



Rocky Mountain Youth Corps COVID-19 Protocol (Updated 3.9.2022)

RMYC empowers young adults to make a difference in themselves and their communities. We believe that community service and engagement are more important than ever and building resilient relationships with our neighbors is essential to constructing our new “normal” after this pandemic passes. Outlined in this document is our current organizational response to COVID-19, and is the means for RMYC to continue to serve our local communities in a safe way.

We are eager to continue our programming and believe our approach is socially responsible; meaning that running programming will not cause more harm than good to our Corpsmembers or community. We will continue running programming as long as the following criteria are met:

- This COVID-19 protocol is in place and all staff members and Corpsmembers understand it.
- Local and State mandates have been lifted to a degree that we can onboard, train, and support our staff and crews with reasonable accommodations.
- Our project partners are able, willing, and prepared to host a crew.
- Medical resources and personnel are available for support, in the event of an accident.
- Our staff is prepared to orient and support crews in the field and has acquired the necessary supplies and facilities to do so.

Our Approach to Vaccination and Wearing Masks

- First and foremost, we treat each other with Kindness and Respect.
- We acknowledge this may feel like it is happening fast and can be stressful.
- All staff and members of RMYC are required to be vaccinated against the COVID-19 virus or have an approved exemption per our [COVID-19 Vaccination Policy](#)
 - You will be asked to provide proof of your vaccination or have an approved exemption prior to your first day at RMYC
- We comply with all local mandates and currently masks are not required but are recommended for those with certain conditions or concerns and are recommended when traveling with others in vehicles
- You can always wear a mask - we will support your personal choice.

- You can always disengage from a situation or with someone who is making you feel unsafe (this is true outside of COVID as well).
- You can ask others to wear a mask.
- You can offer to wear a mask when working with others.
- RMYC will continue to supply masks, sanitizer, disinfectant and other PPE.
- As always, we commit to being transparent, sharing information and listening.
- We will do our best so that people feel heard and respected.
- Remember our shared values - we are respectful and kind, we are intentional and adaptable. We work safely; take pride in our work; and make a difference.
- During peak infection rates, the mandates for wearing a mask may change rapidly. RMYC will comply with all changes in masking requirements from the State, municipalities, and our project or co-location partners.

Following are the areas of programming that have been amended to fit the needs of this pandemic. Furthermore, these protocols apply to all employees, Americorps Members, VISTA members, or volunteers working under the direction of Rocky Mountain Youth Corps. These protocols will be reviewed and updated in order to respond to the rapidly changing COVID-19 pandemic.

1. Pre-Season, pre-employment, prior to returning to office:

- a. All Staff and Corpsmembers will sign an Acknowledgement of Risk form that states that they are aware of the risks that working with a group may pose, that they know and understand our protocol, that they will follow our protocol by modeling hygienic behavior, and that failure to follow our protocol may result in disciplinary action up to termination.

2. Orientation, Training and Monitoring

- a. Every returning or incoming staff member or Corpsmember will receive training at the beginning of their term to prepare them for the demands of their position. During this time, each individual will:
 - i. Receive informational training about COVID-19 and what steps our organization is taking to keep them safe both at work and during their personal time,
 - ii. Receive PPE, and instruction on best practice for how to remove and apply it, including facemask (provided by RMYC if needed),
 - iii. Adopt safe hygiene practices into our larger culture of safety and be willing to model that behavior for others,
- b. Staff members and crew Supervisors will receive ongoing training related to COVID protocols and best practices during Orientation and throughout the season as the protocols change.
- c. Training group sizes will not exceed the recommended number set forth by our local government and the CDC. Currently all occupancy limits have been lifted by the state of New Mexico. We will, however, continue to

follow the most stringent requirements. If a partner requires more strict protocols we will observe those protocols.

- d. Staff will prepare crew supervisors to deliver appropriate COVID-19 and other training to their crew members and the remaining orientation topics will be facilitated by roving staff or 3rd party facilitators.
- e. Staff and members are required to disclose vaccination status and they are required to be vaccinated against the COVID-19 virus or have an approved COVID-19 vaccination exemption.
 - i. During pre-season, staff will ask incoming members and staff if they have been vaccinated or if they intend to be vaccinated.
 - ii. Those who are vaccinated will upload their vaccination record to their ADP account during the onboarding process for safety and compliance purposes.
 - iii. If you are requesting to have a COVID-19 vaccination exemption approved, you will upload your request to ADP which must be approved prior to your start date.

