

FRIENDS OF APPALACHIA
COVID-19 PROTOCOLS and GUIDELINES

FOA takes your safety very seriously and strives to minimize the risk of infection of COVID-19 to volunteers, families, staff and community members. To this end, we have devised the following protocols to be utilized during volunteer activities. However, all risks cannot be eliminated, and individuals understand they are participating at their own risk.

Common symptoms of Covid-19

- Fever or chills
- Cough
- Shortness of or difficulty breathing
- Headache
- Fatigue, muscle/body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

Prescreening & Participation Prep

- Volunteers, staff, and homeowners who are sick, exhibiting symptoms, currently diagnosed, or have not fully recovered from COVID-19 cannot participate with FOA and should remain isolated from others.

VOLUNTEERS:

- The FOA and ASP environment presents a risk for the spread of infectious disease. Please plan accordingly. FOA volunteers are required to be fully vaccinated 2 weeks prior to our first FOA meeting in January 2022. And, if determined, any boosters prior to 14 days before our day of departure.
- 10 days prior to trip departure - All volunteers must track symptoms and contacts.
- Within 4 days prior to trip departure - All volunteers must verify a negative COVID-19 test results
- On the day of trip departure- All volunteers must submit a COVID-19 Self Screening and Verification Form (to be provided by ASP) to their Trip Coordinator. The Trip Coordinator will ensure all participants are cleared for travel and verify results with the adult advisors.
- For the health and safety of all FOA participants, we ask for an honest assessment. When in doubt, please delay participation in the FOA 2022 trip.

STAFF:

- All ASP staff and FOA Advisors will be vaccinated.

HOMEOWNERS/FAMILIES:

- Homeowners have been notified that ASP will prioritize work on homes in which all adults will be vaccinated. Vaccinations will be verified.
- Homeowners continually self-screen using ASP's self-screening tool. If any resident shows a result dictating delaying participation, ASP will delay work on the home until all residents are recovered and the worksite is safe for volunteers.

PREVENTION OF COVID-19

- During the FOA trip, at the ASP Center, an outside cleaning crew will sanitize common spaces and high-touch areas with EPA approved disinfectants while volunteers are on site and between volunteer groups.
- FOA Volunteers will be delegated chores that will include additional disinfection procedures with EPA approved disinfectants.
- FOA (during our meetings/activities) and ASP (at the center) will provide supplies; disinfectants, antibacterial hand soap, alcohol-based hand sanitizer, paper towels, and digital touch-free thermometers.
- FOA will work together to ensure hand-washing soaps and sanitizers are replenished as needed.
- FOA will equip their first aid kits with thermometers, antibacterial wipes, hand-sanitizer and N-95 face masks to supplement ASP's inventory while on site. EACH volunteer should bring plenty of CDC approved cloth or disposable masks to wear.
- ALL volunteers, staff and homeowners should communicate IMMEDIATELY if they are experiencing any symptoms.
- ALL volunteers will sign a COVID-19 disclosure and liability release before participation with FOA and ASP.
- FOA/ASP will adhere to state and local mandates for gatherings.
- ASP Center hosting capacity will be limited to allow for social distancing guidelines.
- Each FOA activity and then daily while on the trip, ASP Staff and FOA Advisors will conduct temperature checks and symptom screenings for all volunteers. ASP Staff and FOA Advisors will conduct temperature checks and Symptom Screening for all

volunteers at each FOA activity and daily on the trip. Symptom screening question:

- Temperature UNDER 100°F?
Confirmed with thermometer check
- Are you experiencing any COVID-19 symptoms?
- Do you think you have been exposed?
- ANYONE with an affirmative answer to any one of these questions will need to enter isolation and/or quarantine.

PERSON to PERSON INTERACTION

- COVID-19 transmission occurs via small droplets from the nose or mouth of an infected person during cough, sneeze, talk, sing, exhale.

PHYSICAL DISTANCING

- Maintain a 6 foot distance between yourself and others, whenever possible

MASKS

- Masks are REQUIRED and are to be worn while inside FOA/ASP buildings except when sleeping, showering and eating.
- Masks must be worn anytime 6 feet of distance is unattainable, including while outdoors and while riding in vehicles. It is recommended to open windows when riding in vehicles.
- FOA Volunteers must provide their own CDC approved cloth masks or daily disposable masks for use while participating with FOA/ASP. FOA/ASP will provide masks for use while on site, but volunteers will need to bring their own to supplement ASP's inventory.
- For the protection of the families we serve, other volunteers, and our staff, ALL FOA/ASP volunteers who are unable or unwilling to wear a mask for any reason MUST delay their participation with FOA/ASP until it is safe to gather without a mask.

