

Seminole Education, Restoration, and Volunteer (SERV) Program Event Guidelines for Health Safety

7/4/20

Background

Seminole County Watershed Management Division (SCWMD) will reduce community spread of COVID-19 and protect SCWMD staff, contractors, and Seminole Education, Restoration, and Volunteer (SERV) Program volunteers by requiring the below safety precautions during SERV group events. This document provides an overview of how SCWMD will implement procedures to ensure that all participants in volunteer activities remain safe and healthy by utilizing guidance from the Centers for Disease Control (CDC).

Operations & Procedures

SCWMD, including the SERV Program, will implement various infection control protocols to ensure the safety of all volunteer event participants.

Group Size & Event Registration

These guidelines will be applicable for all SERV volunteer events.

- Total volunteer event size will not be permitted to exceed 50 participants, including staff, based on CDC guidelines. Within each event, volunteers will be permitted to work in household groups (up to 10 volunteers), or independently as individuals.
- Volunteers will be required to register online via the Eventbrite website in order to participate.
- A COVID-19 questionnaire will be posted on the SERV website and will be sent directly to volunteers in an email reminder before the event. Any volunteer failing to pass the questionnaire on the day of the event will not be permitted to participate.
- Each publicized volunteer event description (Eventbrite, Seminole County event calendar, social media posts, newspaper submissions) will clearly outline the safety protocols that will be implemented at the volunteer event. Temperature taking and the requirement for face coverings will be emphasized.
- Volunteer liability forms must be filled out in advance of arrival to event in order to expedite check-in.
- Volunteers will be asked to bring their own work gloves and water bottles to minimize common surfaces of contact at the events.

Waterway Restoration Events (**events will resume in 2021**)

In addition to the above guidelines for Group Size & Event Registration, all Waterway Restoration Events will involve the following precautions.

- **Face coverings:** All Seminole County Lake Management Program (SCLMP) staff, SERV staff, and volunteers will be expected to wear masks or face coverings during the event. However, face coverings will not be required when volunteers are working in the water, as they will be isolated from volunteers outside of their household group during this time.
- **Temperature checks:** Volunteers will be required to have their temperatures checked upon their arrival to the event. A designated staff member or Site Captain (staff assistant) will be in charge of the temperature checks at a dedicated station; this area will include a partition to shield volunteers during assessment. Volunteers will be screened individually using a laser thermometer held near the forehead. If the volunteer passes the temperature check, his/her liability form will be stamped. If the volunteer fails the temperature check, the individual will be rechecked a second time. Upon rechecking, if the temperature does not fall within a safe range (100.4 and below) the volunteer will be discretely led to the side of the temperature station and asked to go home.
- **“Hands-free” check-in:** After temperature assessment, volunteers will take their stamped liability forms to the “hands-free” check-in station. A staff member or Site Captain will ask for volunteer’s name, and check it off the list generated from the Eventbrite online registration. Liability forms will be deposited at the corner of the table, and volunteers will be asked to promptly move away from table to a waiting area to reduce congregation.
- **Social distancing:** All staff and volunteers will maintain a 6 ft distance between each other unless an individual is part of a household group that is volunteering together. If the terrain permits, ground markings (X’s) will be taped to the ground at 6 ft intervals for people waiting in line. SCLMP/SERV staff will post posters at the event kick-off with best practices for social distancing. SCLMP/SERV staff and staff assistants will remind volunteers not to congregate during the event.
- **Hand sanitizing station:** A dedicated hand sanitizing station with alcohol-based sanitizer will be set up apart from the temperature station and the check-in station. Site Captains will also be provided with an infection control supply kit (e.g. hand-hygiene products, tissues, Clorox wipes if available, separate trash bags for their disposal).
- **Bathroom facilities:** The County will rent a Port-o-let for volunteer and staff use, if one is not already present on site. Hand sanitizer will be provided next to port-o-let.
- **Transportation during event:** No volunteers will be transported via County vehicles. Volunteers can only walk or drive personal vehicles to work sites.
- **Planting:** Before the day of the event, LMP staff will determine how wide the “plantable” shoreline is, and how many “teams” can plant there while maintaining a 6 ft social distance. A team could be one household, or one individual that arrives by him/herself. For example, 40-50 feet of shoreline = 5 volunteer teams:
Team #1 <---6ft---> Team #2 <---6ft---> Team #3 <---6ft---> Team #4 <---6ft---> Team #5
- **Sanitization of tools:** Staff will sanitize all hand tools before and after event. During the event, volunteer teams will have their own designated tools so that no tools will be shared with other teams.