3. Personal Hygiene

- a. Individuals should work to maintain a healthy immune system by staying hydrated, getting ample sleep every night, and avoiding contact with those that have tested positive for COVID-19, are ill or have been exposed to COVID-19.
- b. Refrain from coming into physical contact with each other and practice social distancing by keeping a six foot (6 ft) distance between individuals.
- c. All efforts will be made to cover any coughing and / or sneezing in the inside of the elbow if unmasked or into your facemask if masked.
- d. Wash hands frequently including, but not limited to, after using the restroom, before eating or handling food. Drying hands should be done with a disposable towel when available OR drip dry.
- e. Do not share personal items such as chapstick, food, sunscreen, and water bottles.
- f. Members and staff will refrain from touching other people or their property (i.e. desks, computers, items in kitchen).
- g. **Do not come into work if you are feeling ill** and alert your direct Supervisor immediately. Those experiencing symptoms that are consistent with COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, nausea, vomiting, diarrhea, or new loss of taste or smell) will follow the steps outlined in Section 7.
- h. Facemasks, face coverings, face shields:
 - i. Currently face masks are not required, however this may change. RMYC has adopted the [CDC guidance for mask requirements](#) based on the county level of COVID-19 transmission rate. Face masks must be worn by all staff and members while indoors when the applicable county level of transmission is high, are

recommended when transmission is at the medium level and are a personal choice when transmission is low.

- ii. Not all face coverings have the same effectiveness when preventing the spread of COVID-19. RMYC has adapted our policy to meet the guidelines of the CDC, more information can be found [here](#).

1. Approved face masks MUST:
 - a. fits snugly but comfortably against the side of the face
 - b. completely covers the nose and mouth
 - c. is secured with ties or ear loops
 - d. includes multiple layers of fabric, no less than 2 layers
 - e. N-95 Masks that are NIOSH certified are preferred; KN-95 Masks also greatly reduce transmission rates
2. Banned face covering include:
 - a. Buffs
 - b. Bandanas
 - c. Face shields
 - d. Any face mask with exhalation valves or vents

- i. Determination of face mask requirements
 - i. RMYC has adopted the [CDC guidance for mask requirements](#) based on the county level of COVID-19 transmission rate. The following are the requirements for each level of transmission:
 1. Low (Green): Face masks are not required
 2. Medium (Yellow): Face masks are recommended but not required
 3. High (Red): Face masks, preferably NIOSH certified N95 masks, are required indoors and when unable to practice a social distance of six (6) feet or more between people.

4. Exposure to COVID-19 Positive Individuals

- a. Anyone who has had **close contact** with a COVID-19 positive individual shall not come to work and shall notify their supervisor as soon as possible and will follow the latest [CDC Quarantine and Isolation guidance](#) as published on the CDC website.
 - i. **Close contact** is defined as being within six feet (6') of an individual, indoors or outdoors, masked or unmasked, for fifteen minutes (15) or more in a 24 hour period.
- b. N-95 NIOSH certified masks are strongly recommended during the period that you are required to wear a mask by the [CDC Quarantine and Isolation guidance](#).
- c. The exposed individual can only return to work once they have completed the quarantine as provided in the CDC guidance.
- d. In summary the guidance requires:

- i. If you are up to date on all COVID-19 vaccines that you are required to:
 - 1. Wear a mask around others for 10 days. KN-95 or N-95 masks that are NIOSH certified are required.
 - 2. Test on Day 5 if possible.
 - 3. If you develop symptoms at any time, get tested if possible and stay at home until you get your results.
 - 4. If you can't get a test, but still have symptoms, assume you are positive and follow guidelines for a COVID-positive test.
- ii. If you are unvaccinated, not fully vaccinated or without a booster (not up to date on all vaccinations) you are required to:
 - 1. Stay at home for 5 days.
 - 2. Then wear a mask around others for 5 MORE DAYS. KN-95 or N-95 masks that are NIOSH certified are required.
 - 3. Test on Day 5, if possible.
 - 4. If you develop symptoms at any time, get tested if possible and stay at home until you get your results.
 - 5. If you can't get a test, but still have symptoms, assume you are positive and stay home and follow guidelines for a COVID-positive test.

