

## **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 also monitors the practices of other leaders in the field of outdoor education to ensure our practices are in line with industry standards.

### **Fieldguides Staff COVID-19 Vaccination Policy:**

- All Fieldguides Staff are fully vaccinated in accordance with Fieldguides' Mandatory Vaccination Policy.
- Staff must be familiar with Fieldguides COVID-19 procedures, including all aspects of this Operational Plan.

### **Pre-Trip:**

#### **For Unvaccinated Individuals:**

- For 14 days prior to the program unvaccinated participants 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

#### **Unvaccinated adults are required to take a COVID-19 test prior to attending the program:**

- A PCR test may be taken within 72 hours of the program, or an Antigen test may be taken within 24 hours of the program.
- Confirmation of results may be emailed to [info@fieldguides.org](mailto:info@fieldguides.org) or presented to the school or in person on the program start date.
- If an unvaccinated participant 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.

#### **For Fully Vaccinated Individuals:**

- Fully vaccinated individuals may follow CDC guidelines for those with full vaccination status.
  - To reduce the risk of being infected with the Delta or Omicron variant and possibly spreading it to others, wear a mask indoors in public if you are in an area of [substantial or high transmission](#).
- Fully vaccinated individuals with no symptoms:
  - Are encouraged but not required to take a covid test prior to arrival.
- Fully vaccinated individuals showing signs and symptoms:
  - Should isolate themselves from others
  - Get tested for COVID-19 prior to the trip
    - For a positive test they should not attend the program and follow the [CDC's guidance for caring for yourself or others who are sick](#).

- 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.

**Food planning and shopping:**

- Participants and staff are asked to submit food preferences, aversion, and allergies prior to the trip.
- All food will be purchased by Fieldguides administrative staff.
- Menus will be planned before purchasing food, with allergies and food restrictions accounted for.
- Shoppers will wear facemasks, practice social distancing, and wash/sanitize hands before and after shopping.

**Participant Arrivals:**

- Transportation and transportation policies are the responsibility of the school.
- Parents/guardians not attending the program 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 individuals at all times.

**At the Program:**

- Participants will be broken into study groups.
  - Arrival COVID-19 screenings will be done in study groups.
- Individuals will practice social distancing whenever possible.
  - Facemasks will be used during activities that require prolonged proximity closer than 6ft, including meal prep and clean up.
  - Facemasks will be used whenever staff need to provide medical care.
  - Facemasks will be worn indoors at all times, including the restroom.
- All Fieldguides tents have screen doors. Screens must be kept open to maximize ventilation during the night.
  - Tents are only used for sleeping, changing, and storing gear. No socializing in tents.
  - Participants are encouraged to bring their own tent if they do not feel comfortable sharing a tent.

**Food Preparation:**

- All individuals will wash hands prior to, and frequently during, food preparation.
- Facemasks will be worn during food preparation and service.
- 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](#).

**On the trail:**

- Interacting with the public on trail:
- Any interactions will be kept to a minimum and social distancing guidelines will be adhered to.
- If another group attempts to enter a group's established space, staff will politely ask the other group to create appropriate space between the groups.

**Medical Removals:**

- Staff carry the following in case of an emergency; a first aid kit, a radio, health forms and signed permission to treat forms for each participant.
- Upon any removal parents/guardians will be notified as soon as possible with all relevant information including a medical update.
- During any removal participants will be asked to wear a facemask while they are driven to the appropriate medical care facility.
- 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 removal:**

- The individual will be isolated, within range of supervision, from the rest of the group and be told to wear a facemask supplied by Fieldguides.
- The rest of the participants will remain at 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.

**Response to a positive COVID-19 test:**

- If the results of a COVID-19 test are positive, the remainder of the trip will be canceled and all parents/guardians will be informed of the situation.
- 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.
  - 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.

**Positive COVID-19 test for an administrative staff member:**

- If an administrative staff member tests positive for COVID-19 then all administrative staff will be tested and required to quarantine according to [current CDC medical protocols](#) before they are allowed to return to work.
  - Depending on the time required for quarantine and the time before the next trip subsequent trips may be cancelled.

**Departures:**

- Transportation and transportation policies are the responsibility of the school.
- Parent/guardians providing transportation only 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 individuals at all times.
- 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 (hand sanitizer) 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.
- Staff will isolate individuals with questionable symptoms until communicable illness can be ruled out.
  - Fieldguides has spare tents that can be used to create comfortable and safe spaces for isolation.
- Signage about Social Distancing and best health practices will be posted in the Fieldguides Van.
- Six feet social distance guidelines will be maintained whenever possible.
- Participants will be instructed to keep hands away from their face.