

COVID-19 Operational Plan:

In order to best provide a safe experience for all, Fieldguides' Operational Plan takes into account current recommendations from the CDC, ACA, and OSHA regarding the SARS-CoV-2 virus. Fieldguides will continue to monitor current recommendations and update this plan accordingly. Fieldguides is also monitoring the practices of other leaders in the field of wilderness guiding in order to ensure our practices are in line with industry standards.

Pre Trip:

- The required forms indicated on page one of this document must be signed and returned prior to the program.
- For 14 days prior to the hike all participants and staff are asked to please observe recommendations for social distancing and minimizing the spread of COVID-19, which includes:
 - Minimizing travel to the extent possible and no air travel
 - Social Distancing (6 ft) when in public
 - Proper hand washing, particularly when in public or when returning home
 - Avoiding touching eyes, nose, and mouth when possible.
 - Wearing a facial covering when in public
 - Not congregating in groups outside of the household
 - Avoiding physical contact with those outside the household
- **All participants are required to complete a COVID-19 pre-screening form:**
 - The pre-screening form is attached to this application packet and includes,
 - Temperature checks, and checking for cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.
- **Participants are required to take a COVID-19 test prior to attending the program, if they can secure testing and results within one week of the program start date:**
 - Confirmation of results may be emailed to info@fieldguides.org or presented in person on the program start date.
- If a participant or staff member has tested positive for COVID-19 or comes into contact with anyone who has tested positive for COVID-19 in the past 14 days they should not attend the program.
- High risk individuals and people with underlying medical conditions will not be allowed to participate in the program, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease
 - People with liver disease

- Participants and Staff should work with their health care provider to determine if they might be high risk.
- **Participants and staff who are ill in any manner are asked not to attend the trip.**
 - If staff are unable to work for any illness related reason they will be paid at their contracted rate.
 - Participants unable to attend due to illness will be given a full refund if they cannot attend.
- Each new participant must complete a video hike prep call with a Fieldguides staff member at least seven days prior to the start of their trip to ensure preparedness.
- Hike itineraries will be reviewed and agreed upon by staff and administration to ensure no overlap of hikes take place.

Administrative/Food/Support staff procedures:

- Staff will not interact with the public except when fulfilling necessary program needs (food shopping, food drops, medical evacuations, etc.).
- During any interactions staff will practice social distancing whenever possible.
 - Including the use of facemasks and gloves for any prolonged contact, closer than 6 ft.
- Van door handles will be sanitized before and after each food prep period. Handles will also be sanitized twice daily, once in the morning and once in the afternoon.
 - Sanitizing will be done in accordance with instruction from the [EPA List of Disinfectants for Use Against SARS-CoV2](#).

Food planning and packing:

- Participants and staff are asked to submit food preferences, aversions, and allergies, included in the application packet, 7 days prior to the hike
 - Food needs will be re-checked during hike prep video calls
- All food will be purchased by Fieldguides administrative food staff.
- Menus will be planned, including food drop dates, before purchasing food, with allergies and food restrictions accounted for.
- Shopping trips for each hike will be kept to a minimum. If nonessential food items are not secured extra trips will not be made.
- Shoppers will wear facemasks and wash/sanitize hands before and after shopping.
- Shoppers will disinfect car handles, steering wheels, and other contact surfaces after each trip using CDC approved disinfectants.
- Food packing will be done by administrative food staff.
 - Food packers will wash hands prior to, and frequently during, food packing and wear facemasks throughout.
 - Clean and sanitized utensils & equipment will be used during food preparation
 - Surfaces used for food preparation (cutting boards, tables, counters, etc.) will be cleaned and sanitized with bleach solution before and after food preparation
 - All dishes will be sanitized for at least 30 seconds in disinfectant after use and allowed to dry completely
 - Sanitizing will be done in accordance with instruction from the [EPA List of Disinfectants for Use Against SARS-CoV2](#).

Participant Arrivals:

- No transportation will be provided by Fieldguides. Parents/guardians are responsible for dropping off participants at the agreed upon location, time, and date.
- Parents/guardians are encouraged to remain in cars and are required to wear facemasks if exiting the car is necessary. Six feet social distancing should be maintained between all individuals at all times.
- Participants will be screened immediately upon arrival. **If a participant does not pass the screening they will not be able to attend the program.**
- Screening will be documented on an Arrival Screening and Check In form.
 - Parent/guardians must wait until the participant is screened and approved before leaving. Participants who are asked to leave will receive a full refund.
- All medications and instructions for use will be reviewed and transferred from parents/guardians to Fieldguides' staff.