5. Office Protocols

- a. All vaccinated employees are encouraged to return to the office. Unvaccinated staff are encouraged and vaccinated staff may continue to work from home when feasible and preferred by the employee.
- b. Offices may resume normal operations as limited by the State or, in the case of MRG, by US Fish and Wildlife Service.
- c. RMYC will provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol.
- d. RMYC will place hand sanitizers in multiple locations to encourage hand hygiene, however hand washing is the priority and sanitizer should only be used if access to water is not available.
- e. RMYC discourages handshaking and any close personal contact with and among unvaccinated individuals during this pandemic. Other forms of salutation should be used when interacting with an unvaccinated individual.
- f. Until an office reaches internal herd immunity, RMYC staff will practice social distancing and stay at least 6 feet from other people at all times.
 - i. During the spike of infections social distancing should be practiced regardless of setting.
- g. RMYC will discourage workers from using other workers' phones, desks, offices, when possible.

- i. If it is necessary to use another person's desk, etc. that item will be cleaned before and after use.
- h. Any **work-related travel** outside of the State for unvaccinated RMYC staff and members requires approval of the Executive Director.
- i. Physical training (PT) will be done outside with social distancing. Masks are not required when in an outdoor setting.
- j. When possible, personal clothing and COVID-19 PPE should remain with an individual and not be left in vehicles, storage containers, trailers, desks or shops. If circumstances require leaving this gear in a shared vehicle or shop location, take steps to clearly mark who it is assigned to and keep it physically separated from other personal equipment.

6. **Vehicle and Transportation Protocols**

- a. DURING SPIKES OF INFECTION (HIGH TRANSMISSION AT THE COUNTY LEVEL AS DEFINED BY THE CDC):
 - i. To minimize exposure, no more than three people will be allowed to travel in the same passenger sized vehicle together. Social distancing will be observed to the greatest extent possible and passengers should maximize space between themselves.
 - 1. Crews may be provided with vehicles which will provide sufficient distance between all crew members (8 people total) to travel safely. Crews using Suburbans or other very large SUVs will be limited to four (4) occupants. All other vehicles are subject to the three (3) occupant limit.
 - ii. All crews during spikes of infection will wear personal protective equipment, such as a facemask, at all times except when eating or drinking while using vehicles.
 - iii. During spikes of infection, because vehicle transportation is the most vulnerable place to be, we require that two vehicle windows must be rolled down (at least 50% open) while driving to allow for proper venting and air circulation. In rare circumstances of rain or other driving scenarios that make this unsafe, windows may periodically be rolled up.
- b. WHEN INFECTION RATES ARE LOW:
 - i. Crews or staff may ride with no masks in vehicles at full capacity. No requirement on windows.

7. **Field Protocols**

- a. During project planning, coordinators will send a copy of RMYC COVID Protocol document to the project partner, as well as discuss expectations around encouraging use of COVID PPE.
 - i. If the project partner site requires more stringent protocols, RMYC crews will adhere to the project site protocols.

