

COVID-19 Preventative Practices & Response Plan for The Farm at VYCC and VYCC East Campus

I. Farm protocols for keeping our community safe and healthy:

A) Beginning Service

1) **For Unvaccinated or Partially Vaccinated Residential Participants**

- Participants will engage in low-risk practices for 10-14 days prior to arrival, including:
 - ⊙ Maintaining as strict a cohort as possible outside of your household outside of mandatory school, work requirements or activities required for the care of children
 - ⊙ Wear masks around anyone who is not part of your household
 - ⊙ Conduct meetings with anyone outside your household outdoors
 - ⊙ Do not attend social gatherings or events
- Upon arrival to the program present a negative PCR COVID19 test received within 72 hours of arrival
- Participants must confirm that they have a reliable site, within the state of Vermont, at which to self-quarantine and reliable transportation to that site, either by their own means or that of their emergency contact. This location and emergency contact will be documented and logged with medical forms

2) **For Residential, Fully Vaccinated Individuals (at least 2 weeks past final dose)**

Confirm vaccination status upon arrival to program

3) **For Non-Residential Participants and All Crew Leaders**

Non-residential participants are not required to follow low risk practices and/or test unless they are unvaccinated, coming from out of state, and/or participating in Crew Leader Training. If coming from out of state, attending Crew Leader Training, and are unvaccinated, follow guidance in section I.-F

B) General Prevention

People can help protect themselves from COVID-19 with everyday preventive actions. Below is a set of instructions on measures we are taking while working:

- Avoid contact with people who are sick
- Monitor yourself for symptoms before coming to work

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- Avoid touching your eyes, nose, and mouth
- Wash your hands with soap and water for a minimum of 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol, or comparable meeting CDC guidelines, 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.
 - Before and after any stops to public facilities or stores (bathrooms, gas stations)
- Follow all practices outlined in the Community Accredited Produce Safety (CAPS) plan. A copy of this plan has been shared with all on-farm staff and members.
- Hand sanitizer receptacle must be available at the farmstand when it is open to the public.
- Volunteers will use Porta-potty for bathroom use

C) Health Screenings and Temperature Check

- 1) Project Leads and HQ staff will complete a self-assessment and the Health Screening Form on a daily basis
- 2) Safety officer will ask all other employees and volunteers the following:
 - Have you experienced the following symptoms in the last 24 hours:
 - Fever (temperature above 100.4 deg. F)
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Congestion or runny nose
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
 - Have you been near anyone diagnosed with COVID19 in the last two weeks?
 - Have you traveled out of state in the last two weeks? If so, have you completed quarantine and/or testing?
- 3) Safety officer will perform health screenings at the beginning of each day, including taking temperatures with a non-contact digital thermometer, disposable thermometer, or personal thermometer, and complete the Daily Health Screening form.
- 4) Health screenings should be completed out of sight and ear shot of others to maintain confidentiality
- 5) Employees experiencing symptoms should isolate immediately and follow procedure listed in II- B

D) Protocols Vaccinated participants:

- Vaccinated participants are not required to wear masks or take special precautions
- Unvaccinated or partially vaccinated participants
 - ☐ Wear a 2 layer face mask while indoors around others (including in a vehicle with others)
 - ☐ While outdoors remained masked or distanced from others
- Follow Guidelines set by other establishments and organizations while visiting their spaces or whichever is of a higher standard ie: masking required in a medical facility, etc

E) Interstate Travel

- 1) Currently, any interstate travel will be followed by a minimum 10-day period of low-risk practices as outlined in section A.1.a, and a negative PCR COVID19 test, unless you have been fully vaccinated and have provided proof of vaccination. If any un-vaccinated staff or member travels out of state, they must follow any travel restrictions and quarantine requirements for the states they plan to visit
- 2) Speak with your supervisor before planning out of state trips if you are not vaccinated

II. COVID-19 Response Plan

A) Responding to COVID19 Symptoms

The CDC and state have made it clear that if you are experiencing any of the symptoms of COVID19 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 COVID19 to:

Non-Residential

- 3) Self-isolate at home
- 4) Contact their doctor, and follow their recommendations. If you need help accessing a medical professional, please contact the Administration Manager
- 5) 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.
- 6) File an Incident Report with the Administration Manager
- 7) Return to work only on your doctor's recommendations and after being approved to return by your supervisor

Residential

- 1) 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
- 2) Self-isolate from co-workers
- 3) Contact their doctor, and follow their recommendations. If you need help accessing a medical professional, please contact the Administration Manager
- 4) File an Incident Report with the Administration Manager

B) Responding to a Positive COVID19 test or if someone is symptomatic and being tested for COVID19

- 1) Immediately notify your supervisor and Program Director. The supervisor immediately notifies Executive Director. VYCC supervisor will work with team to determine level of emergency response consistent with VYCC [RASM Plan](#)
- 2) Implement VYCC's Home-Isolation plan for the sick person. Home-isolation plan outlined in "Section II. E, and II. F"
- 3) Implement VYCC's quarantine plan for everyone who has had close contact with the sick person. Plan outlined in "Section II. D"
- 4) File an incident report with Administration Manager
- 5) Logistics Manager will coordinate a professional disinfection and cleaning of campus in the case of a positive test. VYCC Campus will be shut down for non-essential activities for 24 hours while cleaning and disinfection process takes place.
- 6) The ED will be responsible for enacting the following response steps, as well as appropriate communication plans to address possible media outreach (See "Communication Plan" in Risk Management Program Document);
 - 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. Any employee who was potentially exposed should quarantine at home for 14 days before returning to work or until a negative test is received for a presumptive case
 - b. 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 sent via work email