SLEEPING AND SHOWERING ARRANGEMENTS

- Sleeping rooms will be arranged to allow for CDC and American Camp Association (ACA) recommended distance between participants (at least 6 foot distance between the faces of sleeping volunteers). Volunteers are asked to arrange beds to sleep individuals head to toe AND provide at least 4 foot between beds.

- Showering times and facilities may be arranged to limit the number of users. Disinfectants will be available for volunteer use on showering facilities.
- When possible (if allowable by the facility, if the center security can be maintained etc...) doors and windows should be opened periodically to allow for fresh air flow and circulation in the building.
- Sleep and rest are important for health - please take time for rest and respect "lights out" time for others.

BEHAVIOR GUIDELINES

- Monitor and enforce healthy hygiene habits: Wash hands frequently and properly, Use alcohol-based hand sanitizer often, shower daily, etc.
- If needed, cough or sneeze into a tissue or the sleeve of your arm.
- Do not share food, utensils, drinks, etc.
- Minimize touching your face or other people.
- While in the ASP community, maintain social distancing and mask guidelines and limit the number of people inside a local business.
- ASP volunteers will abide by state and local mandates for mask wearing and social distancing. Staff will inform volunteers of local guidelines upon arrival.
- Remember, FOA/ASP volunteers are guests in a community - please show extra sensitivity to limit the likelihood and perception of spreading COVID-19.
- When possible, limit interaction with other participants to cohorts of 10 or less people.
- Singing must be done outside and only if 6 foot distancing can be maintained.
- Masks may be removed when outside and 6 foot distancing can be maintained.

FOOD SERVICE

- Food procedures will comply with ServSafe guidelines and state/local health department regulations.
- All participants should wash their hands and/or use hand sanitizer before entering any dining area.
- All kitchen surfaces should be disinfected before and after food service.
- Additional kitchen chores include disinfection of all touched surfaces: countertops, equipment, cabinet and fridge handles, dishwashing controls/handles, plumbing fixtures, door handles, etc.

- Food will be plated instead of served buffet style to minimize contact with individuals.
- All servers and cooks will wear gloves and masks while handling food.
- Lunch sandwiches will be prepared by ASP staff and individually wrapped. Condiments will be disbursed in individual packets.

ON SITE/PROJECT PLANNING

- Staff will communicate COVID-19 protocols, expectations, and procedures to homeowners. Homeowners will sign a COVID-19 disclosure and liability release and agree to comply with all protocols before work commences.
- Interaction with all homeowners needs to be socially distanced and conducted outside the home. DO NOT ENTER a home unless necessary or if staff has approved a 'safe to enter' project. Bathroom usage should be planned off site whenever possible. Please do not use the restroom inside a worksite home, even if invited to do so.
- Worksite scopes should be planned to have a 'good stopping point' EACH DAY in case a group is unable to return for any reason.
- Exterior projects will be prioritized unless a "safe to enter" project has been approved.
- Projects will be limited to 10 volunteers per site.
- When feasible, maintain a 6 foot distance from others, while working. If social distancing is not possible, masks are required to be worn on sites.
- Tools and equipment should be sanitized between uses. Volunteers should avoid sharing tools if possible.

IN CASE OF INFECTION - If someone is EXHIBITING SYMPTOMS of COVID-19:

- ASP Staff and FOA Trip Coordinator need to be notified immediately.
- Arrangements will be made to immediately isolate that person from other individuals while further assessment and/or treatment is obtained by the affected person.
- Staff will have a dedicated area at the center for isolating sick individuals from others until other arrangements can be made.
- If the patient is under 18, a parent or guardian will be notified of their condition and updated on response procedures.
- Professional medical opinion must be sought by the affected individual (tele-health or clinic visit).

