

## **Practices and Procedures for Opening post Shutdown**

Monday, June 15, 2020

**Legacy Land Conservancy wishes to protect the health and safety of its staff, volunteers and the general public in our post-shutdown society and therefore has adopted practices and procedures, subject to change, to help reduce the spread of COVID-19 or other viruses or illnesses.**

**In keeping with recommended guidelines our Supervisor in charge of safe practices upon reopening will be the Director of Finance and Operations. In this person's absence the Executive Director will oversee these practices.**

### **I. Guidelines for Self-Checks Prior to Work or Volunteering**

If any personnel, including volunteers have done/experienced any of the following in the past 14 days, that individual must refrain from field or in-office work for at least 14 days. Staff should make their supervisor aware if they have experienced any of the following and need to self-isolate/quarantine for 14 days. Volunteers should notify the Volunteer Coordinator by phone or email.

- Had a confirmed case of COVID-19
- Come into close contact with someone who has tested positive for COVID-19
- Traveled outside of the country
- Traveled via airplane
- Had a fever greater than 100.4 degrees F
- Had a persistent cough
- Experienced signs of respiratory illness (i.e. difficulty breathing)
- Been in a crowd of greater than 10 people where social distancing practices were not observed

### **II. General Guidelines for Personal Health and Expected Actions for All Legacy Staff and Volunteers While Representing Legacy**

Staff, volunteers, and interns must follow recommendations from OSHA and the CDC to minimize the spread of COVID-19 and other airborne illnesses.

This includes:

- Coughing or sneezing into your arm, not your hand
- Washing hands frequently for at least 20 seconds, especially after coughing, sneezing, or touching their face
- If hand washing is inaccessible, use alcohol-based hand sanitizer
- Avoid gatherings of more than 10 people as much as possible
- Wear a mask if in an enclosed space with others not from your household
- Keep at least 6 feet away from others not from your household
- Avoid sharing equipment

- Regularly clean and disinfect shared surfaces and equipment
- If you are staying home due to illness, keep your supervisor or staff liaison up to date with your health changes.

When possible, Legacy will provide staff and volunteers with hand sanitizer and/or isopropyl alcohol wipes for disinfecting hands, equipment, and other surfaces. This offering is dependent on availability of supplies. Legacy will supply reusable cloth masks when available for people who do not have a mask to use during work. Legacy will keep a supply of face masks, gloves and hand sanitizer on hand at the business office.

### **Staff Return to Office**

- **Remote Work:** Legacy embraces a culture of remote work. All staff, regardless of regular or part-time status are encouraged to work remotely assuming normal office hours can be maintained for visitors.
- **Office Hours:** Office hours will be set by the Executive Director and may change from time to time with adequate notice (30 days). All staff is expected to help cover office hours with a schedule being established as much as 90 days in advance.
- **Staff Health Pre-check Prior to Office Work:** Daily monitoring of one’s health and well-being prior to coming to work can aid in early detection of infectious disease and is an effective measure to prevent community spread of COVID-19. In our ongoing effort to protect on-site employees, we have established a new practice: All employees should review the Legacy COVID-19 Daily Self Checklist (below) before reporting to work in the office.

#### **1. Temperature: Do you have a fever?**

All employees should check their temperature before coming into the office. If you have a fever of 100.4 (as measured by a thermometer at home; verbal confirmation that you performed a check at home is fine) or higher, you are considered at risk. An affirmative response to this question requires you to be excluded from the work place until you have no registered fever and no additional symptoms for 72 hours. You may wish to seek advice on testing.

#### **2. Cough: Do you have a new cough?**

(Excluding a chronic cough due to a known medical reason other than COVID-19); shortness of breath; sore throat; or diarrhea (excluding diarrhea due to a known medical reason other than COVID-19). An affirmative response to this question requires you to be excluded for at least 72 hours with no additional symptoms.

#### **3. Contact: Have you had contact with anyone known to have COVID-like symptoms or been told they are positive for COVID-19?**

An affirmative response to this question requires you to be excluded from the workplace for 14 days following the last exposure to the individual diagnosed

with COVID-19. This does not prohibit you from working from home if you are well enough to do so.

If you answer **YES to any of the questions**, you **MUST STAY HOME**, notify your supervisor via call or email. Supervisors should let the Director of Finance and Administration know of any staff reporting symptoms and remaining at home. In addition, if you start feeling sick while in the office, you should notify your supervisor, and **GO HOME**.

It is important to note that this is not a change in procedure. Legacy continues to emphasize that all employees who are feeling ill, whether it is related to coronavirus or not, should stay home for their well-being and the well-being of their colleagues.

- **Office Phones and Phone Lines:** Office phones should be answered during posted office hours by anyone working. Staff have a larger responsibility for communication related to phone calls in a remote-work culture. Employees are expected to set up *One Talk*, at Legacy's expense, and have office phone lines forward calls to cell phones during normal business operation hours, or as dictated by your working schedule. For example, for full-time, salaried staff, office extensions should forward to cell phone voicemail when you are not in the office from the hours of 9:00 am to 5:00 pm Monday through Friday. If you are taking PTO or sick time you are NOT expected to take or return phone calls.