Basecamp Disinfection & Sanitation Procedures:

- Clean and sanitized utensils & equipment will be used during food preparation.
- Toilets (including door handles, locks, seats, lids, toilet paper lids, and faucet handles) will be sanitized using bleach solution after each use by the person using the bathroom.
- All door handles/locks on buildings will be sanitized using bleach solution twice daily (after lunch and after dinner).
- All handwashing station handles will be sanitized using bleach solution twice daily (after lunch and after dinner).

In camp possible COVID-19 infection:

- The individual will be isolated from the rest of the group and be told to wear a facemask.
- They will be given a specific COVID-19 holding tent for their comfort while they are monitored and evacuation plans are made.
- During the evacuation the rest of the participants will remain at base camp until testing can confirm the presence or lack of COVID-19.
- All parents/guardians of participants on the trip will be informed as soon as possible of the concern. They will be updated as more information becomes available.
- If the results are negative, the trip will be allowed to continue. Parents/guardians may remove their child from the trip at this time if they wish.
- If the results are positive please see the section below: **Response to a positive COVID-19 test**

Done before any hike:

- Check in between administrative staff, hike staff, and associated participants about medications.
 - Ensure both hike and administrative staff have copies of health forms and emergency contact information
- Conversation and participant training on COVID-19 information, protocols, and concerns.

On the trail:

- General:

- Six feet social distance guidelines should be maintained whenever appropriate.
 - Contact may be made in order to facilitate and/or provide medical care. When providing medical care, staff must wear gloves and a facemask. Participants must wear a facemask (unless doing so compromises their health and safety).
- If sleeping next to someone, individuals will sleep head to toe, not nose to nose.
- Swimming:
 - Participants and staff will not have physical contact while in the water.
 - If at all possible a rescue tube will be used to assist in an emergency, minimizing contact between the lifeguard and the swimmer.
 - Any equipment used for a rescue will be sanitized after use.
- Sharing of items:
 - No personal items should be shared, including water bottles, bowls, plates, utensils, hygiene products, sunscreen, toothpaste, clothing, hats, visors, bandanas, etc.
- Food, meal prep, and service:
 - All food preparation will be done by designated daily leaders.
 - Any food preparer must wash their hands before handling any foodstuffs.
 - Food preparation items will be sanitized before and after each use.
 - Food preparers must wear facemasks during food preparation and service.
 - Food will be served to participants one by one.
 - Staff will oversee all food preparation and service to ensure its safety.
- Ongoing COVID-19 screening:
 - Screening will be conducted every day by counseling staff
 - Participants will be asked if they are experiencing any of the following symptoms and how they feel in comparison to other days:
 - Cough, unexplained unusual/abnormal fatigue, fever objective or subjective (hot to touch, chills/rigors, night sweats), sore throat, pernio (red itchy swollen skin on fingers and toes or hands/feet) aka chilblains/frostbite, myalgias (Generalized body aches), runny nose (unless clear history of allergy/post nasal drip), altered sense of smell or taste
 - A temperature check will be done
 - Screening will be documented on an Ongoing COVID-19 Screening Form.
- Interacting with the public on trail:
 - Any interactions will be kept to a minimum, and social distancing guidelines will be adhered to.
 - If sharing a watershed drainage, hikes will camp at the farthest removed campsite from any other group.
 - If another group attempts to enter a hike's established space, staff will politely ask the other group to create appropriate space between the groups.
 - If another group refuses to leave appropriate space hikes must leave the space to create a sufficient distance for safety.
 - When passing other hikers or stock on the trail, participants will cede the trail by moving at least six feet to the downhill side.
- Food drops/resupply:

- Food drops and resupply will be delivered by administrative staff. They will wear gloves and facemask when transporting food and supplies.
- Food and supplies will be unloaded and administrative staff will remove themselves from the area. Hike staff will wear facemasks while packing food and supplies.
- Hike staff will leave waste and excess food and supplies behind, which will be removed by administrative staff continuing to wear facemask and gloves.
 - Left over items and waste will be disposed of in landfill by administrative staff.

