



# NSEA Micro Work Party COVID-19 Policies and Procedures for Staff and Volunteers

We are following recommendations and guidelines of the public health officials for federal, state, and local jurisdictions, including Centers for Disease Control and Prevention (CDC), State of Washington, and the local health department.

At each micro work party, NSEA will provide registered volunteers with the all necessary tools, gloves, and instructions for the specific restoration needs at the site. We will not be able to provide bathrooms or refreshments. Please wear weather appropriate clothing and closed-toed shoes and bring any food or water you may need during the event.

This plan includes protocols on the following:

- Registration
- Individual health
- Masking
- Physical Distancing
- Tools and Sanitation
- Safety Supervisors

## Registration:

To keep the safety of our community at the highest priority, volunteer participants of an NSEA work party must register prior to attending. This allows us to properly limit group sizes based on the most up-to-date COVID-19 policies and restrictions.

To register for an event or join a waitlist, each volunteer must sign up through an individual account through VolunteerHub (including minors) at [nsea.volunteerhub.com](https://nsea.volunteerhub.com).

Anyone under 18 years old also needs a VolunteerHub account to sign up to volunteer. As they are signed up for an event, minors will be prompted to print the required [Youth Liability Waiver](#) that must be filled out by a parent/guardian and submitted prior to or at the event. An adult must also accompany any volunteer under 14 years old.

If you register for a work party and your plans change, please cancel your registration to allow others to sign up. If an event fills up, you can add your name to the waitlist to be automatically registered if space becomes available.

Registration for each work party will close 24 hours before the event. If you find that you need to cancel your registration less than 24 hours before the start of the work party, please reach out to Sarah at 360-312-3235 (work), 903-387-1709 (cell), or [sbrown@n-sea.org](mailto:sbrown@n-sea.org).

## Individual Health:

Please stay home if you are experiencing any of the following COVID-19 signs or symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills

- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Do not attend a work party if, within the 14 days prior, you have:

- Experienced any of the signs/symptoms of COVID-19
- Traveled internationally
- Been exposed to someone with a suspected and/or confirmed case of COVID-19
- Been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities.

If you have a confirmed registration, but will not be attending the work party due to illness, please cancel your registration as soon as possible. Any volunteer or staff at an event showing obvious symptoms of COVID-19 will be asked to leave.

#### Masks:

All volunteers and staff must have a face mask on their person for the duration of the work party. If volunteers or staff come within 6 feet of another person, masks must be worn. NSEA will provide disposable masks as needed, but please consider bringing your own.

#### Physical Distancing:

All volunteers and staff must maintain at least six feet of physical distance from each other, unless you are members of the same household.

#### Tools and Sanitation:

NSEA will provide hand sanitizer for volunteer and staff use during the event. Volunteers should sanitize hands upon arrival and departure, before and after touching any potentially shared surface, and as needed after a cough or sneeze.

Work party supervisors will frequently sanitize any shared surfaces during the event with diluted household bleach solution and/or common EPA-registered household disinfectant.

Volunteers should not share tools or gloves during a work party. Avoid touching your face especially while wearing gloves. If you touch your face or a shared surface while wearing gloves, there will be extra gloves available for volunteers to exchange for clean ones. There will be a specified area to place used gloves and tools.

After each use, all work party tools are quarantined for a minimum of one week and gloves are immediately washed with soap and water. Staff wash and/or sanitize hands frequently and wear face masks when (un)loading any work party materials.

Safety Supervisors:

NSEA has designated two supervisors who will monitor the health of all work party attendants and enforce the COVID-19 Work Party Safety Plan.

- Sarah Brown – Primary Supervisor
- Shelby Kita – Secondary Supervisor