Invasive Plant Removal Events

In addition to the above guidelines for Group Size & Event Registration, all Invasive Plant Removal Events will involve the following precautions.

- **Face coverings:** All Seminole County staff, SERV staff, and volunteers will be expected to wear masks or face coverings during the event. However, face coverings will not be required when volunteers are working in household groups (6 ft apart).
- **Temperature checks:** Volunteers will be required to have their temperatures checked upon their arrival to the event. If the invasive removal event is 10 people or less, a designated staff member will take the each volunteer's temperature off to the side of the other volunteers. If the event is between 10 and 50 participants, there will be a dedicated temperature station as described for the Waterway Restoration Events. For all invasive removal events, if a volunteer's temperature does not fall within a safe range (100.4 and below) the volunteer will be discretely asked to go home.
- **"Hands-free" check-in:** After temperature assessment, the County/SERV staff leader will check the volunteers' names on the list generated from the Eventbrite online registration, and liability forms will be deposited in a designated spot.
- **Social distancing:** All staff and volunteers will maintain a 6 ft distance between each other unless an individual is part of a household group that is volunteering together. County/SERV staff and staff assistants will remind volunteers not to congregate during the event.
- **Hand sanitizing:** Alcohol-based sanitizer will be made available to volunteers. County/SERV staff will have an infection control supply kit during the kit (e.g. hand-hygiene products, tissues, Clorox wipes if available, separate trash bags for their disposal).
- **Bathroom facilities:** Volunteers may use park facilities, if available, or may use personal vehicles to travel to nearby off-site businesses with bathrooms.
- **Sanitization of tools:** Staff will sanitize all hand tools before and after event. During the event, volunteer teams will have their own designated tools so that no tools will be shared with other teams.

Stormdrain Marking

In addition to the above guidelines for Group Size & Event Registration, all group-tailored Stormdrain Marking Events will involve the following precautions. For independent projects, stormdrain marking volunteers will be advised on health safety protocol during the initial training. After the training, volunteers working independently are responsible for their own health safety measures.

- **Face coverings:** All SERV staff and volunteers will be expected to wear masks or face coverings during the group event. However, face coverings will not be required when volunteers are working in household groups (6 ft apart).
- **Temperature checks:** Volunteers will be required to have their temperatures checked upon their arrival to the group event. If a Stormdrain Marking Event is 10 people or less, the SERV Coordinator or assisting Site Captain will take the each volunteer's temperature off to the side of the other volunteers. If the event is between 10 and 50 participants, there will be a dedicated temperature station as described for the Waterway Restoration Events. For all invasive removal

events, if a volunteer's temperature does not fall within a safe range (100.4 and below) the volunteer will be discretely asked to go home.

- **Check-In:** After temperature assessment, the SERV Coordinator will collect liability forms deposited in a designated spot. A separate check-in form will not be required.
- **Social distancing:** All staff and volunteers will maintain a 6 ft distance between each other unless an individual is part of a household group that is volunteering together. The SERV Coordinator will remind volunteers not to congregate during the event.
- **Hand sanitizing:** Alcohol-based sanitizer will be made available to volunteers. The SERV Coordinator will have an infection control supply kit during the event (e.g. hand-hygiene products, tissues, Clorox wipes if available, separate trash bags for their disposal).
- **Bathroom facilities:** Volunteers may use personal vehicles to travel to nearby off-site businesses with bathrooms.
- **Sanitization of supplies:** The SERV Coordinator will sanitize stormdrain marking supplies before and after event. During the event, volunteer teams will have their own designated tools so that no tools will be shared with other teams.

Litter Clean-Up Events

In addition to the above guidelines for Group Size & Event Registration, all group-tailored, single day Litter Clean-Up Events along a roadway, waterway, or in a park will involve the following precautions.