Evacuations:

- If a participant needs to leave the program for any reason an evacuation will be arranged for using the Garmin In Reach device carried by each hike.
 - If possible arrangements will be made directly with administrative staff who will then carry out the evacuation.
 - If administrative staff cannot be reached or the emergency threatens life or limb emergency services will be contacted directly.
 - Staff carry the following in case of emergency evacuations; a first aid kit, a contact list of local emergency response numbers, an emergency communications and evacuations procedures form, insurance information, health forms and signed permission to treat forms for each participant.
- Upon evacuation parents/guardians will be notified as soon as possible with all relevant information including a medical update and a pickup location and time.
- During evacuations participants will be asked to wear a facemask and driven to the trailhead or appropriate medical care facility where they will be picked up by their parent/guardian.
- Administrative staff will drive for all evacuations. Drivers will wear a facemask at all times and practice social distancing whenever possible.
 - Participants will sit in the seat farthest removed from the driver.
 - Windows will be open for increased circulation when possible.

If possible COVID-19 infection is the reason for evacuation:

- The individual will be isolated, within range of supervision, from the rest of the group and be told to wear a facemask.
- During the evacuation the rest of the participants will remain at the trailhead until testing can confirm the presence or lack of COVID-19.
- All parents/guardians of participants on the hike will be informed as soon as possible of the concern. They will be updated as more information becomes available.
- If the results are negative, the hike will be allowed to continue with a modified itinerary. Parents/guardians may remove their child from the hike at this time if they wish.

Response to a positive COVID-19 test:

- If the results of a COVID-19 test are positive, the remainder of the trip will be evacuated and all parents/guardians will be informed of the situation and told to retrieve their participant from the trailhead.

- A staff or family member of a participant who has tested positive or is awaiting the results of a test should follow the [CDC's guidance for caring for yourself or others who are sick](#).
- Parents/guardians picking up a participant from a group with a confirmed case, should assume their child is infected, even if asymptomatic, until proven otherwise.
 - Parents/guardians should take necessary precautions to protect themselves while transporting the participant home.
 - Participants should be tested for COVID-19 as soon as possible and results should be shared with Fieldguides.
 - Participants should quarantine according to current medical protocols upon returning home. Families should take necessary measures to protect their families from infection during the quarantine period.
- Participants' gear should be sealed inside a garbage bag and not opened for 7-days. If this is not possible, all gear should be disinfected using disinfectants from the EPA List of Disinfectants for Use Against SARS-CoV2.
- Staff will be tested and follow the [current CDC medical protocols](#) concerning isolation and quarantine will be taken.
 - Staff must have an emergency contact who can pick them up.
 - Staff will be paid their contracted salary in case of quarantine.
- The Board of Directors will be informed of any positive cases of COVID-19 at the programs.
- All evacuations (COVID-19 related or otherwise) will be done using the Fieldguides Van, which will be disinfected by the driver after each trip.
 - Disinfecting will be done in accordance with instruction from the [EPA List of Disinfectants for Use Against SARS-CoV2](#).
 - Staff will use appropriate PPE for handling disinfectants.

Departures:

- No transportation will be provided by Fieldguides. Parent/guardians are responsible for picking up participants at the agreed upon location, time, and date.
- Parent/guardians are encouraged to remain in cars and are required to wear facemasks if exiting the car is necessary. Six feet social distancing should be maintained between all individuals at all times.
- Final ongoing screening must be completed before participants leave.
- Any medications will be transferred from Fieldguides' staff to parents/guardians.
- After returning home it is recommended that participants be tested for COVID-19 as asymptomatic transmission is possible.
 - If a participant is diagnosed with COVID-19 within 14-day of returning from the program we ask that the family notify Fieldguides as soon as possible.

Communicable Disease Control Practices:

- Staff will carry adequate hand-washing/sanitizing supplies (soap, hand sanitizer, and disinfecting wipes) which will be available for use at all times.
 - At minimum, hand-washing/sanitizing occurs prior to preparing and eating any food, using the restroom, and coughing sneezing not buried in the sleeve.

- Coughs and sneezes are buried in the sleeve, not covered by hands.
- Personal items e.g., hats, brushes, hair ties, contact solutions and drinking containers are never shared with others.
- Six feet social distance guidelines will be maintained whenever possible.
 - Contact may be allowed for medical needs
 - PPE will be worn by staff when administering medical care
- Participants sleep head-to-toe, not nose-to-nose.
- Participants will be instructed to keep hands away from their faces.
- Food service staff – and those making food on trips – will not only use safe food handling procedures but also appropriate control measures when they show signs/symptoms of communicable illness.
 - Surfaces used for food preparation (cutting boards, knives, pots, spoons, etc). are cleaned and sanitized with bleach solution before and after food preparation
 - All dishes will be sanitized for at least 30 seconds in bleach solution after use and allowed to dry completely
- Staff will isolate individuals with questionable symptoms until communicable illness can be ruled out.
- Signage about Social Distancing, etc. will be posted in the Fieldguides Van.