- b. Provided that the project partner does not require face masks, all crews are not required to wear masks while in an outdoor setting. FOR ALL CREWS DURING SPIKES IN INFECTION masks are required while in an indoor setting.
- c. Crews will follow best practices for de-rig and rig-up for social distancing and minimize contact with other crews
- d. All Supervisors and Corpsmembers who will be cooking meals in the field will complete a Safe Food Handling Course.
- e. Participants and staff members in the field will thoroughly wash their hands with soap and water as frequently as possible, at a minimum before eating, preparing food, and after using the restroom, before bed and after getting ready in the morning.
 - i. If feasible, crews with long hikes to their project site will take a portable hand-washing station. If washing isn't possible, rinse hands with clean water to remove dirt and then rub hands together with sanitizer (at least 60% alcohol) until they are dry.
- f. Crew supplies stored at the office will be kept separate to avoid cross contamination with another crew.
- g. Face masks MUST be worn:
 - i. When required by a project partner.
 - ii. DURING SPIKES IN INFECTION while in an indoor setting.
 - 1. You may remove your mask when outdoors
- h. COVID-19 PPE:
 - i. Each crew will have a COVID-19 Hygiene Kit that includes gloves, hand sanitizer, hand washing station(s), hand soap, spray bottle, bleach, and disinfecting wipes.
 - ii. Personal PPE will be stored in individual daypacks when not in use.
 - iii. Similar to First Aid Kits, each COVID-19 Hygiene Kit will have a contents list with it and will be restocked each week or spike by the Crew Supervisor or Assistant Crew Supervisor.
- i. Food Shopping
 - i. The Crew Supervisor and/or Assistant Crew Supervisor will be responsible for purchasing food and supplies for the crew. If unvaccinated AND FOR ALL SUPERVISORS DURING SPIKES IN INFECTION, they will take as many precautions as possible when inside the store (disinfecting the cart, wearing gloves and a facemask, maintaining a six (6) foot distance from others while in the store, and washing hands before and after).
 - ii. Careful planning will ensure that multiple trips to the store will not be needed. Stopping at the store or gas station with the crew must be minimized.
 - iii. Crews will limit their interaction with the public while in the field by reducing activity to only essential activities such as re-fueling and bathroom breaks. Only the driver will pump gas. Avoid numerous resupply outings by assuring that the entire crew is prepared before

leaving and asking your coordinator for additional supplies once in the field.

- j. Food Prep and Cooking
 - i. All areas used for food prep will be disinfected with a spray bleach solution ($\frac{1}{3}$ cup bleach to 1 gallon of water) before every use. This includes tables, cooler lids, stove handles, and propane handles.
 - ii. Food prep will be limited to two people for each meal who will wash hands before and wear gloves.
 - iii. The standard 3 bucket system will be used to clean dishes, with emphasis on thoroughly bleaching all cookware and dishes at the end. Dishes will be done after breakfast and dinner every day.
 - iv. Leftovers will not be kept more than three (3) days. When in doubt, throw it out.
 - v. Shared food and snacks will be poured into individual containers, rather than individuals reaching their hands into the bag.
- k. Camp socialization
 - i. Crews may congregate and socialize at the campsite, including shared space for eating meals. For ALL CREWS DURING SPIKES IN INFECTION social distancing of six feet will be observed.
- l. Participants MUST sleep in their own tent, no co-sleeping arrangement allowed.
- m. All efforts will be made with project partners to close project sites and campsites to the public. If this is not possible, the crew should take precautions to limit their interaction with the public.
- n. **The crew should work together to incorporate hygiene into their culture of safety and to encourage honest and open communication.**

8. Activities on Off Hours

- a. FOR ALL STAFF AND MEMBERS DURING SPIKES IN INFECTION, RMYC requests that to the extent possible we all avoid participating in mass gatherings and indoor activities, such as eating in restaurants, where high rates of infection are present. We encourage you to concentrate on outdoor activities and participation in only small indoor gatherings of known individuals to help prevent infection at the workplace.

9. Evacuation Plan

- a. SUMMARY GUIDANCE:
 - i. *All sick employees must leave the office immediately.*
 1. This individual must immediately contact the New Mexico Department of Health COVID-19 hotline at **1-855-600-3453** for further guidance if they have symptoms of COVID-19.
 2. This individual must remain in contact with their direct Supervisor and can only return to work with approval from a medical professional and their direct Supervisor.