- **Face coverings:** All Seminole County staff, SERV staff, and volunteers will be expected to wear masks or face coverings during the event. However, face coverings will not be required when volunteers are working in household groups (6 ft apart).
- **Temperature checks:** Volunteers will be required to have their temperatures checked upon their arrival to the event. If the Litter Clean-Up Event is 10 people or less, a designated staff member will take the each volunteer's temperature off to the side of the other volunteers. If the event is between 10 and 50 participants, there will be a dedicated temperature station as described for the Waterway Restoration Events. For all Litter Clean-Up Events, if a volunteer's temperature does not fall within a safe range (100.4 and below) the volunteer will be discretely asked to go home.
- **"Hands-free" check-in:** After temperature assessment, the County/SERV staff leader will check the volunteers' names on the list generated from the Eventbrite online registration, and liability forms will be deposited in a designated spot.
- **Social distancing:** All staff and volunteers will maintain a 6 ft distance between each other unless an individual is part of a household group that is volunteering together. County/SERV staff and staff assistants will remind volunteers not to congregate during the event.
- **Hand sanitizing:** Alcohol-based sanitizer will be made available to volunteers. County/SERV staff will have an infection control supply kit during the event (e.g. hand-hygiene products, tissues, Clorox wipes if available, separate trash bags for their disposal).
- **Bathroom facilities:** Volunteers may use park facilities, if available, or may use personal vehicles to travel to nearby off-site businesses with bathrooms.

- **Sanitization of tools:** Staff will sanitize all tools (trash grabbers, rolls of bags) before and after event. During the event, volunteer teams will have their own designated tools so that no tools will be shared with other teams.

Adopt-A-Road

In addition to the above guidelines for Group Size & Event Registration, all new Adopt-A-Road groups will be provided with the following health safety guidelines during the initial training session. After the training, volunteers working independently are responsible for their own health safety measures. Existing Adopt-A-Road groups working independently are likewise responsible for their own health safety measures.

- **Face coverings:** All SERV staff and volunteers will be expected to wear masks or face coverings during the training, and volunteers will be instructed to wear face coverings during the clean-up events.
- **Check-In/paperwork:** The SERV Coordinator will collect check-in/liability forms (a combined form) deposited in a designated spot at the beginning of the training session. The Adopt-A-Road group is responsible for filling out the provided event accomplishments paperwork and submitting it to the Seminole County Roads Division via email, fax, or in person. For clean-ups held on dates after the initial training session, the check-in/liability forms must also be submitted to the Roads Division.
- **Social distancing:** All staff and volunteers will maintain a 6 ft distance between each other unless an individual is part of a household group that is volunteering together. The SERV Coordinator will remind volunteers not to congregate during the event.
- **Hand sanitizing:** Alcohol-based sanitizer will be made available to volunteers for the initial training. The volunteers will encouraged to bring their own infection control supply kit to their events (e.g. hand-hygiene products, tissues, Clorox wipes if available, separate trash bags for their disposal).
- **Sanitization of supplies:** The SERV Coordinator will sanitize supplies (rolls of orange plastic bags, safety vests) before the initial event, and before any drop-off of additional supplies for subsequent events. Volunteers will be discouraged from sharing bags and other items during the event.

Adopt-A-River

In addition to the above guidelines for Group Size & Event Registration, all new Adopt-A-River groups will be advised on the following health safety guidelines during the initial training. After the training, volunteers working independently are responsible for their own health safety measures. Existing Adopt-A-River groups working independently are likewise responsible for their own health safety measures.

- **Face coverings:** All SERV staff and volunteers will be expected to wear masks or face coverings during the training, and volunteers are recommended to wear face coverings during the clean-up events.

- **Check-In/paperwork:** The SERV Coordinator will collect check-in/liability forms (a combined form) deposited in a designated spot at the beginning of the training session. The Adopt-A-River group is responsible for filling out the provided event accomplishments paperwork and submitting it to SCWMD via email, fax, or in person. For clean-ups held on dates after the initial training session, the check-in/liability forms must also be submitted to SCWMD.
- **Social distancing:** All staff and volunteers will maintain a 6 ft distance between each other unless an individual is part of a household group that is volunteering together. The SERV Coordinator will remind volunteers not to congregate during the event.
- **Hand sanitizing:** Alcohol-based sanitizer will be made available to volunteers for the initial training. The volunteers will be encouraged to bring their own infection control supply kit to their events (e.g. hand-hygiene products, tissues, Clorox wipes if available, separate trash bags for their disposal).
- **Sanitization of supplies:** The SERV Coordinator will sanitize supplies (rolls of blue plastic bags) before the event, and before any drop-off of additional supplies for subsequent events. Volunteers will be discouraged from sharing bags and other items during the event.