- If indicated, the symptomatic individual(s) must arrange to recover off campus of the Center and/or be transported to a healthcare facility.
- Individuals with symptoms will be tested for COVID-19 and follow current CDC/local Health Department guidelines for isolation, treatment, contact tracing and/or other recommendations.
- If a homeowner is exhibiting symptoms, the individual will immediately isolate and follow professional health recommendations. FOA/ASP volunteers will be removed immediately from the site and assess contact tracing with the symptomatic person. If a FOA/ASP volunteer has come in contact with a symptomatic person, they should follow the procedures for such instances.
- When in doubt, FOA/ASP will assume a positive COVID-19 diagnosis and follow the appropriate protocols.
- ASP will conduct contact tracing with other ASP volunteers, as necessary.

If someone TESTS POSITIVE while on the ASP trip:

- Staff should be notified right away if any individual has tested positive for COVID-19.
- Arrangements will be made to immediately isolate that person from other individuals while further assessment and/or treatment is organized.
- ASP will have a dedicated area at the center for isolating sick individuals from others while off-center arrangements are made.
- If the patient is under 18, a parent or guardian will be notified of their condition and updated on response procedures.
- Professional medical opinion will be sought by the affected individual (tele-health or clinic visit).
- Infected individual(s) must arrange to recover off-center and/or be transported to a healthcare facility.
- If a homeowner tests positive for COVID-19, FOA/ASP volunteers will be given another assignment at a different location/removed immediately. If a FOA/ASP volunteer has come in contact with an infected person, they should follow the procedures for such instances.
- ASP will conduct contact tracing with other ASP participants, as necessary.

If someone COMES IN CONTACT WITH a confirmed or suspected case of COVID-19:

- "Close Contact" is defined by the CDC as someone who has been within 6 feet of an infected person for at least 15 minutes within a 24-hour period starting 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection).
- ASP staff should be notified right away if any individual has come in close contact with a suspected or confirmed case of COVID-19.
- If the exposed individual has been vaccinated, they do not need to be isolated from others (unless symptoms arise) but should not come into contact with the suspected COVID-19 individual for the remainder of the trip.
- Staff will have a dedicated area at the center for isolating sick individuals from others until off-center arrangements can be made.
- If the patient is under 18, a parent or guardian will be notified of their condition and updated on response procedures.
- Professional medical opinion must be sought by the affected individual (tele-health or clinic visit)
- If indicated, the affected individual(s) must arrange to quarantine off-center campus.
- Person will follow CDC recommended quarantine procedures.
- ASP will conduct contact tracing with other ASP volunteers, as necessary.

IF AN ASP STAFF MEMBER exhibits symptoms, test positive or is exposed to COVID-19:

- Staff will immediately isolate for further assessment and medical advice will be sought.
- If indicated, staff member(s) will continue to isolate or quarantine in a secluded part of the center or off site until it is safe to return.
- Staff will notify FOA Trip Coordinator of their need to isolate or quarantine and the procedures moving forward.
- Vaccinated Staff will not need to continue isolation, but will obtain a COVID-19 test as an extra precaution.

Clean and Disinfect AFTER ANY CONFIRMED or SUSPECTED CASE

- Close off areas used by a sick person and do not use it until the area has been cleaned and disinfected with EPA approved disinfectant by a person wearing appropriate

PPE. These areas will be cleaned after a 24 hour period.

COMMUNICATION

- The ASP Volunteer department will communicate guidelines and procedures to volunteers via the ASP website, phone and/or email communication prior to FOA's scheduled trip.
- ASP's COVID-19 page is <https://asphome.org/covid/>
- Guidelines and answers to frequently asked questions will be posted on the above website.
- ASP Staff will communicate with FOA Trip Coordinators via phone and/or email about any additional or unique procedures/considerations for their specific center.
- ASP will provide an orientation for FOA volunteers upon arrival that will review basic COVID-19 protocols and address any Center-specific procedures.
- ASP will post signs throughout the center reminding participants of healthy behavior, expectations, and protocols.

OTHER

- Due to the evolving nature of this virus, regional impact, and ever-changing recommendation(s), these procedures are subject to change depending on the individual circumstances at each center or among changing recommendations for the CDC, WHO, ad/or local/state Health officials. If needed, additional specific field guidelines will be given closer to the FOA 2022 trip.
- We know that participation in ASP at this time is an individual and personal choice. FOA/ASP will work with volunteers to provide options should they choose to cancel their volunteer experience.
- FOA/ASP has engaged an advisory council of medical professionals for advice and recommendations on protocols for prevention and response.
- ASP/FOA Advisory Councils will continue to advise on precautions and recommendations until the FOA 2022 Trip.