- ii. *Employees and corpsmembers in the field will self-isolate for an initial period of 24 hours.*
 - 1. The symptomatic individual(s) must immediately contact the New Mexico Department of Health COVID-19 hotline at **1-855-600-3453** for further guidance.
 - 2. When available each crew will have COVID-19 rapid test kits that can be administered in the field. When a crew member presents COVID-19 symptoms they will self administer the rapid test. (NOTE: If the member presenting symptoms has recovered from COVID-19 within 90 days of presenting symptoms again, the test will be positive regardless and should not be tested and treated as a positive COVID-19 illness.) The results of the test will determine the members status.
 - a. Positive test results:
 - i. Crew member with positive result:
 - 1. The positive member will be evacuated and will stay home for at least 5 days and isolate yourself from others in your home.
 - 2. Do not travel
 - 3. Wear a well-fitted mask if you must be around others in your home.
 - 4. Follow the remaining steps in the [CDC Quarantine and Isolation guidance](#).
 - ii. Other crew members who are unvaccinated or not up to date with their vaccinations (defined as 6 months post vaccination but not having received a booster shot)
 - 1. These members will be evacuated and will stay home and quarantine for at least 5 full days.
 - 2. Wear a well-fitted mask if you must be around others in your home.
 - 3. Do not travel.
 - 4. Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19
 - 5. Follow the remaining steps in the [CDC Quarantine and Isolation guidance](#).
 - iii. Other crew members who are up to date on their COVID-19 vaccinations

1. No quarantine; members do not need to evacuate unless they develop symptoms.
 2. Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
 3. While in the field and for a full 10 days after exposure, the member will wear a well fitting NIOSH certified N95 mask at all times around others.
 4. Follow the remaining steps in the [CDC Quarantine and Isolation guidance](#).
- iv. Other crew members who have had COVID-19 within 90 days of the exposure
1. No quarantine; the member does not need to evacuate unless they develop symptoms.
 2. While in the field and for a full 10 days after exposure, the member will wear a well fitting NIOSH certified N95 mask at all times around others.
 3. Follow the remaining steps in the [CDC Quarantine and Isolation guidance](#).
3. The individual(s) must remain in contact with their direct Supervisor and can only return to work with approval from a medical professional and their direct Supervisor.
 4. If no testing is available and symptoms persist after 24 hours, or if directed to seek medical treatment or COVID screening, the symptomatic individual(s) will be evacuated from the field by a staff member.
 - a. The other crew members will follow the above steps as outlined in 9.a.ii.2 above
- iii. For staff or Corpsmembers with symptoms that are consistent with COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell.):

	Symptomatic Individual	Remaining Crew/Staff
Step 1 <i>Self Isolation Period</i>	<u>Field-based day crews:</u> Symptomatic individuals should not report to work if they are experiencing COVID-19 symptoms. The symptomatic individual should contact	<u>Field-based day crews:</u> The remaining crew members should continue work until directed by their Coordinator/Manager to discontinue and isolate.

their direct supervisor as soon as possible. The supervisor will then inform their Coordinator who will contact the symptomatic individual and direct them to contact the New Mexico Department of Health COVID-19 hotline at **1-855-600-3453** for further guidance.

Should the individual become symptomatic in the field, the Crew Supervisor should contact their Coordinator immediately. The symptomatic person should take a rapid COVID test. The Coordinator will then remove the symptomatic individual from the field per the Field-based crew guidance in step 2 if the individual tests positive or is still symptomatic after 24 hours. If the New Mexico Department of Health COVID-19 hotline directs the symptomatic individual to be tested for COVID-19, the crew shall suspend operations until the results of the test are known. If the test is positive, Staff will conduct RMYC internal contact tracing and report to the state as required and follow all NM Department of Health Guidance to resolve said positive case.

Field-based spike crews:

On the day of rig up, **individuals should not report to work if they are experiencing COVID-19 symptoms.**

The symptomatic individual should contact their direct supervisor as soon as possible. The supervisor will then inform their Coordinator who will contact the symptomatic individual and direct them to contact the New Mexico Department of Health COVID-19 hotline at **1-855-600-3453** for further guidance.

If a crew member becomes

Field-based spike crews:

Remaining crew will follow the steps outlined in the Summary Guidance listed above.

The crew Supervisor or ACL shall immediately notify the project partner contact or other designated personnel on-site to inform them of the need for the crew to self-isolate. RMYC staff will also ensure that project partners have a current copy of the protocols.