#### IV. Office Guidelines

- **Entrance and Lobby:** The main entrance at Legacy from the sidewalk will be unlocked when staff are present in the building. Staff and visitors will be able to enter the "lobby" area when the office is considered open. The interior door to the main office will be kept closed and locked. Staff will be able to enter the door with their key. Visitors will be greeted with printed instructions to knock or ring a bell to alert staff they are present.
- **Masks:**
  - Everyone should put on a mask before entering Legacy's main exterior door. (In the case anyone arrives without a mask, a supply of disposable masks will be made available in the lobby).
  - Masks are to be worn properly, completely covering nose and mouth.
  - Masks must be worn by staff at any time you are outside of your personal office.
  - Masks are optional if you are in your office with no other staff and if you can close your office door to limit exposure to others.
- **Sanitizing Station in Lobby:** A sanitizing station will be maintained on a shelf in the lobby for all to use.
  - Disposable masks will be kept at the sanitization station for staff or guests that forget them or do not have them.

- Disposable tissues or wipes will be kept at the sanitization center. Staff should wipe down the alarm key pad and open the inside door then dispose of wipes in the refuse container provided.
- **General Matters:**
  - Staff should proceed directly to offices and drop off all personal belongings before moving about the office.
  - Maintain at least 6 feet from all other occupants. If closer contact is needed, masks must be worn.
  - Use only paper towels in bathrooms and kitchen.
  - Wash hands frequently or use hand sanitizer
  - All staff should disinfect their own work stations at night before leaving for the day.
  - Staff should disinfect all office equipment after use – phones, postage machine, copier, paper cutter, etc.
- **Kitchen:**
  - Hands should be washed at the sink upon entering kitchen to limit transferring germs or virus. Use only paper towels to dry hands and then dispose of properly.
  - Please use extra caution during all food handling.
  - Please use the dishwasher in lieu of washing your dishes/utensils by hand. The dishwasher will be run more frequently.
  - Surface sanitizer is maintained on the counter next to the compost bucket. Be sure to wipe down all touched surfaces when done.
  - Wash hands before leaving the kitchen area.
- **Conference Room:**
  - Staff should be sure to book the conference room on the reservations calendar for all meetings. Board members wishing to use the conference room should contact the Office Manager. All meetings should take place with masks worn.
  - The conference room should be cleaned with disinfectant wipes before and after all meetings. If phones, or laptops are used, they must also be wiped down. Doors to the conference room should be closed during meetings to reduce any possible infection. The door handles should be the last surface cleaned and wipes disposed of in trash receptacles.

## V. VISITORS

- Visitors will be asked to schedule time to come to the office when possible.
- Visitors should don their own, personal mask before entering the lobby.
- Visitors that come to the office will have access to the front lobby area. Signs noting staff direct phone lines will help visitors contact the individual they are trying to see. If visitors knock instead, the first available staff member will greet them.

- Visitors will have access to the sanitation center in the lobby.
- Staff that schedule visitors are responsible for explaining our guidelines and/or provide a link to our website for our in-office protocols. Staff should help all visitors follow our procedures.

## VI. END OF DAY CLEANING PROCEDURES

- Using spray disinfectant on cloth or disinfecting wipes, wipe down all high touch surfaces: esp. *door handles* (front doors, restrooms, conference room, server room, etc.)
- Wipe down all common area surfaces: *light switch plates* and *copier*.
- In the kitchen, wipe down handles of the refrigerator, front of microwave, cabinet handles, dishwasher handle. Wipe down table and counter surfaces. Make sure all dishes are loaded in dishwasher, run as needed.
- In the restrooms, wipe down toilet handles and faucet handles.
- Write your name and the date on the whiteboard so we know when it's been done for that day. (Please wipe down the marker too)
- Make sure sanitizing supplies in the lobby are ready for next day – let the Office Manager know when we are running low.

## VII. Field Work

All staff and volunteers working in the field must follow the guidelines listed in Legacy's Field Safety Procedures: [S:\Stewardship\Easement Stewardship \(non site-specific\)\Safety\Staff Field Safety Procedures.docx](S:\Stewardship\Easement Stewardship (non site-specific)\Safety\Staff Field Safety Procedures.docx).

### Stewardship Crew

In addition to following general field safety procedures referenced above, we ask Stewardship Crew members to adhere to the following guidelines:

- Stewardship Crew members should travel separately to sites.
- When working in the field, Crew members must stay at least 6 feet apart unless a work task requiring closer proximity or physical emergency arises. In this case, masks must be worn.
- Crew members must stay at least 6 feet from any visitors to their worksite, such as hikers or dog-walkers.
- To limit sharing of equipment, Crew members will be assigned a set of hand tools and work gloves. Crew members should use equipment that has been assigned to them.
  - If tools outside of one's personal allotment must be used, Crew members will be assigned to a particular task or role to limit or eliminate the need for tool transfers among Crew members.

- The Stewardship Crew Leader must wash any shared equipment with soap and water (or wiped down with isopropyl alcohol, if available) at the end of each workday during which it was used.
- Power tool equipment use will be extremely limited.

### **Site Visit Staff and Volunteers**

In addition, we ask any persons conducting site visits representing Legacy to adhere to the following general field safety procedures:

- Team members conducting a site visit should travel separately to sites when coming from separate households.
- All individuals from separate households must stay at least 6 feet apart unless a physical emergency arises.
- Wearing masks or other face coverings during site visits is highly recommended. Each person is required to have their own face mask or other face covering available at all times.
- Personnel conducting site visits usually involving landowners will limit interactions with landowners to phone calls. Personnel will inform landowners that the landowner's attendance during visit is discouraged due to the COVID-19 pandemic. Personnel will call the landowner upon arrival to the site instead of knocking on the door to let the landowner know they are present, and also call them when leaving the site.
- Shared tools (tablets and field binders) will be thoroughly cleaned between uses. Shared equipment will be picked up from and dropped off in Legacy's tool-sharing shed. Individuals will be assigned jobs during monitoring visits to minimize tool sharing among people.
- Any meetings that must occur with a landowner must be conducted in accordance with the Office Safety Protocol