

Heart of Oregon Corps COVID-19 Operations Protocols

Updated: June 8, 2020

Purpose

These protocols were developed by HOC Staff with the participation of Experiential Consulting's Principal, Steve Smith. They were informed by guidance from the Centers for Disease Control and Prevention (CDC), Oregon Health Authority (OHA), Oregon OSHA, and county-level public health departments.

If HOC Corps Members have questions, suggestions, or want to request additional training about protocols in this document, please talk with your supervisor or a member of HOC's COVID-19 Review and Response Team. HOC's current Social Distancing Officer (SDO), overall COVID-19 Coordinator, and Equal Opportunity Officer is Laura Handy, Executive Director, who can be reached at 541-419-8500 or laura.handy@heartoforegon.org. Staff and Corps Members can call the Employee Assistance Program at 800-451-1834 for help with feelings of stress or anxiety about these events.

The following sections can be found in more detail on our website.

Signs & Symptoms

If you develop the following symptoms, or have had close contact with a known case of COVID-19, stay home and notify your supervisor. COVID-19 is transmitted from one person to another through:

- Coughing
- Sneezing
- Talking
- Touching
- Or, to a lesser extent, touching an object that's been touch by someone with the virus.

Remote Work Assignments

HOC will identify and communicate which Staff and Corps Member positions are appropriate and eligible for full, partial, or no remote assignments. Individuals who are at higher risk for severe COVID-19 complications due to underlying medical conditions identified by the CDC may request special consideration for temporary or permanent assignments, which HOC will evaluate for reasonability, and respond to individually, but cannot guarantee if the position's essential activities require significant in-person duties.

Hand & Respiratory Hygiene

All persons are advised and encouraged to wash their hands frequently with soap and water for at least 20 seconds, including when:

- Entering and exiting facilities;
- Entering and exiting program;
- Entering and exiting vehicles;
- After using the restroom;

- Before and after filling water;
- Before and after eating snacks or meals;
- After sneezing;
- After blowing nose or coughing; and
- After taking off work gloves.

HOC will provide access to handwashing stations with soap and water; tissues; and garbage receptacles. HOC will provide alcohol-based hand sanitizing products (60-95%) as an alternate or complement to handwashing.

It's also important to cover coughs and sneezes with a tissue or elbow; throwing away tissues immediately in the garbage; and washing hands immediately afterwards.

Face Coverings (Masks)

Staff and Corps Members must wear masks or face coverings to prevent exposing others and limit their own potential exposure to COVID-19, in the following circumstances:

- When 6 feet physical distancing cannot be maintained;
- While in a vehicle at HOC, regardless of distancing;
- While in public, regardless of distancing;
- While an essential third-party visitor enters a HOC environment, regardless of distancing;
- While responding to illness or injury, regardless of distancing; and
- While conducting daily health checks, regardless of distancing

Masks may always be worn at any additional times whether the activity requires it or not.

HOC will provide a clean mask to all Staff and Corps Members when they are required to use them. Staff and Corps Members may elect to provide their own mask if it meets protocols for style and cleanliness.

Hands should be washed or sanitized after putting on and taking off masks. Staff or Corps Members should take care to remove masks properly and store them in a sanitary way when not in use.

Masks should be washed frequently.

A person may request accommodations around masks if they have a medical condition that makes it difficult for them to breathe with a face covering; they have a disability that prevents them from wearing a face covering; they are unable to remove the face covering independently. Physical distancing should also be increased.

Physical Distancing

Physical distancing is one of the most important tools to prevent the exposure and spread of COVID-19. The following general strategies will be employed:

- 6 feet distancing; if driving, spacing in vehicle must allow 3 feet of physical distance between all people. If frequent movement, arduous tasks, or other factors make maintaining 6 feet difficult, staff will enforce safety protocols;

- Create physical distancing cues for proper distancing (i.e. markings on the ground); and
- All meetings, trainings, and gatherings should be conducted remotely when feasible. In person trainings must comply with physical distancing and stable group protocols.

Ventilation

Increased circulation of outdoor air will be used as much as possible by opening windows and doors, closing economizers, using fans, etc.

Assign Equipment

- Designate supplies, tools, equipment, desks, etc. for use by a single person or stable group.
- Limit personal items that people bring to facilities, programs, and vehicles to what is necessary or required. Set up designated areas for Personal Belongings and Crew Supplies that support physical distancing.

Size of Groups

- Indoor Offices: up to 25 per room, if square footage allows adequate distancing (36 sq. feet per person).
- Stable Groups: up to 10 Corps Members and assigned staff.
- Summer School or Summer Bridge Secondary Classrooms: up to 10 students and assigned staff in a “stable group,” per Oregon Department of Education.
- Vehicles: per occupancy seating charts (up to 4 people in a Crew-Cab pickup, up to 10 people in largest vans), per ODE and Oregon Summer Camps guidance.
- Outdoors: up to 25 people with strict physical distancing; stable groups protocols maintained.
- Indoor Special Civic Event or Special Meeting: up to 25 people with written approval of Social Distancing Officer.

Stable Groups

Corps Member program schedules will be initially limited to maximum stable groups of 10 or fewer Corps Member.

- Stable Groups cannot change more than once per week.
- Stable Groups must remain in the same physical space each day and not mingle with any other group.
- A location may have many Stable Groups, as long as the location can physically accommodate for the number of Corps Members (min 36 sq ft per CM indoors and 75 sq ft per CM outdoors).
- Staff should remain with one stable group with the exception of a floater staff who must wear a face mask and wash hands thoroughly when transitioning between groups.

Breaks and Meals

Breaks: schedules and locations must be coordinated by Staff to ensure physical distancing protocols are followed.

- When possible, use tarps or pop up shelters to create an outdoor break area.
- Breaks or meals may not be taken in vehicles.

Meals: no sharing of food or beverages; meals should be brought from home. Going to stores, restaurants, or drive throughs must be pre-approved by a Program Manager or Director as a special occasion.

- Bring own reusable water bottle – label the bottle, disinfect, and wash frequently.
- Utilize disposable cups, plates, and silverware when they are required.

Third Party Visitors

Essential Visitors are allowed and will use a sign-in sheet to document for contact tracing purposes. Visitors are strongly recommended to wear face coverings.

HOC Transportation

Transportation for HOC Staff and Corps Members in vehicles driven by HOC staff must comply with the following policies and procedures:

- Assign a Stable Group to vehicle for day, week, or other defined period; when not possible, proper cleaning and sanitizing will be used.
- Clean and sanitize vehicles frequently. At minimum, vehicles will be sanitized at the end of each day, and when possible, between trips.
- Occupancy and seating charts will be used in each vehicle to maintain at least 3 feet of physical space between people.
- Daily Health Checks will be done before entering the HOC vehicle.
- For every trip driver and passengers are required to:
 - o Wear a mask;
 - o Wash hands (or sanitize) prior to loading and again upon unloading;
 - o Ensure maximum airflow through ventilation;
 - o Limit who touches any one surface;
 - o Prohibit breaks inside vehicles; and
 - o Restrict access in and out of vehicles.

Cleaning and Sanitation

Clean, sanitize, and disinfect frequently touched surfaces multiple times per day. This means:

- Clean restrooms at least twice daily;
- Disinfect any shared equipment before and after use;
- Clean vehicles before use and between any change in stable group;
- Complete thorough cleaning, sanitizing, and disinfecting of all facilities, equipment, and transit vehicles at the end of each operating day.