	<p>symptomatic in the field during a spike, the symptomatic individual(s) will follow the steps outlined in the Summary Guidance listed above. The symptomatic individual(s) will be directed to contact the New Mexico Department of Health COVID-19 hotline at 1-855-600-3453 for further guidance.</p> <p>The Inreach device's SOS feature does not need to be used, unless the situation presents a risk to life or limb.</p> <p>If access to phone service is limited or nonexistent, the crew Supervisor or ACL shall use the Garmin Inreach Delorme device to contact the crew coordinator (during office hours) or on-call staffer (after hours). The crew coordinator or on-call staffer shall call the COVID-19 hotline and use the Inreach device to relay any guidance to the crew.</p> <p>The symptomatic individual(s) will be reassessed after 24 hours. If symptoms persist, evacuation shall be discussed with the coordinator or on-call staffer.</p> <p>Symptomatic individual(s) and crew may also be advised to self-isolate for an additional 24 hours if symptoms and/or guidance do not suggest immediate evacuation from the field.</p> <p>Guidance from the NMDOH shall take precedence. Crew and symptomatic individual(s) shall prepare to evacuate if advised to do so from NMDOH.</p>	<p>Crew duties such as meal preparation shall continue, with a non-symptomatic (and fully vaccinated if available) individual handling such tasks. Care shall be taken to prevent crew interaction. Meals will be prepared by one person and left near the tents or other sleeping quarters of the crew members. Disposable plates and eating utensils shall be provided to all crews to be used in this circumstance.</p> <p>Crew members will be asked to self-assess and report any possible COVID-19 symptoms after the initial 24 hour period.</p> <p>Symptomatic individual(s) and crew may also be advised to self-isolate for an additional 24 hours if symptoms and/or guidance do not suggest immediate evacuation from the field.</p> <p>Guidance from the NMDOH shall take precedence. Crew and symptomatic individual(s) shall prepare to evacuate if advised to do so from NMDOH.</p>
<p>Step2 Evacuation</p>	<p>Field-based crews: Single Vehicle Crews:</p>	

from Field or Office

The Coordinator of the crew shall remove the symptomatic individual from the field via Staff vehicle. All precautionary measures will be taken to prevent cross-contamination. This includes making available a evac bag to include plastic to create a shield between the two people, a tyvek suit, facemask and gloves to be used by unvaccinated staff. Vaccinated staff should wear a N-95 or KN-95 mask. The symptomatic individual will be driven to either an ER facility or to their vehicle if symptoms do not prevent safe operation of a vehicle. **Contact the NM Dept of Health COVID-19 hotline to determine next steps, 1-855-600-3453.**

Two Vehicle Crews:
The symptomatic individual(s) will be removed from the field by the Supervisor or ACL in one of the two crew vehicles. For day crews, the Coordinator of the crew shall remove the symptomatic individual from the field via Staff vehicle. All precautionary measures will be taken to prevent cross-contamination. This includes making available a evac bag to include plastic to create a shield between the two people, and all parties will wear a tyvek suit, facemask and gloves to be used by unvaccinated staff. Vaccinated staff must wear a N-95 or KN-95 mask. The symptomatic individual will be driven to either an ER facility or to their vehicle if symptoms do not prevent safe operation of a vehicle. **Contact the NM Dept of Health COVID-19 hotline to determine next steps, 1-855-600-3453.**

Canine Leadership Crew:
The symptomatic individual will be separated from all individuals in an

Remaining crew will evacuate in their crew vehicle, taking extra care to keep as much space between individuals as possible. Each individual will wear a facemask or covering.

Remaining crew will evacuate in their crew vehicle, taking extra care to keep as much space between individuals as possible. Each individual will wear a facemask.