C) If someone within 1-degree of separation tests positive:

- 1) The definition of one degree of separation (close contacts) is contact with any individual within 6 feet for a total of 15 minutes or more that has had a positive Covid-19 test.
- 2) The individual who has had contact will be asked to isolate at home for a minimum of 7 days followed by a negative PCR test on day 7, for 14 days without exhibiting COVID 19 symptoms, or until notified they may return to work by Officers and Executive Director.
- 3) If the Health Department contacts any employee or participant for contact tracing purposes please follow all health Department instructions for isolation or quarantine.
- 4) Submit an Incident Report to the Administration Manager

D) If someone within 1 degree of separation has COVID19 symptoms and has been asked to take a test

- 1) Employees who have someone within their household or someone who has been characterized as being within one degree of separation; has COVID19 symptoms or is, quarantining in preparation for Covid-19 testing; or is in the wait period for a COVID19 test are not required by the Health Department or the ACCD to isolate, however VYCC strongly encourages any employee who is experiencing this to work remotely if possible to mitigate risk.

E) Quarantine Plan for asymptomatic individual with 1 degree of separation from a positive COVID19 case

- 1) All campus residents will quarantine on campus for a minimum of 7 days followed by a negative PCR test on the 7th day if no symptoms arise
 - Residents cannot leave campus. They can access VYCC campus and trails for fresh air, walks, etc.
 - Quarantined individuals **can** engage in farm operations that keep with protocols defined in sections I) A -E and consistently avoid contact with others
 - VYCC staff will manage essential supplies (Food, medication, etc.)
- 2) Staff and members living off-site will quarantine at their residence and will not be allowed onto the farm.

* Off-site staff and members should talk to their supervisor about remote work during quarantine.

F) Home Isolation Plan for; symptomatic individual awaiting testing

- 1) Permanent Farmhouse tenants will home isolate in their residence
- 2) All residents will isolate for 14-days and until symptoms subside for at least 3 days, or a negative test result is received
- 3) Yurt tenants may remain in yurts for isolation
- 4) Farmhouse residents will utilize a yurt designated for isolation or an upstairs apartment if available

- 5) Outdoor kitchen, shower, and designated port-o-let will be made available to those isolating in a yurt
- 6) Tenants can access VYCC campus and trails, but must wear protective mask. All common spaces are off-limits
- 7) VYCC staff will manage essential supplies (Food, medication, etc.) for isolated individuals
- 8) Non-residential staff will Home-Isolate at their off-site residence
- 9) Members will check-in with their supervisor daily to provide wellness updates
- 10) Contact your supervisor **at any time** if you need support while in home isolation
- 11) Members may accrue some hours through outside, solo, tasks identified by their supervisor

G) Home Isolation Plan for a Positive COVID

- 1) Upstairs tenants will home isolate in their residence
- 2) All COVID positive cases will isolate for 14-days and until symptoms subside for at least 3 days, or a negative test result is received
- 3) VYCC will offer residential AmeriCorps members home-isolation at a suitable location (private room in Farmhouse with access to bathroom and kitchen, private yurt with access to bathroom and outdoor kitchen).
- 4) VYCC staff will manage essential supplies (Food, medication, etc.) for isolated individuals
- 5) Non-residential staff will home-isolate at their off-site residence
- 6) Members will check-in with their supervisor daily to provide wellness updates
- 7) Contact your supervisor **at any time** if you need support while in home isolation

H) Home Isolation Plan for post interstate travel for non vaccinated individuals only; if you are fully vaccinated you are not required to quarantine after travelling outside of Vermont

- i. Participants will engage in low-risk practices for 10-14 following interstate travel including:
 1. Maintaining as strict a cohort as possible outside of your household outside of mandatory school, work requirements or activities required for the care of children
 2. Wear masks around anyone who is not part of your household
 3. Conduct meetings with anyone outside your household outdoors
 4. Do not attend social gatherings or events
- ii. Upon arrival to the program present a negative PCR COVID19 test received within 72 hours of arrival

2)

F) Safety and Comfort of All Employees

All staff need to feel safe and comfortable when they are at work. Practice good communication with others if they or someone else is making you or anyone else feel unsafe or uncomfortable regarding COVID-19 safety precautions. For example: if someone is standing too closely to you, try communicating with them first that you feel unsafe, they may just not realize their actions are affecting you. If this is not an option for you, please seek out a Safety Officer via email or Teams and we can help navigate the situation. If you notice anything or anyone acting in a way that makes you feel uncomfortable or unsafe always tell your Supervisor or the Administration Manager

Important terms:

Physical Distancing: The CDC defines physical distancing as "**remaining out of congregate settings**, 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 their home or designated quarantine site for 14 days or 7 days followed by a negative PCR test. 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.

Resources:

If you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

How to prevent spreading COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

On Farm Response to COVID-19: www.uvm.edu/vtvegandberry/Covid-19.html