being approved to return by your supervisor
- 6) Every situation will be unique so getting medical professional advice will be imperative. For further information on isolation and quarantine, see CDC's recommendations [here](#)

F) Responding to a Positive Covid or Presumptive Positive Case (test is administered)

- 1) Individual will **immediately** self-isolate at home and follow the home-isolation plan
- 2) Communicate status to their direct supervisor at VYCC. Supervisors will pass this information along to their supervising officer/director and to the Executive Director (ED).
- 3) The ED will be responsible for enacting the following response steps, as well as appropriate communication plans to address possible media outreach
 - a. Inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with suspected or confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - b. Mandatory closure of WMB facilities for a minimum of 4 days to undergo disinfecting following procedures outlined in "*Section II-I*"
 - c. All employees will return to a remote work plan during closure until further notice.

- d. After disinfecting process has been completed, Officers and the Executive Director will determine when it is safe for employees to return to work and notices will be send via work email.

G) Home Isolation Plan for COVID19 Positive

- 1) Non-residential staff will home-isolate at their off-site residence.
- 2) Members will check-in with their supervisor daily to provide wellness updates.
- 3) Contact your supervisor **at any time** if you need support while in home isolation.

H) Cleaning and disinfecting procedures if an employee tests positive for Covid 19

- 1) Close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- 2) Open outside doors and windows to increase air circulation in the area.
- 3) Thorough disinfecting of shared spaces in the West Monitor Barn and should follow [CDC guidelines for Cleaning and disinfecting](#).
- 4) Any Vehicles or outside equipment used by the ill person should be isolated for the duration of the facilities closure. Once facilities are re-opened, these items can be disinfected by VYCC staff following [CDC guidelines for Cleaning and disinfecting](#).

I) If someone within 1-degree of separation tests positive or has a presumptive case of COVID-19

- 1) The individual who has had contact will be asked to isolate at home for at least 14 days or until notified they may return to work by Officers and Executive Director.

Important terms:

Physical Distancing: The CDC defines social distancing as "**remaining out of congregate settings**, avoiding gatherings of 25 + people and maintaining distance (approximately 6 feet) from others when possible."

Quarantine: VYCC will enforce separating and restricting "the movement of people who have been potentially exposed to Covid-19", limiting employees and tenants to campus for 14 days. Quarantine goes into effect if anyone on campus gets sick. If someone within 1-degree of separation of a resident or staff member gets sick, that individual must quarantine.

Isolation: For confirmed or suspected (doctor recommendation) Covid-19 cases. Home isolation goes into effect. Home Isolation includes a private room and bathroom for sick individual.

1-degree of separation: is a measure of social distancing. Anyone you come in close association with on a daily or near daily basis. For example, anyone you work with, live with or a close friend or family member you see often.