Remaining crew members will evacuate outside or to space in the

	<p>outdoor space. Crew Leader will contact that person’s Emergency Contact and ask them to pick up the symptomatic person immediately. RMYC will advise their Emergency Contact to <u>contact the NM Dept of Health COVID-19 hotline to determine next steps,1-855-600-3453.</u></p> <p><u>Office Staff/setting:</u> The symptomatic individual will be separated from all individuals in an outdoor space. If the individual is able to drive themselves home, they will. If not, staff may support, taking the above mentioned precautions. <u>Contact the NM Dept of Health COVID-19 hotline to determine next steps,1-855-600-3453.</u></p>	<p>building that allows for maximum distancing while awaiting their pick up by parent/emergency contact. If they drove themselves, they may leave on their own.</p> <p>Remaining staff/members in the office will evacuate immediately and work from home until further notice.</p>
<p>Step 3 <i>Self Isolation</i></p>	<p>Symptomatic individuals must get PCR tested for COVID-19 five (5) days after onset of symptoms if possible and self-isolate in their home, following the CDC Quarantine and Isolation guidance.*</p>	<p>Each individual will follow the CDC Quarantine and Isolation guidance.. At this point, testing is optional but if the symptomatic individual tests positive, the test will be mandatory for remaining crew/staff.</p>
<p>Step 4 <i>Testing, quarantine and isolation, contact tracing, communication</i></p>	<p>Once results are received for the symptomatic individual:</p> <p>If positive:</p> <ul style="list-style-type: none"> ● The Conservation Program Manager/Director will reach out to see what support is needed and they are receiving guidance from NM DOH. ● Contact tracing will allow for anyone who was in contact with the confirmed COVID-19 individual to be notified. (see guidance below) <ul style="list-style-type: none"> ○ Close personal contact is defined by the New Mexico Department of Health as anyone who has had contact with the COVID positive individual at less than a 6 foot distance - masked or unmasked, indoor or outdoor - for a period of more than 15 minutes in a 24 hour period. <p>If negative:</p> <ul style="list-style-type: none"> ● The symptomatic individual may return to work/project as soon as they are asymptomatic. ● Remaining crew/staff will return to work immediately. 	

	<p>Quarantine and isolation guidelines</p> <ul style="list-style-type: none"> • Any individuals who test positive shall follow the isolation guidelines of the CDC • Any RMYC member or staff who was in close personal contact with the individual will follow the quarantine guidelines of the CDC <p>The Americans with Disabilities Act (ADA) privacy rules restrict RMYC from sharing personal health information of an employee or participants. We will inform employees and participants that possible exposure has occurred in the workplace without disclosing any identifying information about the individual who tested positive or is experiencing symptoms of COVID-19.</p>
<p>Step 5 Further Considerations</p>	<p>If positive case is confirmed:</p> <ul style="list-style-type: none"> • Crew vehicles, gear, and/or office are to be left alone for a minimum of 3 days (72 hours). • Crew vehicles, gear, and/or office will receive a deep clean. • All necessary project paperwork should be electronically submitted to the program coordinator. • All necessary personnel documents will be completed electronically by the direct Supervisor.
<p>Step 6 Ending Self Isolation</p>	<p>A COVID positive member or staff will follow the directions of the New Mexico Department of Health and shall follow the isolation guidelines of the CDC.</p> <p>Self-isolation for positive cases of COVID-19 can only be ended in adherence with New Mexico DOH or higher authority's timeline and with approval from the Executive Director.</p>

*If a participant is from out of town and does not have their own home to self-isolate in, RMYC will work with them to secure a place to self-isolate.

10. **Contact Tracing Guidelines:** In the event of a confirmed case of COVID-19, or anyone showing symptoms such as a fever of 100.4, shortness of breath and or coughing and has been directed by the NMDOH to be tested for COVID-19, RMYC will follow these guidelines to allow for contact tracing within the Corps Community:

- a. **Notification:** If a member or employee tests positive for COVID-19, it is expected they contact their direct supervisor upon confirmation of test results.
 - i. For the Conservation Program, notice will then be given to RMYC's Program Manager who will manage communication at their respective office location. The Program Manager will then inform the Conservation Program Director who will inform the Executive Director. **The Program Manager MUST notify the state of the positive case to the Rapid Response Team at this [website](#)**

within four (4) hours of receiving notification of a positive test result.

