1. General Overarching Guidelines for Any Activity

A. Any guidelines set forth by the State of Washington, Thurston County, CDC, WHO, NIH, Washington State University and any other relevant local governments will be the minimum standards for all our activities.

B. These guidelines are subject to change as more information and/or additional orders, guidelines, recommendations, policies, and procedures are announced.

C. We start with the precept that our top priority is prevention of any illness. We must prevent any of our precious participants from contracting Covid-19 and all the uncertain outcomes that could follow. Therefore, we assert the following as background for our actions going forward:

- Covid-19 is serious and dangerous. It can kill people in high numbers and may also cause long-term organ or vascular-system damage to those who survive it.
- Preventing transmission is the responsibility of each of us. NPSF/WSU staff and leadership will have special responsibility for ensuring education and adherence to the guidelines/policies we develop to ensure safety.
- This virus affects young people and very fit people as well as those deemed “high-risk” due to their age or underlying conditions.
- This virus is extremely transmittable between people.
- This virus is going to be present in our lives until there is a vaccine and enough people receive it to ensure herd immunity.
- We don’t know enough about the science of this virus. We do know that up to 50% (approximately) of the population may be contagious at any time without exhibiting symptoms. Without testing, we must operate from the assumption that we are all contagious.
- As new information comes to light regarding the virus and safety measures, any of these guidelines below will be updated to reflect the most conservative possible measures to protect the health and safety of our team members.

D. No one is expected to participate. We will actively support volunteers who want to continue to “opt out” of any activities, even with the new safety guidelines in place. We remind volunteers that 12-18 months (or more!) choosing not to participate is a relatively short time; we will all gather again at a future time when it is safe, and must be patient for that time to come!

E. All participants must register in advance of the event. In order to maintain a limited number of participants at any time, no “walk-in” participants will be permitted. Road access gates will be closed when activities are occurring (posted start and stop times) to help mitigate the risk of unexpected encounters.

F. All participants must review the safety guidelines in advance on the NPSF website and sign a declaration that they have read them completely, agree to all required protocols, and have not shown any signs of illness as shown on the CDC website, including fatigue, sore throat, and the other more commonly-known signs of the illness.
G. Upon arrival, guidelines will be reviewed with each participant verbally and temperatures may be taken.

H. Registration and liability waivers will be managed and completed online to the extent feasible. If in-field forms are required (e.g., participant unable to use electronic methods provided), there will be two distinctly-labeled boxes for clean forms and completed forms to enable self-serve/isolated completion of forms. Participants will be asked to bring their own pen, or we will supply pens that can be taken by the individual signing. No community-service forms will be signed in the field; such forms will be handled via emails from the coordinator to the authority that needs to confirm the service hours and any evaluation of the participant.

I. Person In Charge (PIC) will ensure that a roster will be kept of each event detailing participants, their email addresses, and phone numbers. All participants will be required to notify NPSF if they later experience any of the following: symptoms of COVID-19 (regardless of testing); notification by authorities that they may have been exposed; or a positive Covid-19 test. NPSF will then notify Thurston County and/or Washington State health authorities and provide the roster of all participants. Following notification of authorities, all participants present at the same event will be notified and will be instructed on how to proceed by health authorities.

2. How we will conduct our operations

A. Educational Events: Most planned in-person classroom-based educational events will be canceled or transformed for online webinars and accompanying videos, written materials, and online decision/information tools.

B. Field-based educational events, held outside only, may be permissible under additional measures proscribed in the NPSF Covid-19 Operations Plan: Field-based Learning Events.

C. Field work of various kinds may be permitted under the following circumstances at minimum:
   - Permission for volunteers to collaborate for that specific task must have been granted by WSU and the office of the Governor. Note that this means that some types of field activities will be able to resume earlier than others, and permission to engage in a particular activity does not necessarily mean that all traditional NPSF activities are therefore permissible. We will follow Washington’s “Safe Start” protocols and the timing issued by the Governor’s office for each type of activity.
   - No one is expected to participate. We actively encourage those who have any concerns in participating to opt out of activities and wait until a future that is safe.
   - Those who still want to participate without being on site for activities may be offered at-home/independent tasks as they can be identified.
   - Full compliance of these safety guidelines is mandatory for any participants in field activities, outlined below.
   - No one may participate if they show or report any signs of illness as listed on the CDC website, including fatigue, sore throat, and the other more commonly-known signs of the illness. If the participant is showing any signs, they will not be allowed to participate again until they have been symptom-free for at least two weeks.
   - Any participant who later tests positive or is assumed to have Covid-19 must immediately alert NPSF and this provision must be added to the WSU/NPSF liability waiver. NPSF will then notify health authorities of the contact information for all other persons present at the same event as the infected individual for contact tracing.
Each specific type of event will have an additional and customized **Operations Plan** in place before resuming that clarifies the specific flow of activities to ensure safety during those activities, e.g., plant sale operations, McLane Creek maintenance operations, revegetation site operations, plant salvage operations, etc.

