



NSEA 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 Community Work Party, NSEA will provide volunteers with all necessary tools, gloves, and instructions for the specific restoration needs at the site. Please wear weather appropriate clothing, masks, and closed-toed shoes and bring any food or water you may need during the event. We will have hand sanitizer, coffee, tea, and restrooms available.

This plan includes protocols on the following:

- Registration
- Individual health
- Face Coverings
- Physical Distancing
- Shuttling
- Tools and Sanitation
- Safety Supervisors

Registration:

To keep the safety of our community as the highest priority, volunteer participants of an NSEA work party are required to 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 should sign up through an individual account through VolunteerHub (including minors) at nsea.volunteerhub.com. You can also register and indicate the number of people joining you as your “Group Size”, and members of your group can register at the event. Anyone under 18 years old must bring the required [Youth Liability Waiver](#) 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.

Individual Health:

Please stay home if you are experiencing any of the following COVID-19 signs or symptoms that are not attributable to another condition:

- 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.

Any volunteer or staff at an event showing obvious symptoms of COVID-19 will be asked to leave.

Face Coverings:

All volunteers and staff must have a face covering on their person for the duration of the work party that is [recommended by the CDC](#). We will follow the most up to date mandates regarding masks. If volunteers or staff come within 6 feet of another person, CDC recommended face coverings must be worn. NSEA will provide disposable masks as needed, but we encourage volunteers to bring their own.

Physical Distancing:

Participants will be asked to remain 6 feet apart from others outside of their household group during events, including while checking in. Posted signs will remind participants about appropriate spacing.

Shuttle Transportation:

Work parties that have off-site parking will require shuttle transportation of volunteers from the parking location to the restoration site. The shuttle rides will always be less than five minutes long, and NSEA will provide hand sanitizer before and after boarding. Masks will be required for all persons on the shuttle unless otherwise exempt based on [CDC guidelines](#). We will also routinely sanitize surfaces within the shuttle between trips.

NSEA staff will minimize shuttle capacity to maintain spacing recommendations to the extent possible and will offer accommodations for individuals or households that require or prefer separate transportation. If a volunteer or someone in a household group is exhibiting COVID-19 symptoms as described above, the individual/group will not be allowed to board the shuttle and will be asked to leave the work party.

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 and should only use tools while wearing work gloves. 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 coverings as recommended by the CDC when (un)loading any work party supplies.

Safety Supervisors:

NSEA has designated the following as the work party supervisors responsible for monitoring the health and safety of all work party attendants and enforce the COVID-19 Work Party Safety Plan.

- Sarah Brown – Primary Supervisor
 - sbrown@n-sea.org | 903-387-1709 (cell) | 360-312-3235 (office)
- Megan Adams – Backup Supervisor
 - madams@n-sea.org | 360-715-0283 (office)
- Gabby Boyson – Backup Supervisor
 - gboyson@n-sea.org | 360-715-0283 (office)