- b. **Response Plan:** The Program Manager and the Conservation Program Director will coordinate a response plan including the following steps:
 - i. The Program Coordinator will contact the Crew Supervisor to notify the crew (and the Emergency Contact if the member is under 18) who must immediately self quarantine and get tested. **The name of the individual who tested positive will NOT be released.**
 - ii. The Program Manager will conduct an interview with the individual and parent guardian (If under 18) to the extent needed to address the employee/participant's contact and movements within the organization. The Program Manager should quickly coordinate telephone or electronic outreach to the employee to collect work-related information. This interview only needs to address work/facility related information – it is up to local health departments to conduct more in-depth contact tracing as they deem necessary. The script for this interview is included on this [form](#).
 - iii. At the conclusion of the interview the Program Manager will counsel the affected individual about the RMYC COVID pay policy.
- c. **Communication Plan:**
 - i. The Program Manager will determine the recommendations for any individuals who may have been exposed based on the following:
 1. Anyone who has had close contact (defined by the NMDOH as someone who was within 6 feet of an infected person for at least 3 minutes starting from 14 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection until the time the patient is isolated) will be asked to self quarantine AND get tested if they develop symptoms.
 2. Anyone who has had contact, but not close contact, may stay engaged but should self monitor, conduct the daily wellness check and report any signs or symptoms immediately.
 - ii. The Program Manager will reach out to any staff or members who were identified as having close contact in the interview to notify them with a recommended course of action. **The name of the individual who tested positive will NOT be released.**
 - iii. The Executive Director will determine if organizational communication is warranted.
- d. **Properly Clean** - Use a qualified cleaning product to properly clean the impacted areas and common areas the employee may have visited using [CDC recommended guidance](#).
- e. **Return to Duty:** Employee/participant will be able to return to duties on-location when deemed appropriate by local health department guidance, ten (10) days of quarantine has ended **and** the individual's symptoms have been improving for at least three (3) consecutive days at

the end of the ten day period, and they do not have a fever during those three (3) consecutive days and no fever reducing agents are being used.

- f. **PROTECT PERSONAL INFORMATION:** RMYC managing personnel should not release personal information about employee's identity or health status. Anyone who has access to an employee's medical information must ensure they comply with confidentiality and privacy obligations. Employees may voluntarily disclose their status.

11. Symptoms that are not Consistent with COVID-19:

- a. If you are not feeling well **DO NOT REPORT TO WORK**. Contact your immediate supervisor and inform them that you are not well and will not be reporting to work. Should any symptoms of illness persist for more than 72 hours or should you develop symptoms that are consistent with COVID-19 (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell), contact the New Mexico COVID-19 hotline to determine next steps, **1-855-600-3453**.
- b. After calling and receiving direction, contact your direct supervisor immediately after receiving direction to allow us to coordinate with the State Department of Health. RMYC may require a doctor's note indicating the individual is clear to work.

12. COVID-19 Quarantine, Isolation & Work Practices In the event a Staff member or Corpsmember is needing to self quarantine or isolate the following policy will apply:

- a. **COVID-19 Quarantine:** If the individual is not experiencing symptoms but is in quarantine, employees and participants are expected to continue to support organizational program needs. Your direct Supervisor will develop a work plan accommodating the new work location. Since during a period of quarantine an employee or participant is considered to be well, they will be expected to work remotely if their job or service responsibilities permit it. Individuals who work remotely while quarantined will receive regular pay for hours worked or receive a regular stipend.
 - i. Non-exempt staff who work, either remotely or in the office when permitted, will be paid for hours worked at their regular hourly rate of pay. Overtime rates continue to apply but should be approved in advance by the immediate supervisor.
 - ii. Exempt staff who work, either remotely or in the office when permitted, will receive their regular pay.
 - iii. Seasonal employees who perform work will be paid for hours worked at their regular rate of pay.
 - iv. Seasonal participants (AmeriCorps members) who perform work will be paid at their regular stipend per the attendance policy.
- b. **COVID-19 Isolation:** If the individual is not able to work during isolation due to symptoms:

- i. Employees or participants who are in isolation due to symptoms or due to exposure related to COVID-19 ***whose job responsibilities do not allow for them to work remotely or symptoms that prevent them from working*** may choose to use PTO, Non-scheduled Days or leave without pay during the isolation period.
- ii. The New Mexico Department of Health has established guidelines we will follow for determining when to discontinue Isolation or Quarantine for persons with confirmed or suspected COVID-19.

By signing below you attest that you have read and understand these protocols, policy and guidance.

Participant / Staff Name _____ Crew #/Title _____

Participant / Staff Signature _____ Date _____

If Participant is under 18 years old, a Parent or Guardian must counter sign:

Parent or Guardian Name _____

Parent or Guardian Signature _____ Date _____

Portions of this protocol were adopted from Conservation Legacy, Northwest Youth Corps, Conservation Corps Minnesota & Iowa, and the Professional Trail Builders Association and tailored to fit the unique needs of our program.