3. **Mandatory Field Work Guidelines**

A. There will be a minimum of two and a maximum of the number set by WSU and/or the Governor’s office at a given site at one time, until such time as WSU/the Governor have cleared our community (or a specific activity) for larger gatherings. The number of participants permitted will be determined based on the phase of Washington’s “Safe Start” guidelines, as well as requirements from WSU, Thurston County, and the Governor’s office.

B. **No one may participate without gloves and masks that fully cover mouths and noses.** If a participant does not have a securely-fitting mask, NPSF will provide one that will then be that volunteer’s to keep. But all volunteers must arrive with a face covering of some sort, at minimum a bandana or something similar.

C. Disposable gloves (aka “under-gloves”) will be required to wear under work gloves, and NPSF will provide them if necessary.

D. Participants are encouraged to bring their own work gloves. If volunteers do not have them, NPSF will provide them; following participation, volunteers must deposit soiled gloves into a washable bag that will be set out in an isolated area and clearly labeled.

E. **Participants must plan to physically distance from each other by 10-12 feet.** Participants must remind each other if they feel someone is encroaching closer than 8 feet from them. We will identify “choke points” and “high-risk areas” (such as walking paths or potting tables). Tasks will be separated so social distancing is always maintained.

F. Each event will have a designated Person In Charge (PIC). The PIC will be responsible for ensuring that all safety requirements are followed, including: requirements for onsite education before work commences; prior signatures on liability waivers and agreement to abide by safety requirements; no participants that are not pre-registered; agreement that any future symptoms be reported immediately to NPSF/WSU for reporting to authorities; and all PPE, social-distancing, and hygiene protocols are followed.

G. Participants understand that these measures will slow down our operations and must be patient with the process. Participants must also understand that if a fellow volunteer expresses concern about closeness, it is not meant as a personal criticism, but a reminder that care must be taken. Each of us has the responsibility to show grace to our fellow participants and understand that we can only continue to collaborate if everyone accepts the most conservative measures possible (outside of not collaborating at all).

H. **If a task must be shared** (e.g., unloading a truck or loading plants onto carts to be transferred to another spot), those collaborating must adhere to the requirements above by waiting to approach the project area until the other volunteer has moved away as required, and must again wait on the other end of the task until the other person has again moved away to a safe distance.

I. NPSF has walkie-talkies that may be used if communication between disparate areas of the nursery are in use. The walkie-talkies will need to be disinfected between use and a system put in place such that during any given event, each walkie-talkie receiver may not be shared by another individual until it is disinfected. Gloves must be worn when operating the receiver.

J. **Participants are encouraged to use their own tools.** Any shared tools must be disinfected with an appropriate bleach spray and other necessary measures between uses.
K. Cart handles, chairs, and other shared surfaces will be frequently disinfected between uses.

L. There will be no provision for food or water. Participants must plan to bring their own and to eat or drink in an area far away from field activities, alone: ideally in their own car if that is available. Following any eating activity, proper hand hygiene must be adhered to: Wash and/or sanitize hands and replace disposable under-gloves.

M. We may provide tents as necessary to offer temporary shelter, but no more than 2 or 3 people will be permitted to stand under a tent at any time: 8 feet is the minimum distance participants must maintain if taking shelter under a tent, and no eating or drinking may occur under a tent if another person is also taking shelter. Masks must be kept on.

N. Hand hygiene: NPSF will provide a portable wash basin filled with warm water, including one operated by foot and/or dispensed by hand using a clean paper towel on the spigot. Liquid soap may be accessed by using a clothed elbow/forearm. Drying hands with provided disposable paper towels will be required. All volunteers must clean for 20 seconds to sanitize hands after eating/drinking, blowing their nose, and after use of the toilet, and any other time they have touched their face or any surface they are concerned about. Any area touched by hands must be sprayed with bleach solution immediately following use. **Signage must be prominently displayed throughout the site and at washing facilities reminding volunteers of the correct procedures.**

   ➢ Additionally, NPSF will provide supplies of wipes/alcohol-based sanitizers and/or diluted bleach water and paper towels, for further sanitizing hands and/or disposable under-gloves.

O. High risk areas, such as the portable toilet, will be locked when not in use. Handles and toilet surfaces will be cleaned before each use and after each use by each person using the toilet. It will also be cleaned after the activity is over for the day.

P. Participant numbers may be limited both by WSU-issued and government-issued requirements and /or if staff/leadership believes that there is a maximum number of participants that can be physically present and still maintain distances.

4. **Enforcement**

   Any participant who does not abide by the guidelines will be asked to leave the site. Consistent inability to maintain safe distancing after reminders will also be grounds for dismissing participants. The PIC and WSU/NPSF staff will have authority to enforce the guidelines.

5. **Modeling behavior/education**

   Those in the WSU & NPSF leadership and on staff are expected to be especially diligent in modeling safe behaviors and providing education and reminders on the guidelines to other participants.

6. **Living Document**

   This response plan and safety guidelines shall be considered an ongoing “work in progress” and shall be reviewed and updated on a regular basis. Events that shall trigger review include, but are not limited to: new Executive Orders from the Office of the Governor; new permissions or proscribed safety measures from local, state and federal health and governmental authorities; and new scientific evidence that suggests additional measures are warranted or that a current practice is no longer recommended.